

**NOTICE AND AGENDA
Regular Board Meeting
at Sanitary District No. 5 of Marin County
Thursday, December 16, 2021**

5:00 P.M. REGULAR BOARD MEETING

COVID-19 ADVISORY NOTICE

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

How to Submit Public Comments:

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

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

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

How to Participate in the Meeting:

Join Zoom Meeting by clicking on the following link:

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

Meeting ID: 623 062 0778

or join by phone:

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

ROLL CALL

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

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

CONSENT CALENDAR:

1. Review and Affirm Ordinance No. 2021-07: A Resolution proclaiming the continuing need to meet by teleconference in accordance with Government Code Section 54953 (Rubio)
2. Approval of November 18, 2021 Regular Board Meeting Minutes (Dohrmann)
3. Review and receive all electronic fund transfers (EFTs) and approve warrants from November 11th through December 8th, 2021 (JP Morgan Chase Bank, check no. 8593 through check no. 8647, all transactions totaling \$383,556.62) and receive November 2021 payroll, in the sum of \$161,023.10 (Dohrmann)
4. Receipt of Financial Reports for November 2021 (Dohrmann)

MANAGEMENT REPORTS:

5. District Management Summary Report (Rubio)

NEW BUSINESS:

6. Proclamation for SD5 retiree, Steve Driscoll – Action (Rubio)
7. Discussion re SD5 administrative / scanning workload and recommendation to hire a part-time administrative assistant – Action (Rubio)
8. Discussion re subcontracting document management (scanning, archiving and shredding) SD5 historical documents – discussion only (Rubio)
9. Discussion regarding the Main Plant Generator Control Panel Upgrade and transfer switch part replacement and troubleshooting work for the month of November – discussion only (Rubio)
10. Consideration of CASA Winter Conference attendance – January 19-21 (Palm Springs) or CASA Washington D.C. Policy Forum, February 28 - March 1 – Action (Rubio)

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

11. Capital Improvement Program Committee (Moody/Arias-Montez)
12. Finance & Fiscal Oversight Committee (Benediktsson/Arias-Montez)
13. Governance Committee (Moody/Carapiet)
14. Personnel Committee (Benediktsson/Snyder)
15. Renewable Energy Strategies Ad Hoc Committee (Carapiet/Moody) – verbal report

OTHER BUSINESS:

ENVIRONMENTAL:

CORRESPONDENCE:

INFORMATIONAL ITEMS:

CONVENE TO CLOSED SESSION:

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

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

17. Report out of Closed Session

RECONVENE TO OPEN SESSION:

18. Discuss and possible action to increase District Manager’s compensation under Employment Contract and award of a one-time incentive payment to District Manager

ADJOURNMENT

The Board will be asked to adjourn the meeting to a Regular Board Meeting on January 20, 2021, at 5:00 P.M.

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

RESOLUTION 2021-07

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

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

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

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

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

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

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

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

WHEREAS, the State of Emergency remains in effect; and

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

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

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

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

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

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

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

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

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

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

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

* * * * *

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

AYES, and in favor thereof, Directors: RICHARD SNYDER, JOHN CARAPIET, TED MCCOY, CATHARINE BENEDIKTSSAL


NOES, Directors: NONE

ABSENT, Directors: OMAR ARIAS-MAJTEZ

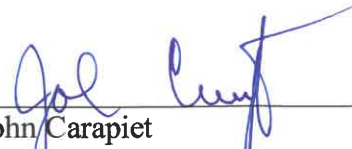
ABSTAIN, Directors: NONE

APPROVED:

ATTEST:



Richard Snyder
President, Board of Directors



John Carapiet
Vice President, Board of Directors

**Regular Board Meeting Minutes
Sanitary District No. 5 of Marin County
Thursday, November 18, 2021**

5:00 P.M. REGULAR BOARD MEETING

COVID-19 ADVISORY NOTICE

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Meeting ID: 623 062 0778

or join by phone:

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

CALL TO ORDER by President Richard Snyder at 5:00 P.M.

ROLL CALL

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

Staff present: Tony Rubio, District Manager
Robin Dohrmann, Office Manager

Others in attendance: Benjamin Stock, Burke, Williams, & Sorensen, LLC

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

There were no public comments at this time.

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

- President Richard Snyder requested an agenda item re current office administration needs for December 2021 Regular Board Meeting

(DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS Cont'd)

- Vice President Carapiet requested to see the 2014 agreement between SD5 and Belvedere Land Company

CONSENT CALENDAR:

1. Review and Affirm No. 2021-07: A Resolution proclaiming the continuing need to meet by teleconference in accordance with Government Code Section 54953 (Rubio)
2. Approval of October 21, 2021 Regular Board Meeting Minutes (Dohrmann)
3. Review and receive all electronic fund transfers (EFTs) and approve warrants from October 10th through November 10th, 2021 (JP Morgan Chase Bank, check no. 8529 through check no. 8592, all transactions totaling \$296,816.98) and receive October 2021 payroll, in the sum of \$120,914.95 (Dohrmann)
4. Receipt of Financial Reports for October 2021 (Dohrmann)

Discussion by the Board. Motion (Benediktsson/Moody) to approve Items No. 1 through No. 4 on the Consent Calendar. Passed unanimously.

MANAGEMENT REPORTS:

5. District Management Summary Report (Rubio)

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

NEW BUSINESS:

6. Review and accept proposal, from DKF Solutions, for SD5 Safety Updates and authorize the District Manager to proceed with Item #1 on the proposal for fiscal year 2021-2022.

Discussion by the Board. Motion (Benediktsson/Carapiet) to authorize the District Manager to proceed with Item #1 on the DKF Safety Training Update proposal for fiscal year 2021-2022. Passed unanimously.

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

7. Capital Improvement Program Committee (Moody/Arias-Montez) – verbal report + Action Item Log
8. Finance & Fiscal Oversight Committee (Benediktsson/Arias-Montez) – verbal report
9. Governance Committee (Moody/Carapiet) – N/A
10. Personnel Committee (Benediktsson/Snyder) – Preliminary discussion re 2022-2026 M.O. U. negotiations and Operator Recruitment
11. Renewable Energy Strategies Ad Hoc Committee (Carapiet/Moody) – N/A

OTHER BUSINESS: None

ENVIRONMENTAL: None

CORRESPONDENCE: None

INFORMATIONAL ITEMS:

12. Resolutions by the State Water Resources Control Board and the California Water Quality Monitoring Council recognizing SD5 and other utilities for its voluntary participation in wastewater monitoring for COVID-19

CONVENE TO CLOSED SESSION:

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

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

14. Report out of Closed Session (6:12 p.m.)

No action taken.

RECONVENE TO OPEN SESSION:

15. Consider increase to District Manager’s compensation under Employment Contract and award of a one-time payment to District Manager

Discussion by the Board. Request for FY21-22 SD5 salary step chart for Board consideration of District Manager’s Employee Performance Evaluation.


ADJOURNMENT

The Board adjourned at 6:15 p.m. to a Regular Board Meeting on December 16, 2021, at 5:00 P.M.

Approved:

Attest:


Richard Snyder
President, Board of Directors


Omar Arias-Montez
Secretary, Board of Directors

Sanitary Distr. No.5 of Marin Co.
Warrant List Summary - Revised as of 12.9.2021
November 11 through December 8, 2021

Item #3

12/09/21

Date	Num	Name	Memo	Amount
JP Morgan Chase - Primary 7399				
12/08/21	EFT	CalPERS	EFT Health Premium, December 2021, Cust #4163206459	-15,882.01
12/08/21	EFT	PERS	EFT PERS Retirement, November 2021	-19,140.25
11/11/21	8594	Sterling Pump Systems	Digester Equipment, November 2021	-8,582.00
11/18/21	8595	Comcast Business	Acct# 8155 30 011 0149465, Bus. Voice, Internet & Cable, Nove...	-564.94
11/18/21	8596	Pacific Gas & Electric	Acct #2908031411-4, Utilities, October, 2021	-22,467.26
11/18/21	8597	Special District Risk Management...	Member #7665, Life, Vision, DDS & LTD Ins., December 2021	-1,580.19
11/18/21	8598	Staples, Inc.	Acct #60111000714, Office Supplies, September 2021	-178.28
11/18/21	8599	Verizon Wireless	Acct #0342125502-00001: iPhones & BPS Comm, November 2021	-804.40
11/18/21	8600	Shape Incorporated	Acct #400M14, M.P. Pump Replacement - October 2021	-40,927.16
12/08/21	8601	Access Answering Service	Acct #4080C, Answering Service, December 2021	-60.00
12/08/21	8602	Alameda Electrical Distributors, Inc.	BPS#1 Supplies, November 2021	-369.97
12/08/21	8603	Alhambra	Acct #547945611762129, Water, September - November 2021	-179.79
12/08/21	8604	AT&T	Acct #960732-76375559 - November 2021	-815.07
12/08/21	8605	ATP Group, Inc.	M.P. & P.C. Plant Chemicals, November 2021	-3,429.39
12/08/21	8606	Banshee Networks, Inc.	Computer/IT Support, E-Media Installations - Nov - Dec, 2021	-3,997.18
12/08/21	8607	Brelje and Race Laboratories, Inc.	M.P./P.C. Plant Samples, Sept - Oct 2021	-3,315.00
12/08/21	8608	Brentwood Industries, Inc.	M.P. Parts & Service (#2) Replacement - December 2021	-26,558.00
12/08/21	8609	Burke, Williams & Sorensen, LLP	Legal Advice, October 2021	-4,941.00
12/08/21	8610	California Association of Sanitatio...	CASA Membership Dues (FY22-23 AJE)	-7,000.00
12/08/21	8611	Caltest Analytical Laboratory	M.P./P.C. Lab Sampling, October 2021	-2,809.15
12/08/21	8612	Caltronics Business Systems, Inc.	Acct #SD15, Multi-purpose Copier Contract, November 2021	-167.17
12/08/21	8613	Center For Hearing Health, Inc.	Annual on-site hearing tests, November 2021	-600.00
12/08/21	8614	Cintas Corporation #626	Acct #626-00821, PPE/Safetywear + Service, November, 2021	-142.27
12/08/21	8615	Code Publishing, Inc.	Project#:329170, Annual Web Hosting - October 2021	-400.00
12/08/21	8616	Cornely Company	Cust ID: SANDIST, Digester Srvc & Boiler Replcmnt Parts, Octob...	-29,211.00
12/08/21	8617	County of Marin - Central Collecti...	2022 Hazardous Materials Permit No. 60-0310 - CUPA Fee, Dec '...	-1,381.00
12/08/21	8618	CWEA	Membership & Certification Renewal, D LaTorre, December 2021...	-192.00
12/08/21	8619	DKF Solutions Group, LLC	My Safety Officer Monthly Subscription, December 2021	-350.00
12/08/21	8621	Fastenal Company	CASA10962, Safety & M.P. Parts & Service, November 2021	-4,879.12
12/08/21	8622	Hexagon, Inc.	Cust #607934, CMMS Maint Program December 2021 (AJE FY2...	-1,056.70
12/08/21	8623	Home Depot Credit Services	Acct #6035 3220 0516 4334, M.P. & P.C. Parts & Service- Nove...	-616.65
12/08/21	8624	JM Integration, LLC	M.P. Parts & Service, November 2021	-8,646.60
12/08/21	8625	Larry Walker Associates, Inc.	Tech Support for M.P. NPDES Reg. Assistance Renewal - Octob...	-209.25
12/08/21	8626	Linscott Engineering Contractors I...	BPS#12 + P.C. Manhole Lid Replcmnt, November 2021	-18,721.82
12/08/21	8627	Lystek Int'l, LTD	Biosolids Transport, November 2021	-737.80
12/08/21	8628	MidAmerica Administrative & Retir...	HRA Retiree Health Reimb. Admin Fees, 3Q21 - November 2021	-225.00
12/08/21	8629	Mill Valley Refuse Service, Inc.	Acct #032945, Garbage Service + 1 yd rental, January 2022	-271.09
12/08/21	8630	MISCOwater	M.P. & P.C. CIP + SASM Parts & Srv. - November 2021	-39,962.88
12/08/21	8631	Roy's Sewer Service, Inc.	P&L + Sm. Machine Cleaning @ Tib + Belv - November 2021	-21,618.00
12/08/21	8632	Royal Wholesale	BPS#1 P&L - November 2021	-510.30
12/08/21	8633	Shape Incorporated	Acct #400M14, BPS & TPS Pump Replacements - November 2021	-57,179.81
12/08/21	8634	SWRCB - ELAP Fees	Cert# 2164, Annual ELAP Fees, November 2021	-3,550.00
12/08/21	8635	Telstar Instrument, Inc.	Cust #SANDI, M.P., PC + Tib, Parts & Srv. - November 2021	-1,710.22
12/08/21	8636	U.S. Bank	Acct#:4246-0441-0158-3635, October - November 2021	-10,384.75
12/08/21	8637	Univar	Cust ID #STDT001, Chemicals, November 2021	-7,498.11
12/08/21	8639	Waste Management of Redwood ...	Acct #507-0000190-1507-2, Sludge Disposal - November 2021	-1,380.73
12/08/21	8640	Water Components & Building Su...	Acct #454, PC Maint. Supplies, November 2021	-94.62
12/08/21	8641	Alvarez, Joel	Mileage Reimb. re Stormwatch, November 2021	-35.84
12/08/21	8642	Cottrell, Rulon	Reimb. for S/B Mileage, January - November, 2021	-818.50
12/08/21	8643	Rosser, John	S/B Mileage Reimb., thru 11.13.2021	-147.13
12/08/21	8645	Maggiora & Ghilotti, Inc.	M&G Project #6159, SD5 Flange Replacement - October 2021	-6,757.22
12/08/21	8647	Vaider, Inc.	Cust #933682, M.P. Equipment Repair - September 2021	-500.00
Total JP Morgan Chase - Primary 7399				-383,556.62
TOTAL				-383,556.62

**Sanitary Distr. No.5 of Marin Co.
Warrant List Summary
November 11 through December 8, 2021**

12/07/21

Date	Num	Name	Memo	Amount
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11/11/21	8594	Sterling Pump Systems	Digester Equipment, November 2021	-8,582.00
11/18/21	8595	Comcast Business	Acct# 8155 30 011 0149465, Bus. Voice, Internet & Cable, Nove...	-564.94
11/18/21	8596	Pacific Gas & Electric	Acct #2908031411-4, Utilities, October, 2021	-22,467.26
11/18/21	8597	Special District Risk Management...	Member #7665, Life, Vision, DDS & LTD Ins., December 2021	-1,580.19
11/18/21	8598	Staples, Inc.	Acct #60111000714, Office Supplies, September 2021	-178.28
11/18/21	8599	Verizon Wireless	Acct #0342125502-00001: iPhones & BPS Comm, November 2021	-804.40
11/18/21	8600	Shape Incorporated	Acct #400M14, M.P. Pump Replacement - October 2021	-40,927.16
12/08/21	8601	Access Answering Service	Acct #4080C, Answering Service, December 2021	-60.00
12/08/21	8602	Alameda Electrical Distributors, Inc.	BPS#1 Supplies, November 2021	-369.97
12/08/21	8603	Alhambra	Acct #547945611762129, Water, September - November 2021	-179.79
12/08/21	8604	AT&T	Acct #960732-76375559 - November 2021	-815.07
12/08/21	8605	ATP Group, Inc.	M.P. & P.C. Plant Chemicals, November 2021	-3,429.39
12/08/21	8606	Banshee Networks, Inc.	Computer/IT Support, E-Media Installations - Nov - Dec, 2021	-3,997.18
12/08/21	8607	Brelje and Race Laboratories, Inc.	M.P./P.C. Plant Samples, Sept - Oct 2021	-3,315.00
12/08/21	8608	Brentwood Industries, Inc.	M.P. DW Clarifier (#2) Replacement - December 2021	-26,558.00
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12/08/21	8613	Center For Hearing Health, Inc.	Annual on-site hearing tests, November 2021	-600.00
12/08/21	8614	Cintas Corporation #626	Acct #626-00821, PPE/Safetywear + Service, November, 2021	-142.27
12/08/21	8615	Code Publishing, Inc.	Project#:329170, Annual Web Hosting, October 2021	-400.00
12/08/21	8616	Cornely Company	Cust ID: SANDIST, Digester Srvc & Boiler Replcmnt Parts, Octob...	-29,211.00
12/08/21	8617	County of Marin - Central Collecti...	2022 Hazardous Materials Permit No. 60-0310 - CUPA Fee, Dec '...	-1,381.00
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12/08/21	8619	DKF Solutions Group, LLC	My Safety Officer Monthly Subscription, December 2021	-350.00
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12/08/21	8634	SWRCB - ELAP Fees	Cer# 2164, Annual ELAP Fees, November 2021	-3,550.00
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12/08/21	8636	U.S. Bank	Acct#:4246-0441-0158-3635, October - November 2021	-10,384.75
12/08/21	8637	Univar	Cust ID #STDT001, Chemicals, November 2021	-7,498.11
12/08/21	8638	Vaider, Inc.	Cust #933682, M.P. Equipment Repair - September 2021	-5,000.00
12/08/21	8639	Waste Management of Redwood ...	Acct #507-0000190-1507-2, Sludge Disposal - November 2021	-1,380.73
12/08/21	8640	Water Components & Building Su...	Acct #454, PC Maint. Supplies, November 2021	-94.62
12/08/21	8641	Alvarez, Joe	Mileage Reimb. re Stormwatch, November 2021	-35.84
12/08/21	8642	Cottrell, Rulon	Reimb. for S/B Mileage, January - November, 2021	-818.50
12/08/21	8643	Rosser, John	S/B Mileage Reimb., thru 11.13.2021	-147.13
12/08/21	8645	Maggiora & Ghilotti, Inc.	M&G Project #6159, SD5 Flange Replacement - October 2021	-6,757.22
Total JP Morgan Chase - Primary 7399				-377,334.36
TOTAL				-377,334.36

Sanitary Distr. No.5 of Marin Co.
Warrant List Detail -- Revised as of 12.9.2021

November 11 through December 8, 2021

Date	Num	Name	Memo	Account	Class	Paid Amount
12/08/21	EFT	CalPERS	EFT Health Premium, December 2021, Cust #4163206459	JP Morgan Chase - Primary 7399		
			Active Employee Health Premium - December 2021	8020.05 · Employee Health	Belvedere	-5,383.56
			Active Employee Health Premium - December 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-437.15
			Active Employee Health Premium - December 2021	8020.05 · Employee Health	Tiburon	-9,150.25
			Retiree Health Premium - December 2021	8022.05 · Reitree Health	Belvedere	-308.54
			Retiree Health Premium - December 2021	8022.05 · Reitree Health	Tiburon:Paradise ...	-25.05
			Retiree Health Premium - December 2021	8022.05 · Reitree Health	Tiburon	-524.41
			Active Employee Health Premium - December 2021 - Admin Fee	8020.05 · Employee Health	Belvedere	-13.46
			Active Employee Health Premium - December ust 2021 - Admin...	8020.05 · Employee Health	Tiburon:Paradise ...	-1.09
			Active Employee Health Premium - December 2021 - Admin Fee	8020.05 · Employee Health	Tiburon	-22.88
			Retiree Health Premium - December 2021 - Admin Fee	8022.05 · Reitree Health	Belvedere	-5.62
			Retiree Health Premium - December 2021 - Admin Fee	8022.05 · Reitree Health	Tiburon:Paradise ...	-0.46
			Retiree Health Premium - December 2021 - Admin Fee	8022.05 · Reitree Health	Tiburon	-9.54
TOTAL						-15,882.01
12/08/21	EFT	PERS	EFT PERS Retirement, November 2021	JP Morgan Chase - Primary 7399		
			Retirement November 2021(Classic 1600 Rate): ER @ 14.194 ...	8019.05 · PERS Retirement	Belvedere	-4,838.51
			Retirement November 2021(Classic 1600 Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon:Paradise ...	-392.89
			Retirement November 2021(Classic 1600 Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon	-8,223.87
			Retirement November 2021(PEPRA Rates: ER @ 7.732%; EE ...	8019.05 · PERS Retirement	Belvedere	-2,044.32
			Retirement November 2021(PEPRA Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon:Paradise ...	-166.00
			Retirement November 2021(PEPRA Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon	-3,474.66
TOTAL						-19,140.25
11/11/21	8594	Sterling Pump Systems	Digester Equipment, November 2021	JP Morgan Chase - Primary 7399		
			Inv #4830, PO #:106859, Digester Mix Pump, November 2021	9510 · Undesignated Cap - M.P.	Belvedere	-3,179.63
			Inv #4830, PO #:106859, Digester Mix Pump, November 2021	9510 · Undesignated Cap - M.P.	Tiburon:Paradise ...	-5,402.37
TOTAL						-8,582.00
11/18/21	8595	Comcast Business	Acct# 8155 30 011 0149465, Bus. Voice, Internet & Cable, No...	JP Morgan Chase - Primary 7399		
			Bundle: Cable (\$218.25), November 2021	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-78.48
			Bundle: Cable (\$218.25), November 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-6.37
			Bundle: Cable (\$218.25), November 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-133.40
			Bundle: Internet (\$134.85), November 2021	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-7.17
			Bundle: Internet (\$134.85), November 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-0.58
			Bundle: Internet (\$134.85), November 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-12.19
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), Nove...	8531 · Main Plant Telephones	Belvedere	-113.74
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), Nove...	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-9.24
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), Nove...	8531 · Main Plant Telephones	Tiburon	-193.33
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), November 2021	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-1.88
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), November 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-0.15
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), November 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-3.19
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), November 2021	8531 · Main Plant Telephones	Belvedere	-1.88

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			Bundle: Taxes & Fees (+/- \$5 - varies/mo), November 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-0.15
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), November 2021	8531 · Main Plant Telephones	Tiburon	-3.19
TOTAL						-564.94
11/18/21	8596	Pacific Gas & Electric	Acct #2908031411-4, Utilities, October, 2021	JP Morgan Chase - Primary 7399		
			Acct #2908031411-4, Main Plant Utilities, October, 2021	8542 · Main Plant Utilities	Belvedere	-6,610.09
			Acct #2908031411-4, P.C. Plant Utilities, October, 2021	8543 · Paradise Cove Utilities	Tiburon:Paradise ...	-1,580.91
			Acct #2908031411-4, Main Plant Utilities, October, 2021	8542 · Main Plant Utilities	Tiburon	-11,230.91
			Acct #2908031411-4, Belv Pump St Utilities, October, 2021	8544 · Pump Station Utilities	Belvedere	-1,127.80
			Acct #2908031411-4, P.C. Pump St Utilities, October, 2021	8544 · Pump Station Utilities	Tiburon:Paradise ...	-232.33
			Acct #2908031411-4, Tib Pump St Utilities, October, 2021	8544 · Pump Station Utilities	Tiburon	-1,685.22
TOTAL						-22,467.26
11/18/21	8597	Special District Risk Manag...	Member #7665, Life, Vision, DDS & LTD Ins., December 2021	JP Morgan Chase - Primary 7399		
			Employee Life & ADD Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Belvedere	-48.91
			Employee Life & ADD Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-3.97
			Employee Life & ADD Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon	-83.12
			Employee LTD Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Belvedere	-127.69
			Employee LTD Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-10.37
			Employee LTD Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon	-217.03
			Employee DDS Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Belvedere	-333.56
			Employee DDS Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-27.09
			Employee DDS Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon	-566.95
			Employee Vision Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Belvedere	-58.08
			Employee Vision Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-4.72
			Employee Vision Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon	-98.70
TOTAL						-1,580.19
11/18/21	8598	Staples, Inc.	Acct #60111000714, Office Supplies, September 2021	JP Morgan Chase - Primary 7399		
			Inv #2956107271, #2956117391, #2953936911, Office supplies,...	6047 · Office Supplies	Belvedere	-35.69
			Inv #2956107271, #2956117391, #2953936911, Office supplies,...	6047 · Office Supplies	Tiburon:Paradise ...	-2.90
			Inv #2956107271, #2956117391, #2953936911, Office supplies,...	6047 · Office Supplies	Tiburon	-60.67
			Inv #2953936911, Janitorial supplies, November 2021	7023 · Janitorial Supplies & Servi...	Belvedere	-9.63
			Inv #2953936911, Janitorial supplies, November 2021	7023 · Janitorial Supplies & Servi...	Tiburon	-16.35
			Inv #2951248681, Membership Dues, November 2021	6025 · Dues & Subscriptions	Belvedere	-19.07
			Inv #2951248681, Membership Dues, November 2021	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-1.55
			Inv #2951248681, Membership Dues, November 2021	6025 · Dues & Subscriptions	Tiburon	-32.42
TOTAL						-178.28

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11/18/21	8599	Verizon Wireless	Acct #0342125502-00001: iPhones & BPS Comm, November ...	JP Morgan Chase - Primary 7399		
			Inv #9892186308: Monthly Charges New NASPO MA 152 Agmn...	8531 · Main Plant Telephones	Belvedere	-97.67
			Inv #9892186308: Monthly Charges New NASPO MA 152 Agmn...	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-7.93
			Inv #9892186308: Monthly Charges New NASPO MA 152 Agmn...	8531 · Main Plant Telephones	Tiburon	-166.00
			Inv #9892186308: NEW Monthly Charges for BPS Telephone lin...	8533 · Pumps & Lines Telephones	Belvedere	-279.93
			Inv #9892186308: Taxes, Gov't Surcharges & Fees, November ...	8531 · Main Plant Telephones	Belvedere	-15.42
			Inv #9892186308: Taxes, Gov't Surcharges & Fees, November ...	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-1.25
			Inv #9892186308: Taxes, Gov't Surcharges & Fees, November ...	8531 · Main Plant Telephones	Tiburon	-26.20
			Inv #9892186308: Overages, November 2021	8531 · Main Plant Telephones	Belvedere	-75.52
			Inv #9892186308: Overages, November 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-6.13
			Inv #9892186308: Overages, November 2021	8531 · Main Plant Telephones	Tiburon	-128.35
TOTAL						-804.40
11/18/21	8600	Shape Incorporated	Acct #400M14, M.P. Pump Replacement - October 2021	JP Morgan Chase - Primary 7399		
			Inv #128915, PO #186800, 35HP Pump @ Dry Weather Pump, ...	9206 · Infl Dry Weather Pump R...	Belvedere	-15,163.51
			Inv #128915, PO #186800, 35HP Pump @ Dry Weather Pump, ...	9206 · Infl Dry Weather Pump R...	Tiburon	-25,763.65
TOTAL						-40,927.16
12/08/21	8601	Access Answering Service	Acct #4080C, Answering Service, December 2021	JP Morgan Chase - Primary 7399		
			Inv #26627, Answering Service, December 2021- SSO & Alarm ...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-21.58
			Inv #26627, Answering Service, December 2021- SSO & Alarm ...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-1.75
			Inv #26627, Answering Service, December 2021- SSO & Alarm ...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-36.67
TOTAL						-60.00
12/08/21	8602	Alameda Electrical Distribut...	BPS#1 Supplies, November 2021	JP Morgan Chase - Primary 7399		
			Inv #S5201999.01 & #S5201999.02, PO #160577: BPS#1, Cove...	7011 · Pumps & Lines Maintena...	Belvedere	-369.97
TOTAL						-369.97
12/08/21	8603	Alhambra	Acct #547945611762129, Water, September - November 2021	JP Morgan Chase - Primary 7399		
			Inv #12012314 111221 Water, 10.14.2021 - 11.10.2021	7023 · Janitorial Supplies & Servi...	Belvedere	-64.65
			Inv #12012314 111221 Water, 10.14.2021 - 11.10.2021	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-5.25
			Inv #12012314 111221 Water, 10.14.2021 - 11.10.2021	7023 · Janitorial Supplies & Servi...	Tiburon	-109.89
TOTAL						-179.79

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12/08/21	8604	AT&T	Acct #960732-76375559 - November 2021	JP Morgan Chase - Primary 7399		
			PC Plant Telephones - November 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-331.52
			PC Pumps & Lines Telephones - November 2021	8533 · Pumps & Lines Telephones	Tiburon:Paradise ...	-175.08
			Tib Pumps & Lines Telephones - November 2021	8533 · Pumps & Lines Telephones	Tiburon	-308.47
TOTAL						-815.07
12/08/21	8605	ATP Group, Inc.	M.P. & P.C. Plant Chemicals, November 2021	JP Morgan Chase - Primary 7399		
			Inv #I239077, P.O. #387862, M.P., Caustic soda beads (Sodium...	7024 · Main Plant Chemicals	Belvedere	-1,233.21
			Inv #I239077, P.O. #387862, P.C., Caustic soda beads (Sodium...	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-100.14
			Inv #I239077, P.O. #387862, M.P., Caustic soda beads (Sodium...	7024 · Main Plant Chemicals	Tiburon	-2,096.04
TOTAL						-3,429.39
12/08/21	8606	Banshee Networks, Inc.	Computer/IT Support, E-Media Installations - Nov - Dec, 2021	JP Morgan Chase - Primary 7399		
			Inv #15131, Inv #15169, & Inv #15170 - Monthly Subscriptions +...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-1,437.39
			Inv #15131, Inv #15169, & Inv #15170 - Monthly Subscriptions +...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-116.72
			Inv #15131, Inv #15169, & Inv #15170 - Monthly Subscriptions +...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-2,443.07
TOTAL						-3,997.18
12/08/21	8607	Brelje and Race Laboratorie...	M.P./P.C. Plant Samples, Sept - Oct 2021	JP Morgan Chase - Primary 7399		
			Inv #138539, #138540, M.P. Samples for September - October ...	7051 · Main Plant Lab Monitoring	Belvedere	-1,085.57
			Inv #138539, #138540, P.C. Samples for September - October 2...	7052 · Paradise Cove Monitoring	Tiburon:Paradise ...	-385.00
			Inv #138539, #138540, M.P. Samples for September - October ...	7051 · Main Plant Lab Monitoring	Tiburon	-1,844.43
TOTAL						-3,315.00
12/08/21	8608	Brentwood Industries, Inc.	M.P. Parts & Service (#2) Replacement - December 2021	JP Morgan Chase - Primary 7399		
			Inv #WGI000010804, Inv #WGI000011042 (P.O. #387906), Rep...	7022 · Plant Maint. Parts & Service	Belvedere	-9,839.74
			Inv #WGI000010804, Inv #WGI000011042 (P.O. #387906), Rep...	7022 · Plant Maint. Parts & Service	Tiburon	-16,718.26
TOTAL						-26,558.00
12/08/21	8609	Burke, Williams & Sorensen...	Legal Advice, October 2021	JP Morgan Chase - Primary 7399		
			Inv #277124, HR, October 2021	6039 · Legal	Belvedere	-600.35
			Inv #277124, HR, October 2021	6039 · Legal	Tiburon:Paradise ...	-48.75
			Inv #277124, HR, October 2021	6039 · Legal	Tiburon	-1,020.40
			Inv #277124, DCS, October 2021	6039 · Legal	Belvedere	-373.80
			Inv #277124, DCS, October 2021	6039 · Legal	Tiburon:Paradise ...	-30.35
			Inv #277124, DCS, October 2021	6039 · Legal	Tiburon	-635.35
			Inv #277124, Contracts, October 2021	6039 · Legal	Belvedere	-543.72
			Inv #277124, Contracts, October 2021	6039 · Legal	Tiburon:Paradise ...	-44.15

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			Inv #277124, Contracts, October 2021	6039 · Legal	Tiburon	-924.13
			Inv #277124, CVD, October 2021	6039 · Legal	Belvedere	-156.97
			Inv #277124, CVD, October 2021	6039 · Legal	Tiburon:Paradise ...	-12.75
			Inv #277124, CVD, October 2021	6039 · Legal	Tiburon	-266.78
			Inv #277124, FY 20-21 Audit , October 2021	6039 · Legal	Belvedere	-101.95
			Inv #277124, FY 20-21 Audit , October 2021	6039 · Legal	Tiburon:Paradise ...	-8.28
			Inv #277124, FY 20-21 Audit , October 2021	6039 · Legal	Tiburon	-173.27
TOTAL						-4,941.00
12/08/21	8610	California Association of Sa...	CASA Membership Dues (FY22-23 AJE)	JP Morgan Chase - Primary 7399		
			Inv #5803, SD5 CASA 2022 Membership Dues, 1.1.2022 - 6.30...	6025 · Dues & Subscriptions	Belvedere	-1,258.60
			Inv #5803, SD5 CASA 2022 Membership Dues, 1.1.2022 - 6.30...	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-102.20
			Inv #5803, SD5 CASA 2022 Membership Dues, 1.1.2022 - 6.30...	6025 · Dues & Subscriptions	Tiburon	-2,139.20
			Inv #5803, SD5 CASA 2022 Membership Dues, 7.1.2022 - 12.3...	6025 · Dues & Subscriptions	Belvedere	-1,258.60
			Inv #5803, SD5 CASA 2022 Membership Dues, 7.1.2022 - 12.3...	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-102.20
			Inv #5803, SD5 CASA 2022 Membership Dues, 7.1.2022 - 12.3...	6025 · Dues & Subscriptions	Tiburon	-2,139.20
TOTAL						-7,000.00
12/08/21	8611	Caltest Analytical Laboratory	M.P./P.C. Lab Sampling, October 2021	JP Morgan Chase - Primary 7399		
			M.P. - B: #625942, #626658, #626658, #626657, #626714, #62...	7051 · Main Plant Lab Monitoring	Belvedere	-919.01
			P.C.: Inv #627282 - November 2021	7052 · Paradise Cove Monitoring	Tiburon:Paradise ...	-328.70
			M.P. - B: #625942, #626658, #626658, #626657, #626714, #62...	7051 · Main Plant Lab Monitoring	Tiburon	-1,561.44
TOTAL						-2,809.15
12/08/21	8612	Caltronics Business Syste...	Acct #SD15, Multi-purpose Copier Contract, November 2021	JP Morgan Chase - Primary 7399		
			Inv #3387101, Konica Multi-purpose copier (C308) contract, Nov...	6047 · Office Supplies	Belvedere	-60.11
			Inv #3387101, Konica Multi-purpose copier (C308) contract, Nov...	6047 · Office Supplies	Tiburon:Paradise ...	-4.88
			Inv #3387101, Konica Multi-purpose copier (C308) contract, Nov...	6047 · Office Supplies	Tiburon	-102.18
TOTAL						-167.17
12/08/21	8613	Center For Hearing Health, I...	Annual on-site hearing tests, November 2021	JP Morgan Chase - Primary 7399		
			Inv #18983, Retest for hearing,11.10.2021	8515 · Safety	Belvedere	-215.76
			Inv #18983, Retest for hearing,11.10.2021	8515 · Safety	Tiburon:Paradise ...	-17.52
			Inv #18983, Retest for hearing,11.10.2021	8515 · Safety	Tiburon	-366.72
TOTAL						-600.00

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12/08/21	8614	Cintas Corporation #626	Acct #626-00821, PPE/Safetywear + Service, November, 2021	JP Morgan Chase - Primary 7399		
			PPE/Safetwear + Service: Inv ending in #43538, #52320, #9868...	8520 · Personal Protection/Safet...	Belvedere	-51.16
			PPE/Safetwear + Service: Inv ending in #43538, #52320, #9868...	8520 · Personal Protection/Safet...	Tiburon:Paradise ...	-4.15
			PPE/Safetwear + Service: Inv ending in #43538, #52320, #9868...	8520 · Personal Protection/Safet...	Tiburon	-86.96
TOTAL						-142.27
12/08/21	8615	Code Publishing, Inc.	Project#:329170, Annual Web Hosting - October 2021	JP Morgan Chase - Primary 7399		
			Inv #71324, SD5 Web Hosting + Resolution List & Ordinance Ta...	6017 · Consulting Fees	Belvedere	-143.84
			Inv #71324, SD5 Web Hosting + Resolution List & Ordinance Ta...	6017 · Consulting Fees	Tiburon:Paradise ...	-11.68
			Inv #71324, SD5 Web Hosting + Resolution List & Ordinance Ta...	6017 · Consulting Fees	Tiburon	-244.48
TOTAL						-400.00
12/08/21	8616	Cornely Company	Cust ID: SANDIST, Digester Srvc & Boiler Replcmnt Parts, O...	JP Morgan Chase - Primary 7399		
			Inv #INV-23876 (PO# 160510), Field Srvc @ Primary Digester - ...	7022 · Plant Maint. Parts & Service	Belvedere	-246.38
			Inv #INV-23876 (PO# 160510), Field Srvc @ Primary Digester - ...	7022 · Plant Maint. Parts & Service	Tiburon	-418.62
			Inv #INV-23874 (PO #364591), M.P. Boiler Replacement @ flue...	9204 · M.P. Boiler Replacement	Belvedere	-10,576.29
			Inv #INV-23874 (PO #364591), M.P. Boiler Replacement @ flue...	9204 · M.P. Boiler Replacement	Tiburon	-17,969.71
TOTAL						-29,211.00
12/08/21	8617	County of Marin - Central C...	2022 Hazardous Materials Permit No. 60-0310 - CUPA Fee, D...	JP Morgan Chase - Primary 7399		
			Inv #IN0277779, Facility #21-000-600310, CERS ID#:10593949 ...	7062 · Permits/Fees - General	Belvedere	-248.31
			Inv #IN0277779, Facility #21-000-600310, CERS ID#:10593949 ...	7063 · Paradise Cove Permits/F...	Tiburon:Paradise ...	-20.17
			Inv #IN0277779, Facility #21-000-600310, CERS ID#:10593949 ...	7062 · Permits/Fees - General	Tiburon	-422.02
			Inv #IN0277779, Facility #21-000-600310, CERS ID#:10593949 ...	7062 · Permits/Fees - General	Belvedere	-248.31
			Inv #IN0277779, Facility #21-000-600310, CERS ID#:10593949 ...	7063 · Paradise Cove Permits/F...	Tiburon:Paradise ...	-20.17
			Inv #IN0277779, Facility #21-000-600310, CERS ID#:10593949 ...	7062 · Permits/Fees - General	Tiburon	-422.02
TOTAL						-1,381.00
12/08/21	8618	CWEA	Membership & Certification Renewal, D LaTorre, December ...	JP Morgan Chase - Primary 7399		
			D LaTorre (#47792), CWEA Association Membership, Redwood ...	6025 · Dues & Subscriptions	Belvedere	-17.26
			D LaTorre (#47792), CWEA Association Membership, Redwood ...	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-1.40
			D LaTorre (#47792), CWEA Association Membership, Redwood ...	6025 · Dues & Subscriptions	Tiburon	-29.34
			D LaTorre (#47792), CWEA Association Membership, Redwood ...	6025 · Dues & Subscriptions	Belvedere	-51.78
			D LaTorre (#47792), CWEA Association Membership, Redwood ...	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-4.20
			D LaTorre (#47792), CWEA Association Membership, Redwood ...	6025 · Dues & Subscriptions	Tiburon	-88.02
TOTAL						-192.00

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12/08/21	8619	DKF Solutions Group, LLC	My Safety Officer Monthly Subscription, December 2021	JP Morgan Chase - Primary 7399		
			Inv #20168, My Safety Officer Monthly Subscription Fee, Decem...	8515 · Safety	Belvedere	-125.86
			Inv #20168, My Safety Officer Monthly Subscription Fee, Decem...	8515 · Safety	Tiburon:Paradise ...	-10.22
			Inv #20168, My Safety Officer Monthly Subscription Fee, Decem...	8515 · Safety	Tiburon	-213.92
TOTAL						-350.00
12/08/21	8621	Fastenal Company	CASA10962, Safety & M.P. Parts & Service, November 2021	JP Morgan Chase - Primary 7399		
			Inv #CAPET58768 (PO# 387869), Safety Work Lights - Novemb...	8515 · Safety	Belvedere	-942.15
			Inv #CAPET58768 (PO# 387869), Safety Work Lights - Novemb...	8515 · Safety	Tiburon:Paradise ...	-76.50
			Inv #CAPET58768 (PO# 387869), Safety Work Lights - Novemb...	8515 · Safety	Tiburon	-1,601.35
			Inv #CAPET58768 (PO# 387869), M.P. Parts - November 2021	7022 · Plant Maint. Parts & Service	Belvedere	-837.00
			Inv #CAPET58768 (PO# 387869), M.P. Parts - November 2021	7022 · Plant Maint. Parts & Service	Tiburon	-1,422.12
TOTAL						-4,879.12
12/08/21	8622	Hexagon, Inc.	Cust #607934, CMMS Maint Program December 2021 (AJE F...	JP Morgan Chase - Primary 7399		
			Inv #P-430909-US0HX, MP2 Pro + Server Support Renewal Fe...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-95.00
			Inv #P-430909-US0HX, MP2 Pro + Server Support Renewal Fe...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-7.71
			Inv #P-430909-US0HX, MP2 Pro + Server Support Renewal Fe...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-161.46
			Inv #P-430909-US0HX, MP2 Pro + Server Support Renewal Fe...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-284.99
			Inv #P-430909-US0HX, MP2 Pro + Server Support Renewal Fe...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-23.14
			Inv #P-430909-US0HX, MP2 Pro + Server Support Renewal Fe...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-484.40
TOTAL						-1,056.70
12/08/21	8623	Home Depot Credit Services	Acct #6035 3220 0516 4334, M.P. & P.C. Parts & Service- No...	JP Morgan Chase - Primary 7399		
			PO #286871 - M.P. Parts & Service: Hot H2o Heater - Decembe...	7022 · Plant Maint. Parts & Service	Belvedere	-223.74
			PO #160575 - P.C. Supplies, Pipe insulation - Novembe 2021	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-12.76
			PO #286871 - M.P. Parts & Service: Hot H2o Heater - Decembe...	7022 · Plant Maint. Parts & Service	Tiburon	-380.15
TOTAL						-616.65
12/08/21	8624	JM Integration, LLC	M.P. Parts & Service, November 2021	JP Morgan Chase - Primary 7399		
			Inv #21122, P.O. #160508: M.P. Parts & Service (2 Site visits: S...	7022 · Plant Maint. Parts & Service	Belvedere	-794.81
			Inv #21122, P.O. #160508: M.P. Parts & Service (2 Site visits: S...	7022 · Plant Maint. Parts & Service	Tiburon	-1,350.43
			Inv #21123, P.O. #160509: M.P. Parts & Service (4 Site visits: R...	7022 · Plant Maint. Parts & Service	Belvedere	-2,408.75
			Inv #21123, P.O. #160509: M.P. Parts & Service (4 Site visits: R...	7022 · Plant Maint. Parts & Service	Tiburon	-4,092.61
TOTAL						-8,646.60

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12/08/21	8625	Larry Walker Associates, Inc.	Tech Support for M.P. NPDES Reg. Assistance Renewal - O...	JP Morgan Chase - Primary 7399		
			Inv #00113.10 - 23, M.P. Regulatory Assistance Renewal - Octo...	7061 · Main Plant NPDES Rene...	Belvedere	-77.53
			Inv #00113.10 - 23, M.P. Regulatory Assistance Renewal - Octo...	7061 · Main Plant NPDES Rene...	Tiburon	-131.72
TOTAL						-209.25
12/08/21	8626	Linscott Engineering Contr...	BPS#12 + P.C. Manhole Lid Replcmnt, November 2021	JP Morgan Chase - Primary 7399		
			Inv #3782, PO #161165: BPS#3 Submersible Pump Replaceme...	9305 · Valve/Wet Well Replacem...	Belvedere	-3,441.91
			Inv #3791, PO #161168: BPS#7 Valve Replacment - Novembe...	9305 · Valve/Wet Well Replacem...	Belvedere	-3,879.95
			Inv #3794, PO# 161169: Manhole Cover Replacement @ Main ...	9313 · Manholes/Rodholes	Tiburon	-4,961.43
			Inv #3789, PO #161167: Manhole Lid Repair @ Round Hill Rd. -...	9313 · Manholes/Rodholes	Tiburon	-6,438.53
TOTAL						-18,721.82
12/08/21	8627	Lystek Int'l, LTD	Biosolids Transport, November 2021	JP Morgan Chase - Primary 7399		
			Inv #153-467, Biosolids Transport to Lystek Facility - November ...	7029 · Main Plant Sludge Disposal	Belvedere	-273.35
			Inv #153-467, Biosolids Transport to Lystek Facility - November ...	7029 · Main Plant Sludge Disposal	Tiburon	-464.45
TOTAL						-737.80
12/08/21	8628	MidAmerica Administrative ...	HRA Retiree Health Reimb. Admin Fees, 3Q21 - November 2...	JP Morgan Chase - Primary 7399		
			inv #MAR18210, HRA Retiree Health Reimburs. Administration ...	8022.05 · Reitree Health	Belvedere	-80.91
			inv #MAR18210, HRA Retiree Health Reimburs. Administration ...	8022.05 · Reitree Health	Tiburon:Paradise ...	-6.57
			inv #MAR18210, HRA Retiree Health Reimburs. Administration ...	8022.05 · Reitree Health	Tiburon	-137.52
TOTAL						-225.00
12/08/21	8629	Mill Valley Refuse Service, I...	Acct #032945, Garbage Service + 1 yd rental, January 2022	JP Morgan Chase - Primary 7399		
			Garbage Service, Including 1 yd trash + 1 yd cardboard rental - ...	7023 · Janitorial Supplies & Servi...	Belvedere	-97.49
			Garbage Service, Including 1 yd trash + 1 yd cardboard rental - ...	7023 · Janitorial Supplies & Servi...	Tiburon	-165.63
			Difference re 2021 rate increase - from October/November 2021	7023 · Janitorial Supplies & Servi...	Belvedere	-2.95
			Difference re 2021 rate increase - from October/November 2021	7023 · Janitorial Supplies & Servi...	Tiburon	-5.02
TOTAL						-271.09
12/08/21	8630	MISCOwater	M.P. & P.C. CIP + SASM Parts & Srvc. - November 2021	JP Morgan Chase - Primary 7399		
			Inv #16662PABR (PO #989642) + Inv #1667PABR (PO #38787...	9208 · M.P. Chemical Feed Pum...	Belvedere	-9,710.18
			Inv #16662PABR (PO #989642) + Inv #1667PABR (PO #38787...	9208 · M.P. Chemical Feed Pum...	Tiburon	-16,498.14
			Inv #16682PABR (PO #989641), P.C. Parts & Srvc (Replaceme...	7041 · Paradise Parts & Service	Tiburon:Paradise ...	-4,384.13
			Inv #16683PABR (PO#989640), SASM, Chemical Feed Replac...	7022.1 · SASM Plant Maint. Part...	Belvedere	-3,471.74
			Inv #16683PABR (PO#989640), SASM, Chemical Feed Replac...	7022.1 · SASM Plant Maint. Part...	Tiburon	-5,898.69
TOTAL						-39,962.88

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12/08/21	8631	Roy's Sewer Service, Inc.	P&L + Sm. Machine Cleaning @ Tib + Belv - November 2021	JP Morgan Chase - Primary 7399		
			Inv #214715, Removed Sludge from P.C. Plant, as directed, 10....	7011 · Pumps & Lines Maintena...	Tiburon:Paradise ...	-1,000.00
			Inv #215023, Vactor Truck + Crew to clear sewer main at 100 N...	7011 · Pumps & Lines Maintena...	Tiburon	-3,300.00
			Inv #214841, Cleared 4" line at M.P., as directed, 11.17.2021	7011 · Pumps & Lines Maintena...	Belvedere	-155.61
			Inv #214841, Cleared 4" line at M.P., as directed, 11.17.2021	7011 · Pumps & Lines Maintena...	Tiburon	-264.39
			Inv #214139, Cleared 2" line at M.P. by tank., as directed, 10.25...	7011 · Pumps & Lines Maintena...	Belvedere	-147.46
			Inv #214139, Cleared 2" line at M.P. by tank., as directed, 10.25...	7011 · Pumps & Lines Maintena...	Tiburon	-250.54
			Inv #214910, M.P. Grit Chamber & Headworks Cleaning, 11.4.2...	7011 · Pumps & Lines Maintena...	Belvedere	-6,113.25
			Inv #214910, M.P. Grit Chamber & Headworks Cleaning, 11.4.2...	7011 · Pumps & Lines Maintena...	Tiburon	-10,386.75
TOTAL						-21,618.00
12/08/21	8632	Royal Wholesale	BPS#1 P&L - November 2021	JP Morgan Chase - Primary 7399		
			Inv #7914-1019077 (PO #160572), BPS #1 P&L - November 2021	7011 · Pumps & Lines Maintena...	Belvedere	-510.30
TOTAL						-510.30
12/08/21	8633	Shape Incorporated	Acct #400M14, BPS & TPS Pump Replacements - November ...	JP Morgan Chase - Primary 7399		
			Inv #128923 (PO #161154), 20HP Pump @ BPS#1 - November ...	9306 · PS Pump & Valve Replac...	Belvedere	-22,569.04
			Inv #128998 (PO #128998), (3) 3HP Flygt Pumps, (1) 5HP Flygt...	9306 · PS Pump & Valve Replac...	Tiburon	-34,610.77
TOTAL						-57,179.81
12/08/21	8634	SWRCB - ELAP Fees	Cert# 2164, Annual ELAP Fees, November 2021	JP Morgan Chase - Primary 7399		
			Inv #EA AN 0222-2164, Cert #2164, Payment due 11.23.2021	7060 · Permits/Fees	Belvedere	-1,276.58
			Inv #EA AN 0222-2164, Cert #2164, Payment due 11.23.2021	7063 · Paradise Cove Permits/F...	Tiburon:Paradise ...	-103.66
			Inv #EA AN 0222-2164, Cert #2164, Payment due 11.23.2021	7060 · Permits/Fees	Tiburon	-2,169.76
TOTAL						-3,550.00
12/08/21	8635	Telstar Instrument, Inc.	Cust #SANDI, M.P., PC + Tib, Parts & Srv. - November 2021	JP Morgan Chase - Primary 7399		
			Inv #109904 (PO #161166), BPS #13 & #14 Communication Pro...	9310 · BPS Communication Proj...	Belvedere	-1,370.22
			Inv #110066 (PO #160580), TPS #1 & #2 Communication Proje...	9403.1 · Cellular	Tiburon:Paradise ...	-340.00
TOTAL						-1,710.22

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12/08/21	8636	U.S. Bank	Acct#:4246-0441-0158-3635, October - November 2021	JP Morgan Chase - Primary 7399		
			#0822:/9545: Zoom Platform re SD5 Meetings + TR Travel (Wint...	6018.1 · Meetings & Travel	Belvedere	-56.73
			#0822:/9545: Zoom Platform re SD5 Meetings + TR Travel (Wint...	6018.1 · Meetings & Travel	Tiburon:Paradise ...	-4.61
			#0822:/9545: Zoom Platform re SD5 Meetings + TR Travel (Wint...	6018.1 · Meetings & Travel	Tiburon	-96.45
			#0822:/9545: Fastrack November, 2021	6025 · Dues & Subscriptions	Belvedere	-8.99
			#0822:/9545: Fastrack November, 2021	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-0.73
			#0822:/9545: Fastrack November, 2021	6025 · Dues & Subscriptions	Tiburon	-15.28
			#0822:/9545: Amazon Y/E Office Suplies - October - November,...	6047 · Office Supplies	Belvedere	-197.82
			#0822:/9545: Amazon Y/E Office Suplies - October - November,...	6047 · Office Supplies	Tiburon:Paradise ...	-16.06
			#0822:/9545: Amazon Y/E Office Suplies - October - November,...	6047 · Office Supplies	Tiburon	-336.24
			#0822:/9545: USPO Stamps + Certified Mail Correspondence re...	6056 · Postage	Tiburon:Paradise ...	-26.88
			#0822:/9545: P&L - Belvedere	7011 · Pumps & Lines Maintena...	Belvedere	-2,586.24
			#0822:/9545: P&L - Tiburon	7011 · Pumps & Lines Maintena...	Tiburon	-3,626.43
			#0822:/9545: M.P. Supplies: Amazon E-Rigging, Electronics+, T...	7021 · Plant Maintenance Supplies	Belvedere	-315.41
			#0822:/9545: M.P. Supplies: Amazon E-Rigging, Electronics+, T...	7021 · Plant Maintenance Supplies	Tiburon	-535.91
			#0822:/9545: Amazon - November 2021	7023 · Janitorial Supplies & Servi...	Belvedere	-19.25
			#0822:/9545: Amazon - November 2021	7023 · Janitorial Supplies & Servi...	Tiburon	-32.70
			#0822:/9545: M.P. Supplies - November 2021	7027 · Electrical & Instrument	Belvedere	-151.87
			#0822:/9545: M.P. Supplies - November 2021	7027 · Electrical & Instrument	Tiburon	-258.03
			#0822:/9545: UPS UPC Battery back-ups, Amazon - November ...	8515 · Safety	Belvedere	-61.69
			#0822:/9545: UPS UPC Battery back-ups, Amazon - November ...	8515 · Safety	Tiburon:Paradise ...	-5.01
			#0822:/9545: UPS UPC Battery back-ups, Amazon - November ...	8515 · Safety	Tiburon	-104.86
			#0822:/9545: Generator Control Panel Repair/Replacement - EB...	9218 · Generator Control Panel	Belvedere	-531.83
			#0822:/9545: Generator Control Panel Repair/Replacement - EB...	9218 · Generator Control Panel	Tiburon:Paradise ...	-903.61
			#0822:/9545: Greencheck Fan Corp. - November 2021	9204 · M.P. Boiler Replacement	Tiburon	-182.33
			#0822:/9545: Greencheck Fan Corp. - November 2021	9204 · M.P. Boiler Replacement	Belvedere	-309.79
TOTAL						-10,384.75
12/08/21	8637	Univar	Cust ID #STDT001, Chemicals, November 2021	JP Morgan Chase - Primary 7399		
			Inv #49542474 (PO #387914), Sodium Bicarbonate, Novembe 2...	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-893.06
			Inv #49601631 (PO #387871), Sodium Bisulfite 25% (\$1.300/Ga...	7024 · Main Plant Chemicals	Belvedere	-2,358.85
			Inv #49601631 (PO #387871), Sodium Bisulfite 25% (\$1.300/Ga...	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-191.54
			Inv #49601631 (PO #387871), Sodium Bisulfite 25% (\$1.300/Ga...	7024 · Main Plant Chemicals	Tiburon	-4,009.26
			Inv #49637022 (PO #387880), Sodium Bisulfite 25% (\$1.300/Ga...	7024 · Main Plant Chemicals	Belvedere	-2,363.95
			Inv #49637022 (PO #387880), Sodium Bisulfite 25% (\$1.300/Ga...	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-191.96
			Inv #49637022 (PO #387880), Sodium Bisulfite 25% (\$1.300/Ga...	7024 · Main Plant Chemicals	Tiburon	-4,017.93
			Credit: Inv #49402062 (PO#989643), Inv #49637022 (PO #3878...	7024 · Main Plant Chemicals	Belvedere	2,347.63
			Credit: Inv #49402062 (PO#989643), Inv #49637022 (PO #3878...	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	190.63
			Credit: Inv #49402062 (PO#989643), Inv #49637022 (PO #3878...	7024 · Main Plant Chemicals	Tiburon	3,990.18
TOTAL						-7,498.11
12/08/21	8639	Waste Management of Red...	Acct #507-0000190-1507-2, Sludge Disposal - November 2021	JP Morgan Chase - Primary 7399		
			Inv #0104025-1507-5, Sludge Disposal - 5 Drop-offs, 29.73 tons...	7029 · Main Plant Sludge Disposal	Belvedere	-511.56
			Inv #0104025-1507-5, Sludge Disposal - 5 Drop-offs, 29.73 tons...	7029 · Main Plant Sludge Disposal	Tiburon	-869.17
TOTAL						-1,380.73

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12/08/21	8640	Water Components & Buildi...	Acct #454, PC Maint. Supplies, November 2021	JP Morgan Chase - Primary 7399		
			Inv #30568421 (PO #160573), P.C. Line Insulation supplies - No...	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-94.62
TOTAL						-94.62
12/08/21	8641	Alvarez, Joel	Mileage Reimb. re Stormwatch, November 2021	JP Morgan Chase - Primary 7399		
			Mileage Reimb. for (Stromwatch) October 2021 - Belvedere	6018.2 · Standby Mileage Expen...	Belvedere	-13.28
			Mileage Reimb. for (Stromwatch) October 2021 - Tiburon	6018.2 · Standby Mileage Expen...	Tiburon	-22.56
TOTAL						-35.84
12/08/21	8642	Cottrell, Rulon	Reimb. for S/B Mileage, January - November, 2021	JP Morgan Chase - Primary 7399		
			Reimb. for M.P. S/B Mileage, Jan - Jun 2021 (FY20-21) Belvedere	6018.2 · Standby Mileage Expen...	Belvedere	-134.27
			Reimb. for M.P. S/B Mileage, Jan - Jun 2021 (FY20-21) Tiburon	6018.2 · Standby Mileage Expen...	Tiburon	-229.51
			Reimb. for M.P. S/B Mileage, Jul - Nov 2021 (FY21-22) Belvedere	6018.2 · Standby Mileage Expen...	Belvedere	-168.47
			Reimb. for M.P. S/B Mileage, Jul - Nov 2021 (FY21-22) Tiburon	6018.2 · Standby Mileage Expen...	Tiburon	-286.25
TOTAL						-818.50
12/08/21	8643	Rosser, John	S/B Mileage Reimb., thru 11.13.2021	JP Morgan Chase - Primary 7399		
			Standby Mileage Reimb. thru 11.13.2021 - Belvedere	6018.2 · Standby Mileage Expen...	Belvedere	-49.04
			Standby Mileage Reimb. thru 11.13.2021 - Tiburon	6018.2 · Standby Mileage Expen...	Tiburon	-98.09
TOTAL						-147.13
12/08/21	8645	Maggiora & Ghilotti, Inc.	M&G Project #6159, SD5 Flange Replacement - October 2021	JP Morgan Chase - Primary 7399		
			Inv #11747 (PO #160863), DW influent pump 10" elbow flange r...	7022 · Plant Maint. Parts & Service	Belvedere	-2,503.55
			Inv #11747 (PO #160863), DW influent pump 10" elbow flange r...	7022 · Plant Maint. Parts & Service	Tiburon	-4,253.67
TOTAL						-6,757.22
12/08/21	8647	Vaider, Inc.	Cust #933682, M.P. Equipment Repair - September 2021	JP Morgan Chase - Primary 7399		
			Inv #50572 (PO #387929), M.P. Powdercoating at Clarifier #2 H...	7022 · Plant Maint. Parts & Service	Belvedere	-185.25
			Inv #50572 (PO #387929), M.P. Powdercoating at Clarifier #2 H...	7022 · Plant Maint. Parts & Service	Tiburon	-314.75
TOTAL						-500.00

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11/11/21	8594	Sterling Pump Systems	Digester Equipment, November 2021	JP Morgan Chase - Primary 73...		
			Inv #4830, PO #:106859, Digester Mix Pump, November 2021	9510 · Undesignated Cap - M.P.	Belvedere	-3,179.63
			Inv #4830, PO #:106859, Digester Mix Pump, November 2021	9510 · Undesignated Cap - M.P.	Tiburon:Paradise ...	-5,402.37
TOTAL						-8,582.00
11/18/21	8595	Comcast Business	Acct# 8155 30 011 0149465, Bus. Voice, Internet & Cable, Novemb...	JP Morgan Chase - Primary 73...		
			Bundle: Cable (\$218.25), November 2021	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-78.48
			Bundle: Cable (\$218.25), November 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-6.37
			Bundle: Cable (\$218.25), November 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-133.40
			Bundle: Internet (\$134.85), November 2021	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-7.17
			Bundle: Internet (\$134.85), November 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-0.58
			Bundle: Internet (\$134.85), November 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-12.19
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), November 2...	8531 · Main Plant Telephones	Belvedere	-113.74
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), November 2...	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-9.24
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), November 2...	8531 · Main Plant Telephones	Tiburon	-193.33
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), November 2021	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-1.88
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), November 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-0.15
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), November 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-3.19
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), November 2021	8531 · Main Plant Telephones	Belvedere	-1.88
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), November 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-0.15
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), November 2021	8531 · Main Plant Telephones	Tiburon	-3.19
TOTAL						-564.94
11/18/21	8596	Pacific Gas & Electric	Acct #2908031411-4, Utilities, October, 2021	JP Morgan Chase - Primary 73...		
			Acct #2908031411-4, Main Plant Utilities, October, 2021	8542 · Main Plant Utilities	Belvedere	-6,610.09
			Acct #2908031411-4, P.C. Plant Utilities, October, 2021	8543 · Paradise Cove Utilities	Tiburon:Paradise ...	-1,580.91
			Acct #2908031411-4, Main Plant Utilities, October, 2021	8542 · Main Plant Utilities	Tiburon	-11,230.91
			Acct #2908031411-4, Belv Pump St Utilities, October, 2021	8544 · Pump Station Utilities	Belvedere	-1,127.80
			Acct #2908031411-4, P.C. Pump St Utilities, October, 2021	8544 · Pump Station Utilities	Tiburon:Paradise ...	-232.33
			Acct #2908031411-4, Tib Pump St Utilities, October, 2021	8544 · Pump Station Utilities	Tiburon	-1,685.22
TOTAL						-22,467.26
11/18/21	8597	Special District Risk Ma...	Member #7665, Life, Vision, DDS & LTD Ins., December 2021	JP Morgan Chase - Primary 73...		
			Employee Life & ADD Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Belvedere	-48.91
			Employee Life & ADD Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-3.97
			Employee Life & ADD Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon	-83.12
			Employee LTD Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Belvedere	-127.69
			Employee LTD Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-10.37
			Employee LTD Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon	-217.03
			Employee DDS Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Belvedere	-333.56
			Employee DDS Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-27.09
			Employee DDS Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon	-566.95
			Employee Vision Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Belvedere	-58.08

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			Employee Vision Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-4.72
			Employee Vision Insurance - Inv #36948 - December 2021	8020.05 · Employee Health	Tiburon	-98.70
TOTAL						-1,580.19
11/18/21	8598	Staples, Inc.	Acct #60111000714, Office Supplies, September 2021	JP Morgan Chase - Primary 73...		
			Inv #2956107271, #2956117391, #2953936911, Office supplies, Nove...	6047 · Office Supplies	Belvedere	-35.69
			Inv #2956107271, #2956117391, #2953936911, Office supplies, Nove...	6047 · Office Supplies	Tiburon:Paradise ...	-2.90
			Inv #2956107271, #2956117391, #2953936911, Office supplies, Nove...	6047 · Office Supplies	Tiburon	-60.67
			Inv #2953936911, Janitorial supplies, November 2021	7023 · Janitorial Supplies & Serv...	Belvedere	-9.63
			Inv #2953936911, Janitorial supplies, November 2021	7023 · Janitorial Supplies & Serv...	Tiburon	-16.35
			Inv #2951248681, Membership Dues, November 2021	6025 · Dues & Subscriptions	Belvedere	-19.07
			Inv #2951248681, Membership Dues, November 2021	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-1.55
			Inv #2951248681, Membership Dues, November 2021	6025 · Dues & Subscriptions	Tiburon	-32.42
TOTAL						-178.28
11/18/21	8599	Verizon Wireless	Acct #0342125502-00001: iPhones & BPS Comm, November 2021	JP Morgan Chase - Primary 73...		
			Inv #9892186308: Monthly Charges New NASPO MA 152 Agmnt, Nov...	8531 · Main Plant Telephones	Belvedere	-97.67
			Inv #9892186308: Monthly Charges New NASPO MA 152 Agmnt, Nov...	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-7.93
			Inv #9892186308: Monthly Charges New NASPO MA 152 Agmnt, Nov...	8531 · Main Plant Telephones	Tiburon	-166.00
			Inv #9892186308: NEW Monthly Charges for BPS Telephone lines, N...	8533 · Pumps & Lines Telephones	Belvedere	-279.93
			Inv #9892186308: Taxes, Gov't Surcharges & Fees, November 2021	8531 · Main Plant Telephones	Belvedere	-15.42
			Inv #9892186308: Taxes, Gov't Surcharges & Fees, November 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-1.25
			Inv #9892186308: Taxes, Gov't Surcharges & Fees, November 2021	8531 · Main Plant Telephones	Tiburon	-26.20
			Inv #9892186308: Overages, November 2021	8531 · Main Plant Telephones	Belvedere	-75.52
			Inv #9892186308: Overages, November 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-6.13
			Inv #9892186308: Overages, November 2021	8531 · Main Plant Telephones	Tiburon	-128.35
TOTAL						-804.40
11/18/21	8600	Shape Incorporated	Acct #400M14, M.P. Pump Replacement - October 2021	JP Morgan Chase - Primary 73...		
			Inv #128915, PO #186800, 35HP Pump @ Dry Weather Pump, Octob...	9206 · Infl Dry Weather Pump R...	Belvedere	-15,163.51
			Inv #128915, PO #186800, 35HP Pump @ Dry Weather Pump, Octob...	9206 · Infl Dry Weather Pump R...	Tiburon	-25,763.65
TOTAL						-40,927.16
12/08/21	8601	Access Answering Serv...	Acct #4080C, Answering Service, December 2021	JP Morgan Chase - Primary 73...		
			Inv #26627, Answering Service, December 2021- SSO & Alarm Notifi...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-21.58
			Inv #26627, Answering Service, December 2021- SSO & Alarm Notifi...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-1.75
			Inv #26627, Answering Service, December 2021- SSO & Alarm Notifi...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-36.67
TOTAL						-60.00

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Date	Num	Name	Memo	Account	Class	Paid Amount
12/08/21	8602	Alameda Electrical Distr...	BPS#1 Supplies, November 2021	JP Morgan Chase - Primary 73...		
			Inv #S5201999.01 & #S5201999.02, PO #160577: BPS#1, Cove Rd. ...	7011 · Pumps & Lines Maintena...	Belvedere	-369.97
TOTAL						-369.97
12/08/21	8603	Alhambra	Acct #547945611762129, Water, September - November 2021	JP Morgan Chase - Primary 73...		
			Inv #12012314 111221 Water, 10.14.2021 - 11.10.2021	7023 · Janitorial Supplies & Serv...	Belvedere	-64.65
			Inv #12012314 111221 Water, 10.14.2021 - 11.10.2021	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-5.25
			Inv #12012314 111221 Water, 10.14.2021 - 11.10.2021	7023 · Janitorial Supplies & Serv...	Tiburon	-109.89
TOTAL						-179.79
12/08/21	8604	AT&T	Acct #960732-76375559 - November 2021	JP Morgan Chase - Primary 73...		
			PC Plant Telephones - November 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-331.52
			PC Pumps & Lines Telephones - November 2021	8533 · Pumps & Lines Telephones	Tiburon:Paradise ...	-175.08
			Tib Pumps & Lines Telephones - November 2021	8533 · Pumps & Lines Telephones	Tiburon	-308.47
TOTAL						-815.07
12/08/21	8605	ATP Group, Inc.	M.P. & P.C. Plant Chemicals, November 2021	JP Morgan Chase - Primary 73...		
			Inv #1239077, P.O. #387862, M.P., Caustic soda beads (Sodium Hydr...	7024 · Main Plant Chemicals	Belvedere	-1,233.21
			Inv #1239077, P.O. #387862, P.C., Caustic soda beads (Sodium Hydr...	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-100.14
			Inv #1239077, P.O. #387862, M.P., Caustic soda beads (Sodium Hydr...	7024 · Main Plant Chemicals	Tiburon	-2,096.04
TOTAL						-3,429.39
12/08/21	8606	Banshee Networks, Inc.	Computer/IT Support, E-Media Installations - Nov - Dec, 2021	JP Morgan Chase - Primary 73...		
			Inv #15131, Inv #15169, & Inv #15170 - Monthly Subscriptions + mont...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-1,437.39
			Inv #15131, Inv #15169, & Inv #15170 - Monthly Subscriptions + mont...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-116.72
			Inv #15131, Inv #15169, & Inv #15170 - Monthly Subscriptions + mont...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-2,443.07
TOTAL						-3,997.18
12/08/21	8607	Brelje and Race Laborat...	M.P./P.C. Plant Samples, Sept - Oct 2021	JP Morgan Chase - Primary 73...		
			Inv #138539, #138540, M.P. Samples for September - October 2021	7051 · Main Plant Lab Monitoring	Belvedere	-1,085.57
			Inv #138539, #138540, P.C. Samples for September - October 2021	7052 · Paradise Cove Monitoring	Tiburon:Paradise ...	-385.00
			Inv #138539, #138540, M.P. Samples for September - October 2021	7051 · Main Plant Lab Monitoring	Tiburon	-1,844.43
TOTAL						-3,315.00

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Date	Num	Name	Memo	Account	Class	Paid Amount
12/08/21	8608	Brentwood Industries, I...	M.P. DW Clarifier (#2) Replacement - December 2021	JP Morgan Chase - Primary 73...		
			Inv #WGI000010804, Inv #WGI000011042 (P.O. #387906), Repair & r...	9206 · Infl Dry Weather Pump R...	Belvedere	-9,839.74
			Inv #WGI000010804, Inv #WGI000011042 (P.O. #387906), Repair & r...	9206 · Infl Dry Weather Pump R...	Tiburon	-16,718.26
TOTAL						-26,558.00
12/08/21	8609	Burke, Williams & Sore...	Legal Advice, October 2021	JP Morgan Chase - Primary 73...		
			Inv #277124, HR, October 2021	6039 · Legal	Belvedere	-600.35
			Inv #277124, HR, October 2021	6039 · Legal	Tiburon:Paradise ...	-48.75
			Inv #277124, HR, October 2021	6039 · Legal	Tiburon	-1,020.40
			Inv #277124, DCS, October 2021	6039 · Legal	Belvedere	-373.80
			Inv #277124, DCS, October 2021	6039 · Legal	Tiburon:Paradise ...	-30.35
			Inv #277124, DCS, October 2021	6039 · Legal	Tiburon	-635.35
			Inv #277124, Contracts, October 2021	6039 · Legal	Belvedere	-543.72
			Inv #277124, Contracts, October 2021	6039 · Legal	Tiburon:Paradise ...	-44.15
			Inv #277124, Contracts, October 2021	6039 · Legal	Tiburon	-924.13
			Inv #277124, CVD, October 2021	6039 · Legal	Belvedere	-156.97
			Inv #277124, CVD, October 2021	6039 · Legal	Tiburon:Paradise ...	-12.75
			Inv #277124, CVD, October 2021	6039 · Legal	Tiburon	-266.78
			Inv #277124, FY 20-21 Audit , October 2021	6039 · Legal	Belvedere	-101.95
			Inv #277124, FY 20-21 Audit , October 2021	6039 · Legal	Tiburon:Paradise ...	-8.28
			Inv #277124, FY 20-21 Audit , October 2021	6039 · Legal	Tiburon	-173.27
TOTAL						-4,941.00
12/08/21	8610	California Association o...	CASA Membership Dues (FY22-23 AJE)	JP Morgan Chase - Primary 73...		
			Inv #5803, SD5 CASA 2020 Membership Dues, 1.1.2022 - 6.30.2022	6025 · Dues & Subscriptions	Belvedere	-1,258.60
			Inv #5803, SD5 CASA 2020 Membership Dues, 1.1.2022 - 6.30.2022	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-102.20
			Inv #5803, SD5 CASA 2020 Membership Dues, 1.1.2022 - 6.30.2022	6025 · Dues & Subscriptions	Tiburon	-2,139.20
			Inv #5803, SD5 CASA 2020 Membership Dues, 7.1.2022 - 12.31.202...	6025 · Dues & Subscriptions	Belvedere	-1,258.60
			Inv #5803, SD5 CASA 2020 Membership Dues, 7.1.2022 - 12.31.202...	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-102.20
			Inv #5803, SD5 CASA 2020 Membership Dues, 7.1.2022 - 12.31.202...	6025 · Dues & Subscriptions	Tiburon	-2,139.20
TOTAL						-7,000.00
12/08/21	8611	Caltest Analytical Labor...	M.P./P.C. Lab Sampling, October 2021	JP Morgan Chase - Primary 73...		
			M.P. - B: #625942, #626658, #626657, #626714, #627243, ...	7051 · Main Plant Lab Monitoring	Belvedere	-919.01
			P.C.: Inv #627282 - November 2021	7052 · Paradise Cove Monitoring	Tiburon:Paradise ...	-328.70
			M.P. - B: #625942, #626658, #626657, #626714, #627243, ...	7051 · Main Plant Lab Monitoring	Tiburon	-1,561.44
TOTAL						-2,809.15

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Date	Num	Name	Memo	Account	Class	Paid Amount
12/08/21	8612	Caltronics Business Sy...	Acct #SD15, Multi-purpose Copier Contract, November 2021	JP Morgan Chase - Primary 73...		
			Inv #3387101, Konica Multi-purpose copier (C308) contract, Novembe...	6047 · Office Supplies	Belvedere	-60.11
			Inv #3387101, Konica Multi-purpose copier (C308) contract, Novembe...	6047 · Office Supplies	Tiburon:Paradise ...	-4.88
			Inv #3387101, Konica Multi-purpose copier (C308) contract, Novembe...	6047 · Office Supplies	Tiburon	-102.18
TOTAL						-167.17
12/08/21	8613	Center For Hearing Heal...	Annual on-site hearing tests, November 2021	JP Morgan Chase - Primary 73...		
			Inv #18983, Retest for hearing, 11.10.2021	8515 · Safety	Belvedere	-215.76
			Inv #18983, Retest for hearing, 11.10.2021	8515 · Safety	Tiburon:Paradise ...	-17.52
			Inv #18983, Retest for hearing, 11.10.2021	8515 · Safety	Tiburon	-366.72
TOTAL						-600.00
12/08/21	8614	Cintas Corporation #626	Acct #626-00821, PPE/Safetywear + Service, November, 2021	JP Morgan Chase - Primary 73...		
			PPE/Safetwear + Service: Inv ending in #43538, #52320, #98689, #57...	8520 · Personal Protection/Safet...	Belvedere	-51.16
			PPE/Safetwear + Service: Inv ending in #43538, #52320, #98689, #57...	8520 · Personal Protection/Safet...	Tiburon:Paradise ...	-4.15
			PPE/Safetwear + Service: Inv ending in #43538, #52320, #98689, #57...	8520 · Personal Protection/Safet...	Tiburon	-86.96
TOTAL						-142.27
12/08/21	8615	Code Publishing, Inc.	Project#:329170, Annual Web Hosting - October 2021	JP Morgan Chase - Primary 73...		
			Inv #71324, SD5 Web Hosting + Resolution List & Ordinance Table - ...	6017 · Consulting Fees	Belvedere	-143.84
			Inv #71324, SD5 Web Hosting + Resolution List & Ordinance Table - ...	6017 · Consulting Fees	Tiburon:Paradise ...	-11.68
			Inv #71324, SD5 Web Hosting + Resolution List & Ordinance Table - ...	6017 · Consulting Fees	Tiburon	-244.48
TOTAL						-400.00
12/08/21	8616	Cornely Company	Cust ID: SANDIST, Digester Srvc & Boiler Replcmnt Parts, Octob...	JP Morgan Chase - Primary 73...		
			Inv #INV-23876 (PO# 160510), Field Srvc @ Primary Digester - Octob...	7022 · Plant Maint. Parts & Servi...	Belvedere	-246.38
			Inv #INV-23876 (PO# 160510), Field Srvc @ Primary Digester - Octob...	7022 · Plant Maint. Parts & Servi...	Tiburon	-418.62
			Inv #INV-23874 (PO #364591), M.P. Boiler Replacement @ flue & chi...	9204 · M.P. Boiler Replacement	Belvedere	-10,576.29
			Inv #INV-23874 (PO #364591), M.P. Boiler Replacement @ flue & chi...	9204 · M.P. Boiler Replacement	Tiburon	-17,969.71
TOTAL						-29,211.00

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Date	Num	Name	Memo	Account	Class	Paid Amount
12/08/21	8617	County of Marin - Centr...	2022 Hazardous Materials Permit No. 60-0310 - CUPA Fee, Dec '2...	JP Morgan Chase - Primary 73...		
			Inv #IN0277779, Facility #21-000-600310, CERS ID#:10593949 - 202...	7062 · Permits/Fees - General	Belvedere	-248.31
			Inv #IN0277779, Facility #21-000-600310, CERS ID#:10593949 - 202...	7063 · Paradise Cove Permits/F...	Tiburon:Paradise ...	-20.17
			Inv #IN0277779, Facility #21-000-600310, CERS ID#:10593949 - 202...	7062 · Permits/Fees - General	Tiburon	-422.02
			Inv #IN0277779, Facility #21-000-600310, CERS ID#:10593949 - 202...	7062 · Permits/Fees - General	Belvedere	-248.31
			Inv #IN0277779, Facility #21-000-600310, CERS ID#:10593949 - 202...	7063 · Paradise Cove Permits/F...	Tiburon:Paradise ...	-20.17
			Inv #IN0277779, Facility #21-000-600310, CERS ID#:10593949 - 202...	7062 · Permits/Fees - General	Tiburon	-422.02
TOTAL						-1,381.00
12/08/21	8618	CWEA	Membership & Certification Renewal, D LaTorre, December 2021 ...	JP Morgan Chase - Primary 73...		
			D LaTorre (#47792), CWEA Association Membership, Redwood Empi...	6025 · Dues & Subscriptions	Belvedere	-17.26
			D LaTorre (#47792), CWEA Association Membership, Redwood Empi...	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-1.40
			D LaTorre (#47792), CWEA Association Membership, Redwood Empi...	6025 · Dues & Subscriptions	Tiburon	-29.34
			D LaTorre (#47792), CWEA Association Membership, Redwood Empi...	6025 · Dues & Subscriptions	Belvedere	-51.78
			D LaTorre (#47792), CWEA Association Membership, Redwood Empi...	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-4.20
			D LaTorre (#47792), CWEA Association Membership, Redwood Empi...	6025 · Dues & Subscriptions	Tiburon	-88.02
TOTAL						-192.00
12/08/21	8619	DKF Solutions Group, L...	My Safety Officer Monthly Subscription, December 2021	JP Morgan Chase - Primary 73...		
			Inv #20168, My Safety Officer Monthly Subscription Fee, December 2...	8515 · Safety	Belvedere	-125.86
			Inv #20168, My Safety Officer Monthly Subscription Fee, December 2...	8515 · Safety	Tiburon:Paradise ...	-10.22
			Inv #20168, My Safety Officer Monthly Subscription Fee, December 2...	8515 · Safety	Tiburon	-213.92
TOTAL						-350.00
12/08/21	8620	DKF Solutions Group, L...	Safety Training, December 2021	JP Morgan Chase - Primary 73...		
			Proposal #211170-1 (PO #160861): Safety training, December 2021	8515 · Safety	Belvedere	-8,738.28
			Proposal #211170-1 (PO #160861): Safety training, December 2021	8515 · Safety	Tiburon:Paradise ...	-709.56
			Proposal #211170-1 (PO #160861): Safety training, December 2021	8515 · Safety	Tiburon	-14,852.16
TOTAL						-24,300.00
12/08/21	8621	Fastenal Company	CASA10962, Safety & M.P. Parts & Service, November 2021	JP Morgan Chase - Primary 73...		
			Inv #CAPET58768 (PO# 387869), Safety Work Lights - November 2021	8515 · Safety	Belvedere	-942.15
			Inv #CAPET58768 (PO# 387869), Safety Work Lights - November 2021	8515 · Safety	Tiburon:Paradise ...	-76.50
			Inv #CAPET58768 (PO# 387869), Safety Work Lights - November 2021	8515 · Safety	Tiburon	-1,601.35
			Inv #CAPET58768 (PO# 387869), M.P. Parts - November 2021	7022 · Plant Maint. Parts & Servi...	Belvedere	-837.00
			Inv #CAPET58768 (PO# 387869), M.P. Parts - November 2021	7022 · Plant Maint. Parts & Servi...	Tiburon	-1,422.12
TOTAL						-4,879.12

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Date	Num	Name	Memo	Account	Class	Paid Amount
12/08/21	8622	Hexagon, Inc.	Cust #607934, CMMS Maint Program December 2021 (AJE FY22-23)	JP Morgan Chase - Primary 73...		
			Inv #P-430909-US0HX, MP2 Pro + Server Support Renewal Fee 4.1....	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-95.00
			Inv #P-430909-US0HX, MP2 Pro + Server Support Renewal Fee 4.1....	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-7.71
			Inv #P-430909-US0HX, MP2 Pro + Server Support Renewal Fee 4.1....	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-161.46
			Inv #P-430909-US0HX, MP2 Pro + Server Support Renewal Fee 7.1....	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-284.99
			Inv #P-430909-US0HX, MP2 Pro + Server Support Renewal Fee 7.1....	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-23.14
			Inv #P-430909-US0HX, MP2 Pro + Server Support Renewal Fee 7.1....	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-484.40
TOTAL						-1,056.70
12/08/21	8623	Home Depot Credit Serv...	Acct #6035 3220 0516 4334, M.P. & P.C. Parts & Service- Novemb...	JP Morgan Chase - Primary 73...		
			PO #286871 - M.P. Parts & Service: Hot H2o Heater - December 2021	7022 · Plant Maint. Parts & Servi...	Belvedere	-223.74
			PO #160575 - P.C. Supplies, Pipe insulation - November 2021	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-12.76
			PO #286871 - M.P. Parts & Service: Hot H2o Heater - December 2021	7022 · Plant Maint. Parts & Servi...	Tiburon	-380.15
TOTAL						-616.65
12/08/21	8624	JM Integration, LLC	M.P. Parts & Service, November 2021	JP Morgan Chase - Primary 73...		
			Inv #21122, P.O. #160508: M.P. Parts & Service (2 Site visits: Screw...	7022 · Plant Maint. Parts & Servi...	Belvedere	-794.81
			Inv #21122, P.O. #160508: M.P. Parts & Service (2 Site visits: Screw...	7022 · Plant Maint. Parts & Servi...	Tiburon	-1,350.43
			Inv #21123, P.O. #160509: M.P. Parts & Service (4 Site visits: RAS, ...	7022 · Plant Maint. Parts & Servi...	Belvedere	-2,408.75
			Inv #21123, P.O. #160509: M.P. Parts & Service (4 Site visits: RAS, ...	7022 · Plant Maint. Parts & Servi...	Tiburon	-4,092.61
TOTAL						-8,646.60
12/08/21	8625	Larry Walker Associate...	Tech Support for M.P. NPDES Reg. Assistance Renewal - Octobe...	JP Morgan Chase - Primary 73...		
			Inv #00113.10 - 23, M.P. Regulatory Assistance Renewal - October 2...	7061 · Main Plant NPDES Rene...	Belvedere	-77.53
			Inv #00113.10 - 23, M.P. Regulatory Assistance Renewal - October 2...	7061 · Main Plant NPDES Rene...	Tiburon	-131.72
TOTAL						-209.25
12/08/21	8626	Linscott Engineering C...	BPS#12 + P.C. Manhole Lid Replcmnt, November 2021	JP Morgan Chase - Primary 73...		
			Inv #3782, PO #161165: BPS#3 Submersible Pump Replacement - N...	9305 · Valve/Wet Well Replace...	Belvedere	-3,441.91
			Inv #3791, PO #161168: BPS#7 Valve Replacment - November 2021	9305 · Valve/Wet Well Replace...	Belvedere	-3,879.95
			Inv #3794, PO# 161169: Manhole Cover Replacement @ Main & Tibu...	9313 · Manholes/Rodholes	Tiburon	-4,961.43
			Inv #3789, PO #161167: Manhole Lid Repair @ Round Hill Rd. - Nove...	9313 · Manholes/Rodholes	Tiburon	-6,438.53
TOTAL						-18,721.82

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Date	Num	Name	Memo	Account	Class	Paid Amount
12/08/21	8627	Lystek Int'l, LTD	Biosolids Transport, November 2021	JP Morgan Chase - Primary 73...		
			Inv #153-467, Biosolids Transport to Lystek Facility - November 2021	7029 · Main Plant Sludge Disposal	Belvedere	-273.35
			Inv #153-467, Biosolids Transport to Lystek Facility - November 2021	7029 · Main Plant Sludge Disposal	Tiburon	-464.45
TOTAL						-737.80
12/08/21	8628	MidAmerica Administrat...	HRA Retiree Health Reimb. Admin Fees, 3Q21 - November 2021	JP Morgan Chase - Primary 73...		
			inv #MAR18210, HRA Retiree Health Reimburs. Administration Fees, ...	8022.05 · Reitree Health	Belvedere	-80.91
			inv #MAR18210, HRA Retiree Health Reimburs. Administration Fees, ...	8022.05 · Reitree Health	Tiburon:Paradise ...	-6.57
			inv #MAR18210, HRA Retiree Health Reimburs. Administration Fees, ...	8022.05 · Reitree Health	Tiburon	-137.52
TOTAL						-225.00
12/08/21	8629	Mill Valley Refuse Servi...	Acct #032945, Garbage Service + 1 yd rental, January 2022	JP Morgan Chase - Primary 73...		
			Garbage Service, Including 1 yd trash + 1 yd cardboard rental - Janua...	7023 · Janitorial Supplies & Serv...	Belvedere	-97.49
			Garbage Service, Including 1 yd trash + 1 yd cardboard rental - Janua...	7023 · Janitorial Supplies & Serv...	Tiburon	-165.63
			Difference re 2021 rate increase - from October/November 2021	7023 · Janitorial Supplies & Serv...	Belvedere	-2.95
			Difference re 2021 rate increase - from October/November 2021	7023 · Janitorial Supplies & Serv...	Tiburon	-5.02
TOTAL						-271.09
12/08/21	8630	MISCOwater	M.P. & P.C. CIP + SASM Parts & Srvc. - November 2021	JP Morgan Chase - Primary 73...		
			Inv #16662PABR (PO #989642) + Inv #1667PABR (PO #387872), M....	9208 · M.P. Chemical Feed Pum...	Belvedere	-9,710.18
			Inv #16662PABR (PO #989642) + Inv #1667PABR (PO #387872), M....	9208 · M.P. Chemical Feed Pum...	Tiburon	-16,498.14
			Inv #16682PABR (PO #989641), P.C. Replacement Pumps - Novemb...	9306 · PS Pump & Valve Replac...	Tiburon:Paradise ...	-4,384.13
			Inv #16683PABR (PO #989640), SASM, Chemical Feed Replacement ...	7022.1 · SASM Plant Maint. Part...	Belvedere	-3,471.74
			Inv #16683PABR (PO #989640), SASM, Chemical Feed Replacement ...	7022.1 · SASM Plant Maint. Part...	Tiburon	-5,898.69
TOTAL						-39,962.88
12/08/21	8631	Roy's Sewer Service, Inc.	P&L + Sm. Machine Cleaning @ Tib + Belv - November 2021	JP Morgan Chase - Primary 73...		
			Inv #214715, Removed Sludge from P.C. Plant, as directed, 10.27.2021	7011 · Pumps & Lines Maintena...	Tiburon:Paradise ...	-1,000.00
			Inv #215023, Vactor Truck + Crew to clear sewer main at 100 Ned's ...	7011 · Pumps & Lines Maintena...	Tiburon	-3,300.00
			Inv #214841, Cleared 4" line at M.P., as directed, 11.17.2021	7011 · Pumps & Lines Maintena...	Belvedere	-155.61
			Inv #214841, Cleared 4" line at M.P., as directed, 11.17.2021	7011 · Pumps & Lines Maintena...	Tiburon	-264.39
			Inv #214139, Cleared 2" line at M.P. by tank., as directed, 10.25.2021	7011 · Pumps & Lines Maintena...	Belvedere	-147.46
			Inv #214139, Cleared 2" line at M.P. by tank., as directed, 10.25.2021	7011 · Pumps & Lines Maintena...	Tiburon	-250.54
			Inv #214910, M.P. Grit Chamber & Headworks Cleaning, 11.4.2021 - ...	7011 · Pumps & Lines Maintena...	Belvedere	-6,113.25
			Inv #214910, M.P. Grit Chamber & Headworks Cleaning, 11.4.2021 - ...	7011 · Pumps & Lines Maintena...	Tiburon	-10,386.75
TOTAL						-21,618.00

Sanitary Distr. No.5 of Marin Co.

Warrant List Detail

November 11 through December 8, 2021

12/07/21

Date	Num	Name	Memo	Account	Class	Paid Amount
12/08/21	8632	Royal Wholesale	BPS#1 P&L - November 2021	JP Morgan Chase - Primary 73...		
			Inv #7914-1019077 (PO #160572), BPS #1 P&L - November 2021	7011 · Pumps & Lines Maintena...	Belvedere	-510.30
TOTAL						-510.30
12/08/21	8633	Shape Incorporated	Acct #400M14, BPS & TPS Pump Replacements - November 2021	JP Morgan Chase - Primary 73...		
			Inv #128923 (PO #161154), 20HP Pump @ BPS#1 - November 2021	9306 · PS Pump & Valve Replac...	Belvedere	-22,569.04
			Inv #128998 (PO #128998), (3) 3HP Flygt Pumps, (1) 5HP Flygt Pum...	9306 · PS Pump & Valve Replac...	Tiburon	-34,610.77
TOTAL						-57,179.81
12/08/21	8634	SWRCB - ELAP Fees	Cert# 2164, Annual ELAP Fees, November 2021	JP Morgan Chase - Primary 73...		
			Inv #EA AN 0222-2164, Cert #2164, Payment due 11.23.2021	7060 · Permits/Fees	Belvedere	-1,276.58
			Inv #EA AN 0222-2164, Cert #2164, Payment due 11.23.2021	7063 · Paradise Cove Permits/F...	Tiburon:Paradise ...	-103.66
			Inv #EA AN 0222-2164, Cert #2164, Payment due 11.23.2021	7060 · Permits/Fees	Tiburon	-2,169.76
TOTAL						-3,550.00
12/08/21	8635	Telstar Instrument, Inc.	Cust #SANDI, M.P., PC + Tib, Parts & Srvc. - November 2021	JP Morgan Chase - Primary 73...		
			Inv #109904 (PO #161166), BPS #13 & #14 Communication Project - ...	9310 · BPS Communication Proj...	Belvedere	-1,370.22
			Inv #110066 (PO #160580), TPS #1 & #2 Communication Project, Jul...	9403.1 · Cellular	Tiburon:Paradise ...	-340.00
TOTAL						-1,710.22
12/08/21	8636	U.S. Bank	Acct#:4246-0441-0158-3635, October - November 2021	JP Morgan Chase - Primary 73...		
			#0822:/9545: Zoom Platform re SD5 Meetings + TR Travel (Winter sto...	6018.1 · Meetings & Travel	Belvedere	-56.73
			#0822:/9545: Zoom Platform re SD5 Meetings + TR Travel (Winter sto...	6018.1 · Meetings & Travel	Tiburon:Paradise ...	-4.61
			#0822:/9545: Zoom Platform re SD5 Meetings + TR Travel (Winter sto...	6018.1 · Meetings & Travel	Tiburon	-96.45
			#0822:/9545: Fastrack November, 2021	6025 · Dues & Subscriptions	Belvedere	-8.99
			#0822:/9545: Fastrack November, 2021	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-0.73
			#0822:/9545: Fastrack November, 2021	6025 · Dues & Subscriptions	Tiburon	-15.28
			#0822:/9545: Amazon Y/E Office Suplies - October - November, 2021	6047 · Office Supplies	Belvedere	-197.82
			#0822:/9545: Amazon Y/E Office Suplies - October - November, 2021	6047 · Office Supplies	Tiburon:Paradise ...	-16.06
			#0822:/9545: Amazon Y/E Office Suplies - October - November, 2021	6047 · Office Supplies	Tiburon	-336.24
			#0822:/9545: USPO Stamps + Certified Mail Correspondence re: Vist...	6056 · Postage	Tiburon:Paradise ...	-26.88
			#0822:/9545: P&L - Belvedere	7011 · Pumps & Lines Maintena...	Belvedere	-2,586.24
			#0822:/9545: P&L - Tiburon	7011 · Pumps & Lines Maintena...	Tiburon	-3,626.43
			#0822:/9545: M.P. Supplies: Amazon E-Rigging, Electronics+, The Re...	7021 · Plant Maintenance Suppli...	Belvedere	-315.41
			#0822:/9545: M.P. Supplies: Amazon E-Rigging, Electronics+, The Re...	7021 · Plant Maintenance Suppli...	Tiburon	-535.91
			#0822:/9545: Amazon - November 2021	7023 · Janitorial Supplies & Serv...	Belvedere	-19.25
			#0822:/9545: Amazon - November 2021	7023 · Janitorial Supplies & Serv...	Tiburon	-32.70
			#0822:/9545: M.P. Supplies - November 2021	7027 · Electrical & Instrument	Belvedere	-151.87
			#0822:/9545: M.P. Supplies - November 2021	7027 · Electrical & Instrument	Tiburon	-258.03
			#0822:/9545: UPS UPC Battery back-ups, Amazon - November 2021	8515 · Safety	Belvedere	-61.69
			#0822:/9545: UPS UPC Battery back-ups, Amazon - November 2021	8515 · Safety	Tiburon:Paradise ...	-5.01

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

November 11 through December 8, 2021

Date	Num	Name	Memo	Account	Class	Paid Amount
			#0822:/9545: UPS UPC Battery back-ups, Amazon - November 2021	8515 · Safety	Tiburon	-104.86
			#0822:/9545: Generator Control Panel Repair/Replacement - EBay, R...	9218 · Generator Control Panel	Belvedere	-531.83
			#0822:/9545: Generator Control Panel Repair/Replacement - EBay, R...	9218 · Generator Control Panel	Tiburon:Paradise ...	-903.61
			#0822:/9545: Greencheck Fan Corp. - November 2021	9204 · M.P. Boiler Replacement	Tiburon	-182.33
			#0822:/9545: Greencheck Fan Corp. - November 2021	9204 · M.P. Boiler Replacement	Belvedere	-309.79
TOTAL						-10,384.75
12/08/21	8637	Univar	Cust ID #STDT001, Chemicals, November 2021	JP Morgan Chase - Primary 73...		
			Inv #49542474 (PO #387914), Sodium Bicarbonate, Novembe 2021	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-893.06
			Inv #49601631 (PO #387871), Sodium Bisulfite 25% (\$1.300/Gal), No...	7024 · Main Plant Chemicals	Belvedere	-2,358.85
			Inv #49601631 (PO #387871), Sodium Bisulfite 25% (\$1.300/Gal), No...	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-191.54
			Inv #49601631 (PO #387871), Sodium Bisulfite 25% (\$1.300/Gal), No...	7024 · Main Plant Chemicals	Tiburon	-4,009.26
			Inv #49637022 (PO #387880), Sodium Bisulfite 25% (\$1.300/Gal), No...	7024 · Main Plant Chemicals	Belvedere	-2,363.95
			Inv #49637022 (PO #387880), Sodium Bisulfite 25% (\$1.300/Gal), No...	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-191.96
			Inv #49637022 (PO #387880), Sodium Bisulfite 25% (\$1.300/Gal), No...	7024 · Main Plant Chemicals	Tiburon	-4,017.93
			Credit: Inv #49402062 (PO#989643), Inv #49637022 (PO #387880), S...	7024 · Main Plant Chemicals	Belvedere	2,347.63
			Credit: Inv #49402062 (PO#989643), Inv #49637022 (PO #387880), S...	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	190.63
			Credit: Inv #49402062 (PO#989643), Inv #49637022 (PO #387880), S...	7024 · Main Plant Chemicals	Tiburon	3,990.18
TOTAL						-7,498.11
12/08/21	8638	Vaider, Inc.	Cust #933682, M.P. Equipment Repair - September 2021	JP Morgan Chase - Primary 73...		
			Inv #50572 (PO #387929), M.P. Powdercoating at Clarifier #2 Helical...	7022 · Plant Maint. Parts & Servi...	Belvedere	-1,852.50
			Inv #50572 (PO #387929), M.P. Powdercoating at Clarifier #2 Helical...	7022 · Plant Maint. Parts & Servi...	Tiburon	-3,147.50
TOTAL						-5,000.00
12/08/21	8639	Waste Management of ...	Acct #507-0000190-1507-2, Sludge Disposal - November 2021	JP Morgan Chase - Primary 73...		
			Inv #0104025-1507-5, Sludge Disposal - 5 Drop-offs, 29.73 tons - Nov...	7029 · Main Plant Sludge Disposal	Belvedere	-511.56
			Inv #0104025-1507-5, Sludge Disposal - 5 Drop-offs, 29.73 tons - Nov...	7029 · Main Plant Sludge Disposal	Tiburon	-869.17
TOTAL						-1,380.73
12/08/21	8640	Water Components & B...	Acct #454, PC Maint. Supplies, November 2021	JP Morgan Chase - Primary 73...		
			Inv #30568421 (PO #160573), P.C. Line Insulation supplies - Novemb...	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-94.62
TOTAL						-94.62
12/08/21	8641	Alvarez, Joel	Mileage Reimb. re Stormwatch, November 2021	JP Morgan Chase - Primary 73...		
			Mileage Reimb. for (Stromwatch) October 2021 - Belvedere	6018.2 · Standby Mileage Expen...	Belvedere	-13.28
			Mileage Reimb. for (Stromwatch) October 2021 - Tiburon	6018.2 · Standby Mileage Expen...	Tiburon	-22.56
TOTAL						-35.84

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

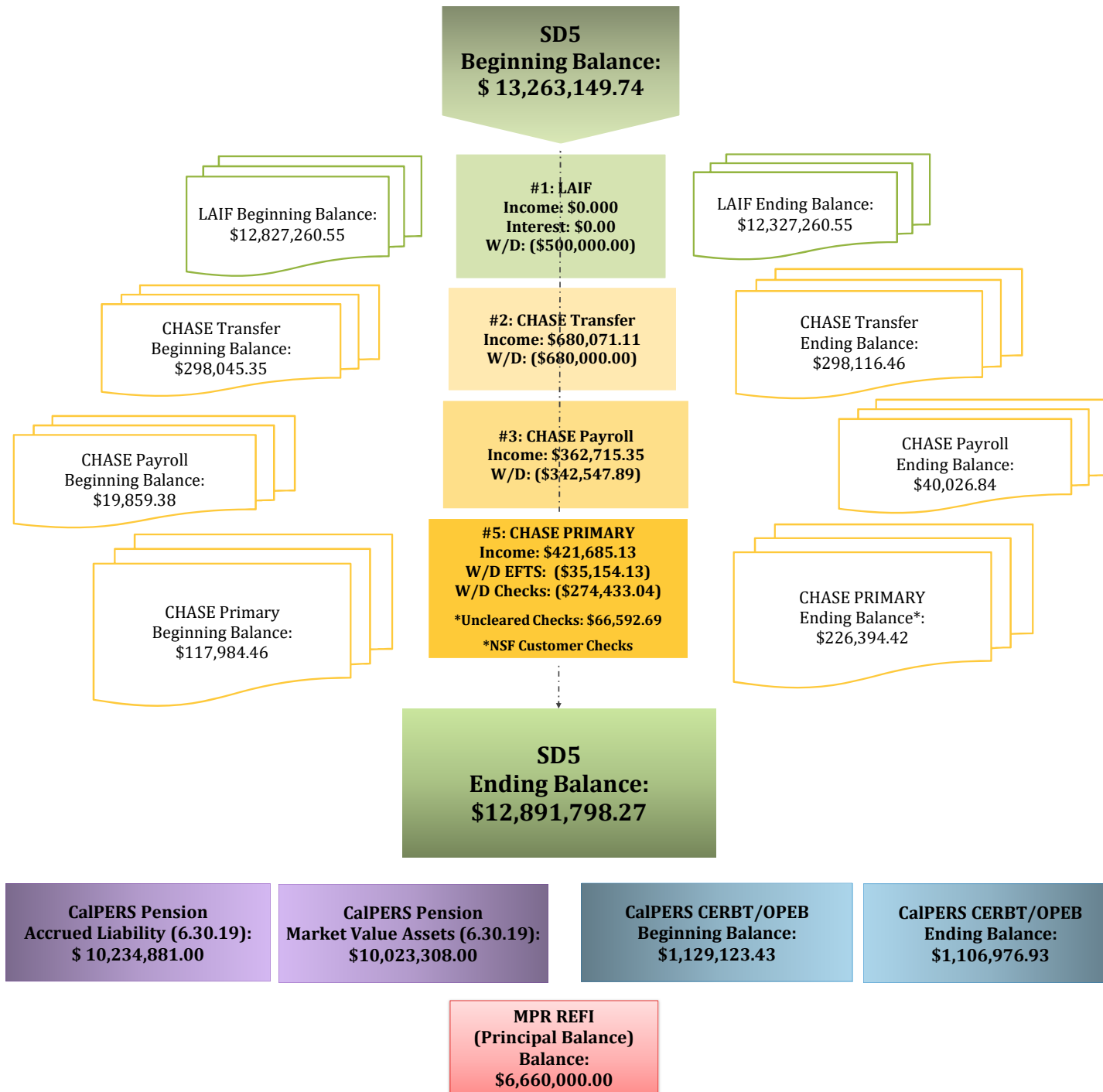
November 11 through December 8, 2021

Date	Num	Name	Memo	Account	Class	Paid Amount
12/08/21	8642	Cottrell, Rulon	Reimb. for S/B Mileage, January - November, 2021	JP Morgan Chase - Primary 73...		
			Reimb. for M.P. S/B Mileage, Jan - Jun 2021 (FY20-21) Belvedere	6018.2 · Standby Mileage Expen...	Belvedere	-134.27
			Reimb. for M.P. S/B Mileage, Jan - Jun 2021 (FY20-21) Tiburon	6018.2 · Standby Mileage Expen...	Tiburon	-229.51
			Reimb. for M.P. S/B Mileage, Jul - Nov 2021 (FY21-22) Belvedere	6018.2 · Standby Mileage Expen...	Belvedere	-168.47
			Reimb. for M.P. S/B Mileage, Jul - Nov 2021 (FY21-22) Tiburon	6018.2 · Standby Mileage Expen...	Tiburon	-286.25
TOTAL						-818.50
12/08/21	8643	Rosser, John	S/B Mileage Reimb., thru 11.13.2021	JP Morgan Chase - Primary 73...		
			Standby Mileage Reimb. thru 11.13.2021 - Belvedere	6018.2 · Standby Mileage Expen...	Belvedere	-49.04
			Standby Mileage Reimb. thru 11.13.2021 - Tiburon	6018.2 · Standby Mileage Expen...	Tiburon	-98.09
TOTAL						-147.13
12/08/21	8645	Maggiora & Ghilotti, Inc.	M&G Project #6159, SD5 Flange Replacement - October 2021	JP Morgan Chase - Primary 73...		
			Inv #11747 (PO #160863), DW influent pump 10" elbow flange replac...	7022 · Plant Maint. Parts & Servi...	Belvedere	-2,503.55
			Inv #11747 (PO #160863), DW influent pump 10" elbow flange replac...	7022 · Plant Maint. Parts & Servi...	Tiburon	-4,253.67
TOTAL						-6,757.22

REVISED
See Update Above

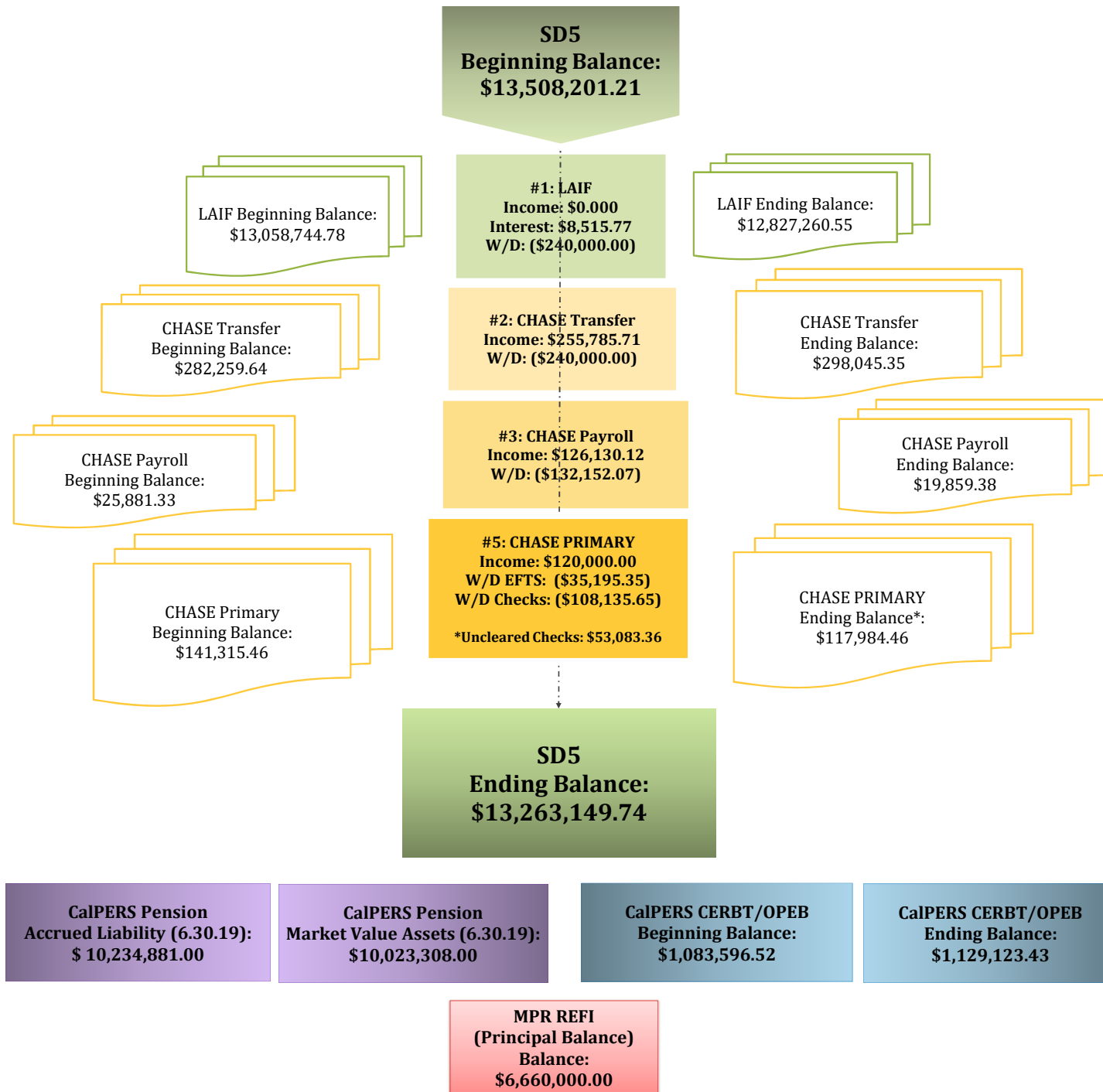
CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: November 2021



CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: October 2021



OCT 13, 2021

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

CHECK DATE : 10/15/2021 WEEK 42
PERIOD BEGIN : 10/01/2021
PERIOD END : 10/15/2021

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 10/15/2021. 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	38952.15		
READYCHEX DEBITED FROM YOUR ACCOUNT	0.00	NUMBER OF PAYROLL CHECKS	15
TOTAL NET PAYROLL	38952.15		

BILLING PAYMENT	258.15 ✓	Withdrawal made by PAYCHEX INC. on above check date.	
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AMOUNT DEBITED FROM TAX ACCOUNT	20812.09		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
TOTAL TAX LIABILITY	20812.09 ✓	NUMBER OF CHECKS PRINTED	15

ADJUSTMENTS TO TAX LIABILITY

TOTAL ADJUSTMENTS	-0.00		
TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES	59764.24		
TOTAL COST OF PAYROLL	60022.39 (V)	NUMBER OF MANUAL/VOID TRANSACTIONS	0

TAX DEPOSITS DUE

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE	
FEDERAL	17164.51		10/20/2021	Deposit made by PAYCHEX INC. on your behalf.
STATE - CA	3647.58		10/20/2021	Deposit made by PAYCHEX INC. on your behalf.

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OCT 27, 2021

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

CHECK DATE : 10/29/2021 WEEK 44
PERIOD BEGIN : 10/16/2021
PERIOD END : 10/31/2021

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 10/29/2021. 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	38710.65		
READYCHEX DEBITED FROM YOUR ACCOUNT	0.00	NUMBER OF PAYROLL CHECKS	16
TOTAL NET PAYROLL	38710.65		
BILLING PAYMENT	259.15 ✓	Withdrawal made by PAYCHEX INC. on above check date.	
AMOUNT DEBITED FROM TAX ACCOUNT	21877.56		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
TOTAL TAX LIABILITY	21877.56 ✓	NUMBER OF CHECKS PRINTED	16
ADJUSTMENTS TO TAX LIABILITY			
TOTAL ADJUSTMENTS	-0.00		
TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES	60588.21		
TOTAL COST OF PAYROLL	60847.36 Ⓟ	NUMBER OF MANUAL/VOID TRANSACTIONS	0

TAX DEPOSITS DUE

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE	
FEDERAL	18100.49		11/03/2021	Deposit made by PAYCHEX INC. on your behalf.
STATE - CA	3777.07		11/03/2021	Deposit made by PAYCHEX INC. on your behalf.

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

	<u>Nov 30, 21</u>	<u>Oct 31, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Local Agency Investment Fund			
Belvedere			
Belvedere Operating	2,871,873.01	3,029,874.12	-158,001.11
Belvedere Operating Reserve	516,923.05	516,923.05	0.00
Belvedere Capital & CIP Reserve	1,919,385.63	1,937,842.08	-18,456.45
Belvedere PERS Retirement Trust	356,250.00	356,250.00	0.00
Belvedere Disaster Recovery Fnd	356,250.00	356,250.00	0.00
Total Belvedere	<u>6,020,681.69</u>	<u>6,197,139.25</u>	<u>-176,457.56</u>
Tiburon			
Tiburon Operating	1,044,308.14	1,390,477.41	-346,169.27
Tiburon Operating Reserve	683,930.00	683,930.00	0.00
Tiburon Capital & CIP Reserve	3,290,840.72	3,268,213.89	22,626.83
Tiburon PERS Retirement Trust	643,750.00	643,750.00	0.00
Tiburon Disaster Recovery Fund	643,750.00	643,750.00	0.00
Total Tiburon	<u>6,306,578.86</u>	<u>6,630,121.30</u>	<u>-323,542.44</u>
Total Local Agency Investment Fund	<u>12,327,260.55</u>	<u>12,827,260.55</u>	<u>-500,000.00</u>
JP Morgan Chase - Primary 7399	159,801.73	64,901.10	94,900.63
JP Morgan Chase - Payroll 7506	38,497.20	18,379.74	20,117.46
JP Morgan Chase - Transfer 7522	298,116.46	298,045.35	71.11
Total Checking/Savings	<u>12,823,675.94</u>	<u>13,208,586.74</u>	<u>-384,910.80</u>
Accounts Receivable			
Accounts Receivable	15,062.00	31,287.11	-16,225.11
Total Accounts Receivable	<u>15,062.00</u>	<u>31,287.11</u>	<u>-16,225.11</u>
Other Current Assets			
Petty Cash	881.92	881.92	0.00
Total Other Current Assets	<u>881.92</u>	<u>881.92</u>	<u>0.00</u>
Total Current Assets	<u>12,839,619.86</u>	<u>13,240,755.77</u>	<u>-401,135.91</u>
Fixed Assets	<u>20,408,185.19</u>	<u>20,408,185.19</u>	<u>0.00</u>
TOTAL ASSETS	<u>33,247,805.05</u>	<u>33,648,940.96</u>	<u>-401,135.91</u>
LIABILITIES & EQUITY			
Liabilities	7,995,217.87	7,995,217.87	0.00
Equity			
3900 · Net Assets	27,341,540.03	27,341,540.03	0.00
Net Income	-2,088,952.85	-1,687,816.94	-401,135.91
Total Equity	<u>25,252,587.18</u>	<u>25,653,723.09</u>	<u>-401,135.91</u>
TOTAL LIABILITIES & EQUITY	<u>33,247,805.05</u>	<u>33,648,940.96</u>	<u>-401,135.91</u>

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

	Jul - Nov 21	Budget	\$ Over Budget	% of Bud...
Ordinary Income/Expense				
Income				
5000 · Property Taxes				
5001.2 · TEETER	0.00	825,000.00	-825,000.00	0.0%
5002 · UNSEC	14,562.76	15,000.00	-437.24	97.1%
5003 · PUNS / PRIOR UNSECURED	771.34	500.00	271.34	154.3%
5004 · REDEMPTION / RDMPT	306.06			
5006 · SPLU	291.47	300.00	-8.53	97.2%
5041 · SUPSEC	0.00	12,000.00	-12,000.00	0.0%
5043 · SECU	111.57	0.00	111.57	100.0%
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	71.11			
Total 5000 · Property Taxes	73,076.13	1,156,133.00	-1,083,056.87	6.3%
5007 · Sewer Service Charge				
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%
Total 5007 · Sewer Service Charge	41,670.20	4,500,000.00	-4,458,329.80	0.9%
5201 · Interest				
5201.1 · Interest County of Marin	119.96			
5201.2 · Interest LAIF	0.00	100,000.00	-100,000.00	0.0%
Total 5201 · Interest	119.96	100,000.00	-99,880.04	0.1%
5900.3 · Connection Fees				
5900.30 · Connection Permit Fees	3,800.00	10,000.00	-6,200.00	38.0%
5900.31 · Collection	78,338.78	100,000.00	-21,661.22	78.3%
5900.34 · Treatment	80,418.12	100,000.00	-19,581.88	80.4%
Total 5900.3 · Connection Fees	162,556.90	210,000.00	-47,443.10	77.4%
5900.4 · Inspection Permit Fees	3,550.00	17,000.00	-13,450.00	20.9%
5900.5 · SASM Expense Reimb.	19,913.11	100,000.00	-80,086.89	19.9%
5900.9 · Other Income	0.00	100.00	-100.00	0.0%
5900.10 · Paradise Sewer Line Ext. Fees	0.00	14,040.00	-14,040.00	0.0%
Total Income	300,886.30	6,097,273.00	-5,796,386.70	4.9%
Gross Profit	300,886.30	6,097,273.00	-5,796,386.70	4.9%
Expense				
6000 · Administrative Expenses				
6001 · Advertising	678.00	1,000.00	-322.00	67.8%
6008 · Audit & Accounting	20,000.00	40,000.00	-20,000.00	50.0%
6017 · Consulting Fees	68.85	150,000.00	-149,931.15	0.0%
6018 · Travel & Meetings				
6018.1 · Meetings & Travel	6,419.70	6,000.00	419.70	107.0%
6018.2 · Standby Mileage Expense Reimb	2,862.32	9,000.00	-6,137.68	31.8%
Total 6018 · Travel & Meetings	9,282.02	15,000.00	-5,717.98	61.9%
6020 · Continuing Education	381.03	10,000.00	-9,618.97	3.8%
6021 · County Fees	4,165.60	16,590.00	-12,424.40	25.1%
6024 · Director Fees	0.00	9,000.00	-9,000.00	0.0%
6025 · Dues & Subscriptions	13,933.73	31,000.00	-17,066.27	44.9%
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%
Total 6033 · Insurance Property & Liability	65,884.21	74,000.00	-8,115.79	89.0%
6039 · Legal	6,688.50	50,000.00	-43,311.50	13.4%
6047 · Office Supplies	1,601.43	10,000.00	-8,398.57	16.0%
6056 · Postage	289.95	1,000.00	-710.05	29.0%
6059 · Pollution Prevention/Public Edu	2,394.91	5,000.00	-2,605.09	47.9%
Total 6000 · Administrative Expenses	125,368.23	412,590.00	-287,221.77	30.4%

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

	Jul - Nov 21	Budget	\$ Over Budget	% of Bud...
7000 · Ops & Maintenance Expenses				
7010 · Pumps & Lines Maintenance				
7011 · Pumps & Lines Maintenance	139,651.57	75,000.00	64,651.57	186.2%
7013 · Emergency Line Repair	7,763.16	50,000.00	-42,236.84	15.5%
Total 7010 · Pumps & Lines Maintenance	147,414.73	125,000.00	22,414.73	117.9%
7020 · Main Plant Maintenance				
7021 · Plant Maintenance Supplies	15,106.50	25,000.00	-9,893.50	60.4%
7022 · Plant Maint. Parts & Service	67,433.94	130,000.00	-62,566.06	51.9%
7023 · Janitorial Supplies & Service	2,738.40	9,000.00	-6,261.60	30.4%
7024 · Main Plant Chemicals	53,023.95	111,000.00	-57,976.05	47.8%
7025 · Lab Supplies & Chemicals	1,686.35	20,000.00	-18,313.65	8.4%
7027 · Electrical & Instrument	-293.06	15,000.00	-15,293.06	-2.0%
7028 · Grounds Maintenance	357.73	6,000.00	-5,642.27	6.0%
7029 · Main Plant Sludge Disposal	9,139.70	41,000.00	-31,860.30	22.3%
7030 · Main Plant Outfall	5,925.00	6,500.00	-575.00	91.2%
Total 7020 · Main Plant Maintenance	155,118.51	363,500.00	-208,381.49	42.7%
7040 · Paradise Cove Plant Maint				
7041 · Paradise Parts & Service	9,586.75	10,000.00	-413.25	95.9%
7042 · Paradise Supplies & Chemicals	2,871.55	5,000.00	-2,128.45	57.4%
Total 7040 · Paradise Cove Plant Maint	12,458.30	15,000.00	-2,541.70	83.1%
7050 · Monitoring				
7051 · Main Plant Lab Monitoring	15,107.00	45,000.00	-29,893.00	33.6%
7052 · Paradise Cove Monitoring	3,597.95	15,000.00	-11,402.05	24.0%
7053 · Chronic Toxicity	1,974.50			
Total 7050 · Monitoring	20,679.45	60,000.00	-39,320.55	34.5%
7060 · Permits/Fees				
7061 · Main Plant NPDES Renewal	488.25			
7062 · Permits/Fees - General	11,353.80	50,000.00	-38,646.20	22.7%
7063 · Paradise Cove Permits/Fees	645.44	9,000.00	-8,354.56	7.2%
Total 7060 · Permits/Fees	12,487.49	59,000.00	-46,512.51	21.2%
7070 · Truck Maintenance				
7071 · Fuel	3,012.05	15,000.00	-11,987.95	20.1%
7072 · Maintenance	13,317.79	10,000.00	3,317.79	133.2%
Total 7070 · Truck Maintenance	16,329.84	25,000.00	-8,670.16	65.3%
Total 7000 · Ops & Maintenance Expenses	364,488.32	647,500.00	-283,011.68	56.3%
8000 · Salaries and Benefits Expenses				
8001 · Salaries	506,574.28	1,353,783.00	-847,208.72	37.4%
8003 · Overtime	93,995.09	100,000.00	-6,004.91	94.0%
8004 · Standby Pay	33,913.65	76,043.00	-42,129.35	44.6%
8005 · Employee Incentives	7,000.00	70,000.00	-63,000.00	10.0%
8006 · Vacation Buyout	19,205.75	30,000.00	-10,794.25	64.0%
8013 · Payroll Taxes	45,247.20	101,047.00	-55,799.80	44.8%
8015 · Payroll/Bank Fees	2,956.23	6,250.00	-3,293.77	47.3%
8016 · Car Allowance	6,000.00	6,000.00	0.00	100.0%
8019 · PERS Retirement				
8019.05 · PERS Retirement	34,080.69	304,705.00	-270,624.31	11.2%
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	-1,400.00			
Total 8019 · PERS Retirement	32,680.69	325,055.00	-292,374.31	10.1%
8020 · Employee Health				
8020.05 · Employee Health	81,310.21	223,418.00	-142,107.79	36.4%
8021 · Employee Health Deductions	-979.30			
Total 8020 · Employee Health	80,330.91	223,418.00	-143,087.09	36.0%
8022 · Retiree Health				
8022.05 · Retiree Health	64,105.63	77,127.00	-13,021.37	83.1%
8022.10 · CERBT/OPEB Annual Arc Contribtbn	0.00	118,400.00	-118,400.00	0.0%
Total 8022 · Retiree Health	64,105.63	195,527.00	-131,421.37	32.8%

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

	Jul - Nov 21	Budget	\$ Over Budget	% of Bud...
8023 · Workers Comp Insurance	41,289.30	55,000.00	-13,710.70	75.1%
Total 8000 · Salaries and Benefits Expenses	933,298.73	2,542,123.00	-1,608,824.27	36.7%
8500 · Other Operating Expenses				
8510 · Data/Alarms/IT Supp & Licensing	47,129.45	100,000.00	-52,870.55	47.1%
8515 · Safety	19,551.47	40,000.00	-20,448.53	48.9%
8520 · Personal Protection/Safety Wear	4,784.45	15,000.00	-10,215.55	31.9%
8530 · Telephone				
8531 · Main Plant Telephones	2,953.23	11,000.00	-8,046.77	26.8%
8532 · Paradise Cove Telephones	1,460.41	4,000.00	-2,539.59	36.5%
8533 · Pumps & Lines Telephones	3,043.73	7,000.00	-3,956.27	43.5%
Total 8530 · Telephone	7,457.37	22,000.00	-14,542.63	33.9%
8540 · Utilities				
8541 · Water	3,101.89	8,000.00	-4,898.11	38.8%
8542 · Main Plant Utilities	74,010.74	200,000.00	-125,989.26	37.0%
8543 · Paradise Cove Utilities	7,276.33	18,000.00	-10,723.67	40.4%
8544 · Pump Station Utilities	13,564.09	45,000.00	-31,435.91	30.1%
Total 8540 · Utilities	97,953.05	271,000.00	-173,046.95	36.1%
Total 8500 · Other Operating Expenses	176,875.79	448,000.00	-271,124.21	39.5%
Total Expense	1,600,031.07	4,050,213.00	-2,450,181.93	39.5%
Net Ordinary Income	-1,299,144.77	2,047,060.00	-3,346,204.77	-63.5%
Other Income/Expense				
Other Expense				
9100 · Capital Expenditures				
9200 · Main Plant Equipment Capital				
9203 · M.P. Flare Rehabilitation	0.00	30,000.00	-30,000.00	0.0%
9204 · M.P. Boiler Replacement	1,900.00			
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%
Total 9212 · M.P. Headworks Grinder Rplcmnt	0.00	35,000.00	-35,000.00	0.0%
9217 · SD5 Shop Rplcmnt /Ops Control	764.47			
9219 · C12 Flash Mixer	0.00	15,000.00	-15,000.00	0.0%
Total 9200 · Main Plant Equipment Capital	2,664.47	115,000.00	-112,335.53	2.3%
9300 · Pumps & Lines Capital				
9301 · Tiburon Sewer Line Rehab Prog	0.00	1,000,000.00	-1,000,000.00	0.0%
9304 · Belvedere Sewer Line Rehab Prog	0.00	100,000.00	-100,000.00	0.0%
9306 · PS Pump & Valve Replacements	33,080.35	50,000.00	-16,919.65	66.2%
9307 · PS Generator Replacement	0.00	100,000.00	-100,000.00	0.0%
9310 · BPS Communication Project	1,552.85			
9313 · Manholes/Rodholes	3,442.28	75,000.00	-71,557.72	4.6%
Total 9300 · Pumps & Lines Capital	38,075.48	1,325,000.00	-1,286,924.52	2.9%
9500 · Undesignated Capital				
9510 · Undesignated Cap - M.P.	8,582.00	25,000.00	-16,418.00	34.3%
9520 · Undesignated Cap - P.C. Plant	0.00	10,000.00	-10,000.00	0.0%
9530 · Undesignated Cap - P & L	0.00	50,000.00	-50,000.00	0.0%
Total 9500 · Undesignated Capital	8,582.00	85,000.00	-76,418.00	10.1%
Total 9100 · Capital Expenditures	49,321.95	1,525,000.00	-1,475,678.05	3.2%

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

	Jul - Nov 21	Budget	\$ Over Budget	% of Bud...
9700 · Debt Service				
9701 · MPR Bond REFI - Principal	580,000.00	580,000.00	0.00	100.0%
9702 · MPR Bond REFI - Interest	89,775.99	172,360.00	-82,584.01	52.1%
9703 · MPR Bond Refi - Admin Fees	0.00	950.00	-950.00	0.0%
Total 9700 · Debt Service	669,775.99	753,310.00	-83,534.01	88.9%
Total Other Expense	719,097.94	2,278,310.00	-1,559,212.06	31.6%
Net Other Income	-719,097.94	-2,278,310.00	1,559,212.06	31.6%
Net Income	-2,018,242.71	-231,250.00	-1,786,992.71	872.8%

**Sanitary Distr. No.5 of Marin Co.
Zone Report
November 2021**

12/07/21

	Paradise ... (Tiburon)	Tiburon - O... (Tiburon)	Total Tiburon	Belvedere	TOTAL
Ordinary Income/Expense					
Income					
5000 · Property Taxes					
5483 · Other tax	0.00	71.11	71.11	0.00	71.11
Total 5000 · Property Taxes	0.00	71.11	71.11	0.00	71.11
5900.3 · Connection Fees					
5900.30 · Connection Permit Fees	0.00	450.00	450.00	500.00	950.00
5900.31 · Collection	0.00	25,542.00	25,542.00	11,145.00	36,687.00
5900.34 · Treatment	0.00	35,310.00	35,310.00	8,025.00	43,335.00
5900.3 · Connection Fees - Other	0.00	0.00	0.00	0.00	0.00
Total 5900.3 · Connection Fees	0.00	61,302.00	61,302.00	19,670.00	80,972.00
5900.4 · Inspection Permit Fees	0.00	600.00	600.00	200.00	800.00
Total Income	0.00	61,973.11	61,973.11	19,870.00	81,843.11
Gross Profit	0.00	61,973.11	61,973.11	19,870.00	81,843.11
Expense					
6000 · Administrative Expenses					
6001 · Advertising	4.06	84.96	89.02	49.98	139.00
6008 · Audit & Accounting	438.00	9,168.00	9,606.00	5,394.00	15,000.00
6018 · Travel & Meetings					
6018.1 · Meetings & Travel	79.84	1,671.11	1,750.95	983.18	2,734.13
6018.2 · Standby Mileage Expense Re...	0.00	706.58	706.58	473.42	1,180.00
Total 6018 · Travel & Meetings	79.84	2,377.69	2,457.53	1,456.60	3,914.13
6020 · Continuing Education	6.09	127.45	133.54	74.99	208.53
6025 · Dues & Subscriptions	243.51	5,096.82	5,340.33	2,998.71	8,339.04
6039 · Legal	90.14	2,102.78	2,192.92	1,110.08	3,303.00
6047 · Office Supplies	13.02	272.47	285.49	160.30	445.79
6056 · Postage	7.70	161.11	168.81	94.79	263.60
6065 · Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
Total 6000 · Administrative Expenses	882.36	19,391.28	20,273.64	11,339.45	31,613.09
7000 · Ops & Maintenance Expenses					
7010 · Pumps & Lines Maintenance					
7011 · Pumps & Lines Maintenance	8.16	20,171.14	20,179.30	27,909.76	48,089.06
Total 7010 · Pumps & Lines Maintenance	8.16	20,171.14	20,179.30	27,909.76	48,089.06
7020 · Main Plant Maintenance					
7021 · Plant Maintenance Supplies	0.00	2,168.69	2,168.69	1,276.40	3,445.09
7022 · Plant Maint. Parts & Service	1,573.34	17,587.57	19,160.91	11,277.41	30,438.32
7023 · Janitorial Supplies & Service	0.00	320.03	320.03	188.36	508.39
7024 · Main Plant Chemicals	0.00	6,780.17	6,780.17	3,989.45	10,769.62
7025 · Lab Supplies & Chemicals	0.00	157.52	157.52	92.71	250.23
7027 · Electrical & Instrument	0.00	0.00	0.00	0.00	0.00
7028 · Grounds Maintenance	0.00	94.02	94.02	55.34	149.36
7029 · Main Plant Sludge Disposal	0.00	745.36	745.36	438.69	1,184.05
Total 7020 · Main Plant Maintenance	1,573.34	27,853.36	29,426.70	17,318.36	46,745.06
7040 · Paradise Cove Plant Maint					
7041 · Paradise Parts & Service	2,120.04	0.00	2,120.04	0.00	2,120.04
7042 · Paradise Supplies & Chemicals	1,182.19	0.00	1,182.19	0.00	1,182.19
Total 7040 · Paradise Cove Plant Maint	3,302.23	0.00	3,302.23	0.00	3,302.23
7050 · Monitoring					
7051 · Main Plant Lab Monitoring	0.00	929.93	929.93	547.32	1,477.25
7052 · Paradise Cove Monitoring	328.70	0.00	328.70	0.00	328.70
Total 7050 · Monitoring	328.70	929.93	1,258.63	547.32	1,805.95
7060 · Permits/Fees					
7062 · Permits/Fees - General	0.00	378.00	378.00	0.00	378.00
7063 · Paradise Cove Permits/Fees	378.00	0.00	378.00	0.00	378.00
Total 7060 · Permits/Fees	378.00	378.00	756.00	0.00	756.00

**Sanitary Distr. No.5 of Marin Co.
Zone Report
November 2021**

12/07/21

	Paradise ... (Tiburon)	Tiburon - O... (Tiburon)	Total Tiburon	Belvedere	TOTAL
7070 · Truck Maintenance					
7071 · Fuel	0.00	0.00	0.00	0.00	0.00
7072 · Maintenance	145.04	3,070.49	3,215.53	1,806.54	5,022.07
Total 7070 · Truck Maintenance	145.04	3,070.49	3,215.53	1,806.54	5,022.07
Total 7000 · Ops & Maintenance Expenses	5,735.47	52,402.92	58,138.39	47,581.98	105,720.37
8000 · Salaries and Benefits Expenses					
8001 · Salaries	3,151.53	65,966.24	69,117.77	38,811.29	107,929.06
8003 · Overtime	1,271.00	26,603.83	27,874.83	15,652.40	43,527.23
8004 · Standby Pay	236.32	4,946.58	5,182.90	2,910.32	8,093.22
8005 · Employee Incentives	58.40	1,222.40	1,280.80	719.20	2,000.00
8007 · Voluntary Deductions	0.00	0.00	0.00	0.00	0.00
8008 · Deferred Comp 457	0.00	-1,120.20	-1,120.20	0.00	-1,120.20
8013 · Payroll Taxes	266.55	2,864.62	3,131.17	3,282.57	6,413.74
8015 · Payroll/Bank Fees	15.77	375.36	391.13	194.25	585.38
8019 · PERS Retirement					
8019.05 · PERS Retirement	418.20	8,753.66	9,171.86	5,150.23	14,322.09
8019 · PERS Retirement - Other	0.00	-400.00	-400.00	0.00	-400.00
Total 8019 · PERS Retirement	418.20	8,353.66	8,771.86	5,150.23	13,922.09
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
Total 8020 · Employee Health	478.67	10,019.23	10,497.90	5,894.82	16,392.72
8022 · Retiree Health					
8022.05 · Retiree Health	891.08	18,651.60	19,542.68	10,973.70	30,516.38
Total 8022 · Retiree Health	891.08	18,651.60	19,542.68	10,973.70	30,516.38
Total 8000 · Salaries and Benefits Expenses...	6,787.52	137,883.32	144,670.84	83,588.78	228,259.62
8500 · Other Operating Expenses					
8510 · Data/Alarms/IT Supp & Licensing	365.53	7,651.26	8,016.79	4,501.62	12,518.41
8515 · Safety	168.50	3,526.83	3,695.33	2,075.02	5,770.35
8520 · Personal Protection/Safety Wear	4.21	92.16	96.37	189.65	286.02
8530 · Telephone					
8531 · Main Plant Telephones	0.00	689.18	689.18	405.49	1,094.67
8532 · Paradise Cove Telephones	365.61	28.10	393.71	16.53	410.24
8533 · Pumps & Lines Telephones	175.07	308.18	483.25	559.86	1,043.11
Total 8530 · Telephone	540.68	1,025.46	1,566.14	981.88	2,548.02
8540 · Utilities					
8541 · Water	0.00	856.31	856.31	704.84	1,561.15
8542 · Main Plant Utilities	0.00	11,230.91	11,230.91	6,610.09	17,841.00
8543 · Paradise Cove Utilities	1,580.91	0.00	1,580.91	0.00	1,580.91
8544 · Pump Station Utilities	232.33	1,685.22	1,917.55	1,127.80	3,045.35
Total 8540 · Utilities	1,813.24	13,772.44	15,585.68	8,442.73	24,028.41
Total 8500 · Other Operating Expenses	2,892.16	26,068.15	28,960.31	16,190.90	45,151.21
Total Expense	16,297.51	235,745.67	252,043.18	158,701.11	410,744.29
Net Ordinary Income	-16,297.51	-173,772.56	-190,070.07	-138,831.11	-328,901.18
Other Income/Expense					
Other Expense					
9100 · Capital Expenditures					
9200 · Main Plant Equipment Capital					
9206 · Infl Dry Weather Pump Rplcmnt	0.00	25,763.65	25,763.65	15,163.51	40,927.16
Total 9200 · Main Plant Equipment Capital	0.00	25,763.65	25,763.65	15,163.51	40,927.16
9300 · Pumps & Lines Capital					
9306 · PS Pump & Valve Replacements	0.00	0.00	0.00	19,283.31	19,283.31
9313 · Manholes/Rodholes	3,442.28	0.00	3,442.28	0.00	3,442.28
9314 · Portable Emergency Generators	0.00	0.00	0.00	0.00	0.00
Total 9300 · Pumps & Lines Capital	3,442.28	0.00	3,442.28	19,283.31	22,725.59

Sanitary Distr. No.5 of Marin Co.
Zone Report
November 2021

	Paradise ... (Tiburon)	Tiburon - O... (Tiburon)	Total Tiburon	Belvedere	TOTAL
9500 · Undesignated Capital					
9510 · Undesignated Cap - M.P.	5,402.37	0.00	5,402.37	3,179.63	8,582.00
Total 9500 · Undesignated Capital	5,402.37	0.00	5,402.37	3,179.63	8,582.00
Total 9100 · Capital Expenditures	8,844.65	25,763.65	34,608.30	37,626.45	72,234.75
9700 · Debt Service					
9702 · MPR Bond REFI - Interest	0.00	-0.02	-0.02	0.00	-0.02
Total 9700 · Debt Service	0.00	-0.02	-0.02	0.00	-0.02
Total Other Expense	8,844.65	25,763.63	34,608.28	37,626.45	72,234.73
Net Other Income	-8,844.65	-25,763.63	-34,608.28	-37,626.45	-72,234.73
Net Income	-25,142.16	-199,536.19	-224,678.35	-176,457.56	-401,135.91

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

12/07/21

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
Alvarez, Joel						
Check	11/12/21	3191-4176	Alvarez, Joel	12.5 Hrs. O.T. @ 1.5x	718.55	718.55
Check	11/12/21	3191-4175	Alvarez, Joel	10.0 Hrs. O.T. @ 1.5x	574.84	1,293.39
Check	11/12/21	3191-4175	Alvarez, Joel	0.5 Hrs. O.T. @ 2.0x	38.32	1,331.71
Check	11/30/21		Alvarez, Joel	2.0 Hrs. O.T. @ 1.5x	114.96	1,446.67
Check	11/30/21		Alvarez, Joel	1.0 Hrs. O.T. @ 2.0x	76.64	1,523.31
Total Alvarez, Joel					1,523.31	1,523.31
Bilsborough, Chad						
Check	11/12/21	3191-4178	Bilsborough, Chad	15.0 Hrs. O.T. @ 1.5x	950.64	950.64
Check	11/12/21	3191-4178	Bilsborough, Chad	3.0 Hrs. O.T. @ 2.0x	253.50	1,204.14
Check	11/12/21	3191-4179	Bilsborough, Chad	19.50 Hrs. O.T. @ 1.5x	1,235.83	2,439.97
Check	11/30/21		Bilsborough, Chad	67.0 Hrs O.T. @ 1.5x	4,246.13	6,686.10
Check	11/30/21		Bilsborough, Chad	14.0 Hrs. O.T. @ 2.0x	1,183.00	7,869.10
Total Bilsborough, Chad					7,869.10	7,869.10
Collodi, Peter						
Check	11/30/21		Collodi, Peter	2.0 Hrs. O.T. @ 1.5x	104.28	104.28
Check	11/30/21		Collodi, Peter	1.0 Hrs. O.T. @ 2.0x	69.52	173.80
Total Collodi, Peter					173.80	173.80
Cottrell, Rulon						
Check	11/12/21	3191-4182	Cottrell, Rulon	10.0 Hrs. O.T. @ 1.5x	891.76	891.76
Check	11/12/21	3191-4182	Cottrell, Rulon	10.0 Hrs. O.T. @ 2.0x	1,189.02	2,080.78
Check	11/12/21	3191-4183	Cottrell, Rulon	15.5 Hrs. O.T. @ 1.5x	1,382.23	3,463.01
Check	11/12/21	3191-4183	Cottrell, Rulon	11.0 Hrs. O.T. @ 2.0x	1,307.92	4,770.93
Check	11/30/21		Cottrell, Rulon	31.0 Hrs. O.T. @ 1.5x	2,764.43	7,535.36
Check	11/30/21		Cottrell, Rulon	5.0 Hrs. O.T. @ 2.0x	594.51	8,129.87
Total Cottrell, Rulon					8,129.87	8,129.87
Dohrmann, Robin						
Check	11/12/21	3191-4184	Dohrmann, Robin	4.0 Hrs. O.T. @ 1.5x	356.71	356.71
Check	11/30/21		Dohrmann, Robin	22.0 Hrs. O.T. @ 1.5x	1,961.85	2,318.56
Total Dohrmann, Robin					2,318.56	2,318.56
Driscoll, Stephen						
Check	11/12/21	3191-4186	Driscoll, Stephen	10.0 Hrs. O.T @ 1.5x	891.76	891.76
Check	11/12/21	3191-4186	Driscoll, Stephen	10.0 Hrs. @ 2.0x	1,189.02	2,080.78
Check	11/12/21	3191-4188	Driscoll, Stephen	15.5 Hrs. Comp Buy-out	921.49	3,002.27
Check	11/30/21		Driscoll, Stephen	53.0 Hrs O.T. @ 1.5x	4,726.28	7,728.55
Check	11/30/21		Driscoll, Stephen	20.0 Hrs O.T. @ 2.0x	2,378.04	10,106.59
Total Driscoll, Stephen					10,106.59	10,106.59
La Torre, Daniel P.						
Check	11/12/21	3191-4190	La Torre, Daniel P.	6.5 Hrs. O.T. @ 1.5x	552.04	552.04
Check	11/12/21	3191-4190	La Torre, Daniel P.	4.0 Hrs. O.T. @ 2.0x	452.96	1,005.00
Check	11/12/21	3191-4191	La Torre, Daniel P.	12.5 Hrs. O.T. @ 1.5x	1,061.62	2,066.62
Check	11/12/21	3191-4191	La Torre, Daniel P.	12.5 Hrs. O.T. @ 2.0x	1,415.50	3,482.12
Check	11/30/21		La Torre, Daniel P.	16.5 Hrs. O.T. @ 1.5x	1,401.35	4,883.47
Check	11/30/21		La Torre, Daniel P.	3.0 Hrs. O.T. @ 2.0x	339.72	5,223.19
Total La Torre, Daniel P.					5,223.19	5,223.19
Rosser, John						
Check	11/12/21	3191-4195	Rosser, John	10.0 Hrs. O.T. @ 1.5x	808.86	808.86
Check	11/12/21	3191-4195	Rosser, John	5.0 Hrs. O.T. @ 2.0x	539.24	1,348.10
Check	11/12/21	3191-4194	Rosser, John	6.0 Hrs. @ 1.5x	485.31	1,833.41
Check	11/12/21	3191-4194	Rosser, John	4.0 Hrs. @ 2.0x	431.39	2,264.80
Check	11/30/21		Rosser, John	16.5 Hrs. @ 1.5x	1,334.52	3,599.32
Check	11/30/21		Rosser, John	6.0 Hrs. O.T. @ 2.0x	647.09	4,246.41
Total Rosser, John					4,246.41	4,246.41
Triola, Joseph						
Check	11/12/21	3191-4198	Triola, Joseph	2.0 Hrs. O.T. @ 1.5x	161.77	161.77
Check	11/12/21	3191-4198	Triola, Joseph	6.5 Hrs. O.T. @ 2.0x	701.01	862.78
Check	11/12/21	3191-4199	Triola, Joseph	20.0 Hrs. O.T. @ 1.5x	1,617.71	2,480.49
Check	11/12/21	3191-4199	Triola, Joseph	10.0 Hrs. O.T. @ 2.0x	1,078.47	3,558.96
Check	11/30/21		Triola, Joseph	4.0 Hrs. O.T. @ 1.5x	323.52	3,882.48
Check	11/30/21		Triola, Joseph	0.5 Hrs. O.T. @ 2.0x	53.92	3,936.40
Total Triola, Joseph					3,936.40	3,936.40
TOTAL					43,527.23	43,527.23

Sanitary District No. 5 of Marin County



District Management Report November 2021

Contents:

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

Transmittal Memo

Date: November 21, 2021
To: Board of Directors
From: Tony Rubio, District Manager/ Chief Plant Operator
Subject: Management Report for November 2021

Fiscal Status

Period Covered: July 1, 2021 –November 30, 2021
Percent of Fiscal Year: 41%
Percent of Budgeted Income to Date: 4.9%
Percent of Budgeted Expenditures to Date: 39.5% (operating only)

Personnel

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

Regulatory Compliance

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

Summary of Operational Highlights are on the following pages.

Significant Events for the Month of November 2021 Include:

Financial/Budgetary/Business Administration

- 2020-2021 annual financial audit nearly complete- working on MD&A will be ready for January board meeting acceptance.
- Board and committee meetings will continue to be held virtually in compliance with AB361 and status of need will be reviewed every month.
- Training and switch over to new Paychex reporting database for payroll processing.
- Looked into 2014 Belvedere Land Company Parcel Subdividing application to the City of Belvedere- found one condition of approval relating to sanitary sewer- it involved ensuring no cross connections existed with storm sewer or illegal connections- looked into history- belvedere land company hired roys sewer service to smoke test and tv lines- SD5 staff confirmed no cross connections existed and signed off on that condition of approval
- Will be adding to sewer rate study scope of services RFP – evaluation of current permit administrative and inspection fee cost and also the evaluation of adding a 3rd zone/rate.

HR and Personnel

- Abby Balf hired as new Operator In Training
- Have begun preliminary work on successor MOU.
- 1 early exit incentive was accepted- Steve Driscoll plans on retiring on December 29, 2021- Proclamation Item on Agenda new business
- Staffing level assessment meeting scheduled for first week of January
- Looking into possibility of hiring a part time administrative assistant- agenda item

Continuing Education and Safety Training.

- Began work with DKF solutions on District safety program updates.

Collection System Performance

Main Plant Tiburon/Belvedere:

- Submitted 3 category 1 SSO and 2 category 3 SSO for the month of October to RWQCB on CIWQS (Tiburon-97 Roundhill Cat 3 Roundhill at Tara Hill Cat3 / Belvedere - Windward & San Rafael Ave, Cove Road & Barn and San Rafael & Westshore Cat 1's)
- New Portable 30KW Generator still out of service- warranty item to be repaired late December once part is shipped. (parts delayed) rental procured- extended warranty coverage

Paradise Cove:

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

Treatment Plant Performance**Paradise Cove:**

- Normal operations and preventive maintenance being performed at site.

Main Plant:

- Submitted October 2021 SMR and DMR to the RWQCB
- Generator control panel replaced as well as parts on Auto transfer switch. Agenda Item
- Battery back upgraded on business and scada server rack
- Odor scrubber motor sent to shop for rebuild (35hp)

Pollution Prevention Activities

- Remote meetings with P2 Group

Capital Improvement Projects

- Line segments selected according to Collection System Master Plan for upcoming sewer rehabilitation project- Tiburon and Belvedere -expecting proposal by late December
- Cove road pump station control panel and generator improvements discussed with engineer- waiting on a date to meet with City of Belvedere to discuss project.
- Beginning to reach out to engineers for upcoming 2022/2023 Fiscal year Digester Cleaning project and lid and valve and piping rehabilitation.

December 2021

December 2021							January 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 28	29	30	Dec 1	2	3	4
SCO FINANCIAL REPORT DUE JANUARY 31st EACH YEAR - ASSIST AUDITOR IN COMPLETION OF REPORTS						
Find EE, ER & HRA Amounts for New Year						
Fernando trim ivy + various daylighting						
				2:00pm Canceled: Check In: Sanitary District No. 5 of Marin County		
5	6	7	8	9	10	11
SCO FINANCIAL REPORT DUE JANUARY 31st EACH YEAR - ASSIST AUDITOR IN COMPLETION OF REPORTS						
Find EE, ER & HRA Amounts for New Year						
Fernando trim ivy + various daylighting						
Steve Driscoll's Hire Submit PERS Health TIM O'DAY!!! + PERS	Prep for CIP & Finance Meetings!		4:30PM: Finance Mtg Send & Review Board 5:00pm Sanitary District	2:00pm Check In: Sanitary District No. 5 4:00pm Ark Deadline @		Timesheets: Part I, Act II
12	13	14	15	16	17	18
SCO FINANCIAL REPORT DUE JANUARY 31st EACH YEAR - ASSIST AUDITOR IN COMPLETION OF REPORTS						
Find EE, ER & HRA Amounts for New Year						
Fernando trim ivy + various daylighting						
	RLD: Order Dead Parcel and Master Situs list from CoM Assessors'	5PM: CIP Mtg 9:00am Y4002116 5:00pm Sanitary District	CalPERS 457	2:00pm Check In: Sanitary District No. 5 4:45pm Please join us at 5:00P.M. for Sanitary		
19	20	21	22	23	24	25
SCO FINANCIAL REPORT DUE JANUARY 31st EACH YEAR - ASSIST AUDITOR IN COMPLETION OF REPORTS						
Find EE, ER & HRA Amounts for New Year						
				2:00pm Check In: Sanitary District No. 5 of Marin County - Covert, LeiAnne		Timesheets: Part II, Act II
26	27	28	29	30	31	Jan 1, 22
SCO FINANCIAL REPORT DUE JANUARY 31st EACH YEAR - ASSIST AUDITOR IN COMPLETION OF REPORTS						
Find EE, ER & HRA Amounts for New Year						
		9:00am Y4002116 Sanitary District No 5 3rd Payroll (https://paychex.webe		CalPERS 457 2:00pm Check In: Sanitary District No. 5 of Marin County -		

January 2022

January 2022							February 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 26	27	28	29	30	31	Jan 1, 22
2	3	4	5	6	7	8
RLD: Update All PR Deductions (Hlth & Vision)						
	Prep for CIP & Finance Meetings!	DL Maint + Collxn	Board of Directors \$			
		JA Permits Review	Submit PERS Health	2:00pm Check In:	SASM BILL: OCT-DEC	
9	10	11	12	13	14	15
RLD: Update All PR Deductions (Hlth & Vision)						
	Board of Directors \$	Timesheets: Part I, Act II	Send & Review Board Agenda w/ RS	2:00pm Check In: Sanitary District No. 5	1099s	
	SASM BILL: OCT-DEC	5:00pm Sanitary District No. 5 of Marin	5:00pm Sanitary District	4:00pm Ark Deadline @	W2s	
	RLD: Contact Rob				CalPERS 457	
16	17	18	19	20	21	22
1099s						
W2s						
			10:00am GovInvest Quarterly Update -	2:00pm Check In:		
				4:45pm Please join us at		
23	24	25	26	27	28	29
1099s						
W2s						
		Timesheets: Part II, Act II	Tony's Bday	2:00pm Check In: Sanitary District No. 5	Robin's BDay	
			Tony's Birthday			
30	31	Feb 1	2	3	4	5
1099s						
W2s						
CalPERS 457	1099's to be mailed out to recipients (Board)					

Glossary of Terms

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

Glossary of terms continued...

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

Glossary of terms continued...

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

Wastewater Acronyms

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

PROCLAMATION
SANITARY DISTRICT NO.5 OF MARIN COUNTY

Steve Driscoll – RETIREMENT December 29, 2021

WHEREAS Steve Driscoll was hired in 2005 as an Operator in the Wastewater Treatment Plant and later promoted to the position of Senior Operator/ Safety Coordinator; and

WHEREAS, during his tenure as a senior operator and Safety Coordinator, Steve has been responsible for the treatment of over 3.7 billion gallons of wastewater, and

WHEREAS, Steve has been instrumental in leading the Districts Safety program and ensuring staff is trained and that everyone has a safe work environment, and

WHEREAS, Steve has successfully supervised the Operations Staff through the construction and startup of several plant improvement projects that significantly impacted operations, all the while continuing to meet permit requirements; and

WHEREAS, Steve has demonstrated how hard work, determination, and perseverance can lead to achieving goals and success; and

WHEREAS, Steve has helped develop his co-workers into an effective cohesive operating unit; and

WHEREAS, Steve has contributed to the development of wastewater professionals and education of the public through his involvement with the Public Education Group of the Marin sanitation agencies, and

WHEREAS, Steve has been instrumental in the Districts Emergency response activities, most notably the May 13, 2013 event where a 3rd party broke a sample line and Steve was called out after hours as the on-call operator. In a matter of minutes due to his quick intuitive thinking, devised a plan to plug the line with a wooden plug thus stopping the leak of secondary clarifier effluent from exiting the plant.

WHEREAS, Steve has conducted over 50 plant tours during his tenure with the District to the public and to multiple students in the Estuary & Ocean Science Center, San Francisco State University program regarding the importance of wastewater treatment and its role in protecting public health, the SF Bay and the receiving waters of the State of California, and

NOW, THEREFORE, BE IT PROCLAIMED, that I, Richard Snyder, on behalf of the Sanitary District No.5 of Marin County District Board of Directors, hereby commend Steve Driscoll for his 16 years of loyal service to the public at the District; and express that the Board of Directors, his co-workers and friends, and the citizens of the Town of Tiburon and City of Belvedere appreciate Steve for all his contributions and wish him years of happiness and contentment in retirement.

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Agenda – Notes of ExplanationSanitary District No. 5 Personnel Committee MeetingDecember 9, 2021Discussion regarding office workload and unfinished scanning project, possible consideration to hire a part time administrative assistant.**STAFF REPORT:**

It has been brought to my attention that the current office workload is more than what our Office Manager can handle.

The Office Manager Job Description is quite robust and encompasses many tasks, but currently the tasks on the Job Description out-pace what one can do in a normal workday. For the past 2-3 years our Office Manager has worked in excess of 200 additional hours (overtime) per calendar year and that is just getting the normal business items completed.

The scanning projects get minimal time thrown in, when possible, between the Office Manager and I. In 2019, prior to the pandemic, we tried hiring a temporary worker from a temporary agency but it did not work out as the hours were sparse and this person required a lot of training. Once that person was up to speed, the person was no longer available, and the temporary agency could only offer sending a new person - which would require the retraining.

In 2020, the pandemic hit and we no longer attempted to bring in a temporary because of the uncertainty of in-person temp work. As a result of the pandemic, additional tasks were placed on the Office Managers plate including, setting up Zoom meetings and running them.

In 2020, we approved the Permits / Administrative Tech Position, which would be the person that takes over the Permit Issuance and would assist the Office Manager with some of the tasks that she was performing in order to lighten the workload. This position has taken over IT coordination, and has begun answering phone calls and learning the back-up functions of payroll entry, but since the adoption of the Ordinance 2014-02 in which the District approved sewer lateral compliance language, the Permits position has turned into a full time job. (FYI: we will need our rate consultant to figure out if our permits fees are adequate or need to be adjusted for the current workload)

Finally, I have also attempted to help on the administrative side of things in which I have begun doing some scanning myself, but that has taken away time from Operations and Maintenance, and quite frankly, not a valuable use of my time (pay-scale wise).

I am proposing we consider hiring a part-time administrative assistant that can assist with the Districts office functions, primarily to act as the Board Secretary in coordinating meetings by way of putting agendas together, setting up and running zoom meetings, posting items to the website, and finally someone that can scan and perform tasks as directed by the Office Manager. By my estimation in attempting to scan documents on my own, we probably have around 6 -8 months' worth of historical scanning to do (not including new day-to-day scanning).

The average pay for an administrative assistant is between \$30-\$35/hr. when compared to other WWTP agencies in Marin but those positions include pension and benefits.

The last time the District had an administrative assistant the pay scale range was between \$28-\$38/hr. and that was back in 2014.

If the District were to consider a part-time administrative assistant, not to exceed 960 hrs./year and no benefits at a rate of \$40/hr., the position would cost \$38,400 (reminder: currently the office manager works in excess of 200 hrs per year of overtime at \$20k per year).

We are looking to have a person come in between 2-3 days a week to assist with these office functions.

FISCAL IMPACT:

\$40,000 per fiscal year added to payroll.

CEQA (California Environmental Quality Act)

Exempt

Recommendation:

Consider approving the addition of a temporary part time Administrative Assistant position for the District.



Tony Rubio, District Manager

ATTACHMENT:

Office Manager Job Description

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

ADMINISTRATIVE ASSISTANT

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

SUMMARY:

The **Administrative Assistant** is a journey level class that provides a variety of routine, complex, and confidential administrative support and project coordination activities under general supervision from the District Manager. This is a small office with diverse responsibilities; therefore, the candidate must be a self-starter with the ability to work independently. Attention to detail is critical, as is the ability to set priorities, multi-task, and meet deadlines, while continuing to maintain a high level of accuracy. Assists the public personally or directs information requests according to established procedures; learns District policies, procedures, and work methods associated with assigned duties.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES:

- Assists with preparing Board agendas and related materials; attends Board and Committee meetings; records and transcribes Board minutes; maintains calendar; ensures compliance with the Brown Act.
- Develops and maintains computer, hard copy, and electronic filing systems for such items as contracts and agreements, bid documents, project schedules, ordinances, resolutions, annexations, easements, policies and procedures. Maintains and updates electronic document management system, to include the scanning, indexing, and electronic filing of documents; organizes electronic document information for efficient retrieval; archives documents and files; maintains and follows disposition of records and retention/destruction schedule for local government; ensures compliance with Public Records Act.
- Designs, develops, and edits brochures and newsletters; organizes the printing and mailing of newsletters; posts new and updated information to District website.
- May perform a variety of personnel related administrative tasks including the maintenance of confidential personnel files and documents; inputting payroll data; and managing employee vacation and sick leave records; performs purchasing activities such as completing purchase requisitions ordering materials and supplies, monitoring supply budget; assists in the maintenance of project management documentation; assists with facility operations and keeping current reference materials and files; may process permit applications; helps maintain and update permit information; maintains inventory systems.
- Responds to questions and concerns from the general public; provides information as appropriate; receives visitors and telephone calls and directs them to the appropriate information source; represents the District to all callers and visitors in a professional and customer friendly manner; assists the public in filling out forms and supplies information regarding fees, permits, legal requirements, procedures, and services provided by the District; takes service requests and refers them to proper personnel for action.
- May receive and process fees or other money; prepares receipts; receives and distributes incoming and outgoing mail.

- Makes appointments and maintains a calendar; schedules and arranges meetings and makes travel arrangements; organizes meetings by notifying participants, making room arrangements, and preparing required informational materials.
- Establishes positive working relationships with representatives of community organizations, District Board of Directors, state/local agencies, District management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

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

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

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Administrative Assistant**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of administrative experience or the performance of related work, or an Associate degree from a two year college or technical school in addition to three years related experience.

License/Certificate:

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

KNOWLEDGE/SKILLS/ABILITIES: *(The following represent minimum performance levels of competence.)*

Knowledge of:

Standard office and administrative policies, procedures, and equipment; Brown Act and related public meeting requirements; specific electronic document software; computer applications; basic accounting, clerical, wastewater, and computer terminology and operations; administrative procedures affecting inventory, purchasing, accounting, and personnel/payroll transactions; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations, including those dealing with confidentiality; methods and techniques of scheduling work assignments; methods and techniques for record keeping and report preparation and writing to include proof reading and editorial review; occupational hazards and standard safety practices.

Ability to:

Independently provide general administrative support with accuracy and speed; read, understand, and review documents for accuracy and relevant information; perform mathematical calculations quickly and

accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, and develop and implement an appropriate response; follow written and oral direction; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Demonstrate advanced level knowledge of Microsoft Office Professional, including Word, Excel, Project, Publisher, PowerPoint, and Outlook; Laserfiche Electronic Document Management Software; QuickBooks Pro.



Item #8

- GOVERNMENT ▾
- HEALTHCARE
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- EDUCATION ▾
- INSURANCE
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- COMPANY ▾



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Digital Scanning & Document Management For County & Local Government

As a public agency serving the needs of your community, you have plenty of information to manage and track. Keeping your records organized and secure isn't easy, and the amount of time your staff spends on records management can snowball over time. Tasks such as preserving public records, complying with archive regulations, and servicing public requests are constant, and to be able to make these as efficient as possible is a worthwhile goal.

Our digital scanning and document management solutions can help you modernize your legacy business processes and reduce ongoing expenses. Whether you prefer a cloud-based hosted application or an on-site database, we have solutions that'll reduce wasted staff time and securely manage your digital records.

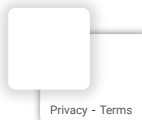
- Environmental Health
- Family and Children's Services
- Finance Agencies
- Fire Departments
- Waste Management
- Mental Health Services
- Probation
- Public Defender Offices
- Public Health
- County Hospitals
- Social Services
- Tax and Appraisal
- Public Works
- Public Safety
- City Clerks

Contact Us To Discuss Digital Conversion

Comments:

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Additional Information





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What We Offer

Our mission is to help your organization achieve its information management goals by making your records more accessible through document scanning and microfilm conversion, cloud hosting, and software development services.

We offer a range of solutions to help you meet your goals, and custom-tailor each project to your specific needs and requirements. We're not a cookie-cutter company, so don't expect a price list or widget menu.

Here's what you'll get from us:

- Expert advice and guidance from our account executives, who will work with you to lay the framework for your project.
- Innovative and custom-built project process flows from our Production and Software Development teams, curating the steps required for your project to make it a success.
- Secure processes, facilities, and material handling. Our [Security page](#) should give you a good idea of how important security is to us and should be to you.
- A partner you can trust. Being in business for over 60 years doesn't come easy, and our portfolio of customers speaks for itself. Our [Case Studies page](#) highlights a few of our successful clients.

Want a cheap, template-generated project that spits out images and data as fast as possible? We're probably not for you.

Want a custom-designed project that not only meets your specs, but also utilizes the knowledge and innovation of our team members to make your project more successful than you thought possible? Give us a call.

Contact Us To Discuss Digital Conversion

Comments:

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Document Management Solutions

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- Paper record scanning of varying sizes and types: office, legal, large format drawings, notebooks, photos, and more.
- High volume back-file conversion at one of our two document conversion facilities. On-site options are available.
- Distributed, scan-on-demand solutions available, allowing for multi-year budget sensitive conversions.
- Digital image output includes traditional formats such as PDF, PDF/A, JPG, and TIF.
- Document capture and data keying for integration with existing management systems.
- Optical Character Recognition (OCR) service, converting image-only records to text searchable datasets.
- Redaction services for sensitive information (such as Date of Birth, Social Security Number, Electronic Health Information, etc.).
- Visit our [Document Scanning & Conversion Solutions webpage](#) for more details.

+ [Microfilm Conversion Services](#)

+ [Document Management & Hosting](#)

+ [Disaster Management & Recovery Options](#)

+ [Systems Integration & Custom Software Development](#)

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Paper Scanning
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BMI Imaging Systems
1115 E. Arques Ave. Sunnyvale, CA 94085
Email: info@bmiimaging.com
Phone: 800.359.3456
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The BMI Difference: Security

Security Is Not A Policy; It's A Mindset

We're committed to the security of our people, our projects, and your data. When you choose us as your partner you can be confident that your information is handled with the care and responsibility we use to protect our own records. Below is a link to our Sunnyvale, CA headquarters virtual tour and a snapshot of some of our methods to keep your data secure.

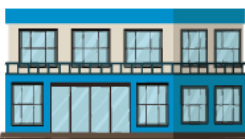
[HEADQUARTERS VIRTUAL FACILITY TOUR](#)

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BMI SECURITY MEASURES



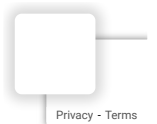
PHYSICAL

Our free-standing, single-tenant buildings utilize a least-privilege layered access model, ensuring only designated BMI employees with security clearance have access to server rooms and media



NETWORKS, SERVER & SOFTWARE

Images and data are stored in BMI's Digital Vault. High-security and secret-level project data are stored on

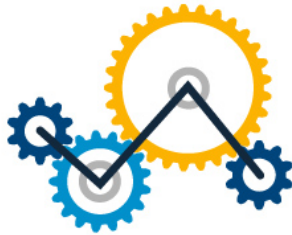


have access to server rooms and media security cages.



TRANSPORTATION

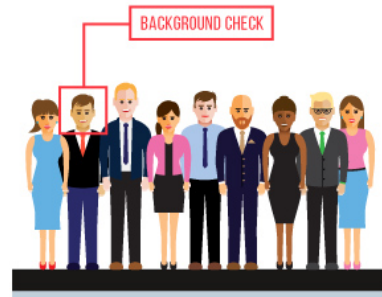
BMI's un-marked company-owned vans are equipped with Fleetistics® vehicle tracking systems. Lockable containers are available during transport for added protection and security.



PRODUCTION

BMI designates projects with a Material Security Classification Level to ensure that specific processes for handling the material are utilized based on client data and project requirements. Internal material and project tracking systems are employed to monitor projects at the unit level.

Secret level project data are stored on encrypted drives for additional security. We perform annual network and application penetration tests on BMI hosting systems (OWASP, NIST, OSSTMM, or CVE standards).



PERSONNEL

Background checks are conducted for every BMI employee. Criminal Justice Information Services (CJIS) training, testing and certification is conducted biennially. Other annual training for BMI employees includes HIPAA procedures and security awareness.



COMPLIANCE

BMI complies with CJIS, NIST and HIPAA guidelines and standards for data privacy, protection and security.



www.bmiimaging.com

Since 1958, we've provided integrated document conversion and management solutions for courts, law enforcement departments, healthcare offices, labor unions, financial institutions, university registrars, and many other organizations with sensitive data. Explore and expand the drop-downs below to learn more about our methods to keep your data secure.

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Agenda – Notes of Explanation

Sanitary District No. 5 Finance Committee Meeting

December 16, 2021

Discussion regarding Main Plant Generator Control Panel and Switchgear expenditures during the month of November.

STAFF REPORT:

Below is an estimated breakdown of costs for the replacement of the Main Plant Generator Control Panel and Auto Transfer Switch Gear Repairs. Also included below is the cost to upgrade the Battery Back-ups for the Main Plant Business and Scada Servers.

- Eaton Tech Services and Parts for Auto Transfer Switch: \$5,138
- JM Integration Service on Auto Transfer Switch: \$5-8K
- AAAA Battery Back Up Upgrade 5kVa UPS: \$7,305
- AAAA MP Generator Control Panel Replacement: \$8,859
- Herc 500KW Generator Rental (1 month) \$25-\$30K

We have not received final invoices from the multiple vendors above as the work was recently completed.

There was a total of 36 days of overtime totaling \$58,454 (554hrs at 1.5x and 146hrs at 2x) during this time period in which we waited for part procurement and scheduling the actual work (most of the delay was due to part availability)

FISCAL IMPACT:

Currently estimated at \$60,000 not including staff overtime. The District had \$30K budgeted for the control panel replacement on the generator. The unforeseen and unbudgeted expenditures estimated at \$30k were a result of the rental generator and parts availability on the switch gear repairs.

Total overtime costs =\$58,454

CEQA (California Environmental Quality Act)

Exempt

Recommendation:

Review and Approve final invoices when received at January 2022 Board Meeting.

A handwritten signature in black ink, appearing to read 'Tony Rubio', with a stylized, scribbled underline.

Tony Rubio, District Manager

ATTACHMENT:

Vendor Estimates

RENTAL CONTRACT



R.A. No. 32462905

Page 1 of 3

** COPY **

HERC LOCATION: 705	BILL TO CUSTOMER: 1580740	SHIPPING ADDRESS
HERC OAKLAND PROSOLUTIONS 7727 OAKPORT STREET OAKLAND, CA 94621 510-633-2040	SANITARY DISTRICT #5 PO BOX 227 TIBURON, CA 94920-0227	SANITATION YARD 2001 PARADISE DR BELVEDERE, CA 94920 415-435-1501

DESCRIPTION/CHARGES								
EST START: 10/24/21 16:00	EST RETURN: 11/08/21 16:00	DROP DATE: _____						
SHIPPED BY:	ORDERED BY: NEED	DROP TIME: _____						
ORDER DATE: 10/25/21	SALESPERSON: 725	SALES COORDINATOR:						
PO# / JOB#: 160561	/ SANITATION YARD							
Qty	Equipment #	Hrs/	Min	Hour	Day	Week	4 Week	Amount
1	320KW GENERATOR DSL	8/	1000.00	166.67	1000.00	2700.00	7500.00	
800160792 Make: MULTIQUIP Model: DCA400SSI4F Ser #: 3916888								
LICENSE: CA SE689331								
HR OUT: 9565.50 HR CHG:								
PREVENTATIVE MAINTENANCE CHARGE - for certain high usage equipment, Herc charges a Preventative Maintenance (PM) charge based on the hours of use for the equipment based on a standard minimum usage of 160 hours per month at a rate of \$1 - \$4 / service hour used and such charge will be reflected in each monthly invoice. The final invoice will be adjusted to reflect the actual hours used above or below the standard minimum usage. The usage may be calculated and invoiced monthly based on information received from telematics or other information received prior to the return of the equipment.								
This vehicle is registered with ProToll. If used, customer will be invoiced separately for toll amount plus an administrative fee.								
Customer has the option to decline this service by paying toll(s) with cash or transponder. Customer is responsible for all toll charges, parking fees, traffic citations, associated fees, and penalties.								
Set to 480v/ 3 Phase								
CA PROPERTY TAX RECOVERY FEE 2217999001								96.00
EMISSIONS & ENV SURCHARGE EMISSIONS								253.44
Customer has declined the purchase of RPP.								

CONTINUED

CAREFULLY READ THE TERMS AND CONDITIONS THAT APPEAR BELOW AND ON REVERSE SIDE OF THIS PAGE ("TERMS")

RENTAL PROTECTION PLAN. Herc Rentals Inc. or its affiliate ("Herc") may offer the Rental Protection Plan ("RPP") for a fee to Customer on certain Equipment and for certain types of loss or damage to limit Customer's liability for property loss or damage. Customer must either show proof of property insurance as required in Section 8 on reverse side hereof or purchase RPP. In return for the RPP fee, if RPP covers such repair or replacement at time of claim, Herc agrees to waive certain claims for accidental damages to or theft of such covered Equipment occurring during normal and careful use. Customer remains liable for all other damages as set forth in the Terms. RPP IS NOT INSURANCE. If Customer accepts RPP and pays Herc the RPP fee, Herc will limit Customer's responsibility for the Equipment repair or replacement cost to \$500 or 10% of the repair or replacement cost per item, including tax, whichever is less. Upon accepting RPP, Customer agrees to pay an RPP fee equal to 15%. Customer must review the RPP Terms and Conditions posted on Herc's website at <https://www.herc.com/us/programs/rental-protection-plan/terms-and-conditions.html> before deciding whether to accept RPP. TO THE EXTENT HERC DOES NOT OFFER RPP TO CUSTOMER, OR CUSTOMER DOES NOT ACCEPT RPP, CUSTOMER MUST MAINTAIN THE INSURANCE COVERAGE REQUIRED BY PARAGRAPH 6. PLEASE BE AWARE THAT IF CUSTOMER DOES NOT ELECT TO TAKE RPP AND IT ELECTS TO MAINTAIN INSURANCE COVERAGE, AND IF THE CERTIFICATE OF INSURANCE PROVIDED TO HERC TO EVIDENCE SUCH INSURANCE COVERAGE IS UNACCEPTABLE TO HERC OR THE APPLICABLE POLICIES EXPIRE, CUSTOMER AGREES THAT HERC MAY CHARGE RPP FOR ALL APPLICABLE RENTALS UNTIL SUCH TIME AS AN ACCEPTABLE AND VALID CERTIFICATE OF INSURANCE IS PROVIDED AND SUCH MATTERS ARE CORRECTED TO HERC'S REASONABLE SATISFACTION. NOTWITHSTANDING ANY NOTATION ON THE RENTAL RECORD, RPP IS NOT OFFERED OR AVAILABLE FOR THE RENTAL OF A PASSENGER MOTOR VEHICLE. NOTWITHSTANDING PAYMENT OF THE RPP FEE, RPP DOES NOT APPLY, AND CUSTOMER IS LIABLE FOR, ALL DAMAGES TO OR REPLACEMENT COST OF, THE EQUIPMENT, AS APPLICABLE, AND ANY ADMINISTRATIVE FEES AND EXPENSES OF HERC: (1) CAUSED BY THE EQUIPMENT BEING USED OR OPERATED IN VIOLATION OF ANY OF THE TERMS; (2) IN CASE OF NEGLIGENCE, AS DETERMINED IN HERC'S SOLE DISCRETION; AND/OR (3) IF COVERAGE IS EXCLUDED UNDER THE RPP TERMS AND CONDITIONS POSTED ON HERC'S WEBSITE.

A detailed description of fees and surcharges that may be applicable to Customer's rental can be found on Herc's website at <https://www.herc.com/us/programs/services-and-associated-charges.html>. Customer agrees to pay, in addition to all rental charges, all fees and charges set forth (above) and, the following charges as applicable: (i) based on Customer's possession and/or use of the Equipment, all consumables, fees, licenses, present and future taxes and any other governmental charges, (ii) additional charges for more than one shift use; (iii) freight, delivery, pick up, transportation charges, (iv) transportation service surcharges (v) repairs and replacement per this contract, (vi) cleaning charge for Equipment returned with excessive dirt, concrete and/or paint; (vii) fees for lost keys (viii) refueling service charges, (viii) fines for use of dyed diesel fuel in on road Equipment; (ix) preventative maintenance charges and (x) emissions and environmental surcharges and fees, (xi) vehicle license fees. HERC COLLECTS THESE FEES AND CHARGES AS REVENUE AND USES THEM AT ITS DISCRETION.

THE EQUIPMENT IS RENTED BY HERC TO THE CUSTOMER PURSUANT TO THE TERMS. CUSTOMER REPRESENTS HAVING READ AND AGREED TO SAME. PARAGRAPH 11 ON THE BACK OF THIS PAGE IS IN LIEU OF (I) ALL WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTY OF MERCHANTABILITY AND THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; AND (II) ALL OBLIGATIONS ON THE PART OF HERC TO CUSTOMER FOR DAMAGES. CUSTOMER WAIVES ALL INDIRECT, INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, THE RENTAL, MAINTENANCE, USE, OPERATION, STORAGE, ERECTION, DISMANTLING OR TRANSPORTATION OF THE EQUIPMENT.

Customer is obligated to return the Equipment in a good, clean, and uncontaminated condition, free of any and all hazardous substances.

Customer Name _____

Title _____

Terms are due upon receipt Not valid without Barcode

Customer Signature _____

Date _____



For GREAT DEALS on USED EQUIPMENT - visit us on-line at HercRentals.com

RENTAL CONTRACT



R.A. No. 32462905

Page 2 of 3

HERC LOCATION: 705	BILL TO CUSTOMER: 1580740	SHIPPING ADDRESS
HERC OAKLAND PROSOLUTIONS 7727 OAKPORT STREET OAKLAND, CA 94621 510-633-2040	SANITARY DISTRICT #5 PO BOX 227 TIBURON, CA 94920-0227	SANITATION YARD 2001 PARADISE DR BELVEDERE, CA 94920 415-435-1501

DESCRIPTION/CHARGES

EST START: 10/24/21 16:00 EST RETURN: 11/08/21 16:00 DROP DATE: _____
 SHIPPED BY: _____ ORDERED BY: NEED DROP TIME: _____
 ORDER DATE: 10/25/21 SALESPERSON: 725 SALES COORDINATOR: _____

PO# /JOB#: 160561 / SANITATION YARD

Qty	Equipment #	Hrs/ Min	Hour	Day	Week	4 Week	Amount
20	CABLE 4/0 50FT CAMLOCK 9400815	8/ 25.00	4.17	25.00	30.00	90.00	
	CA PROPERTY TAX RECOVERY FEE 2217999001						1.28
	Customer has declined the purchase of RPP.						
20	MALE PIGTAIL 4/0 UNDER 10FT 9400880	8/ 2.00	.33	2.00	8.00	16.00	
	CA PROPERTY TAX RECOVERY FEE 2217999001						.24
	Customer has declined the purchase of RPP.						

* * * Items are priced per piece * * *

SALES ITEMS:

Qty	Item number	Unit	Price	
336	PREVENT MAINT \$2.25	EA	2.250	756.00
	3770000001 - PREVENTATIVE MAINTENANCE			
1	TRANS SRVC SURCHARGE		107.250	107.25
	3710000001 - TRANS SERVICE SURCHARGE			
	DELIVERY CHARGE			650.00

TRANSPORTATION-DRIVER WAIT TIME is charged if a driver spends more than 20 minutes waiting to
CONTINUED

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Customer Name _____ Title _____
 Customer Signature _____ Date _____

Terms are due upon receipt Not valid without Barcode



RENTAL CONTRACT

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R.A. No. 32462905

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DESCRIPTION/CHARGES

EST START: 10/24/21 16:00 EST RETURN: 11/08/21 16:00 DROP DATE: _____
 SHIPPED BY: _____ ORDERED BY: NEED DROP TIME: _____
 ORDER DATE: 10/25/21 SALESPERSON: 725 SALES COORDINATOR: SIDNEY JOHNSON
 PO# / JOB#: 160561 / SANITATION YARD

Qty Equipment # Hrs/ Min Hour Day Week 4 Week Amount

unload/load Equipment after scheduled delivery/pickup time. Wait time is \$20 for each 20-minute period thereafter. Customer is responsible for daily maintenance, fuel, damages, and cleaning fees if Equipment is not cleaned before return. REFUELING-For Equipment valued less than \$5,000 and holds less than 3 GAL when full, we assume that 0.6 GAL are needed to refuel. TO END RENTAL CHARGES, Customer must call the branch to get a release #.

CAREFULLY READ THE TERMS AND CONDITIONS THAT APPEAR BELOW AND ON REVERSE SIDE OF THIS PAGE ("TERMS")

RENTAL PROTECTION PLAN. Herc Rentals Inc. or its affiliate ("Herc") may offer the Rental Protection Plan ("RPP") for a fee to Customer on certain Equipment and for certain types of loss or damage to limit Customer's liability for property loss or damage. Customer must either show proof of property insurance as required in Section 8 on reverse side hereof or purchase RPP. In return for the RPP fee, if RPP covers such repair or replacement at time of claim, Herc agrees to waive certain claims for accidental damages to or theft of such covered Equipment occurring during normal and careful use. Customer remains liable for all other damages as set forth in the Terms. RPP IS NOT INSURANCE. If Customer accepts RPP and pays Herc the RPP fee, Herc will limit Customer's responsibility for the Equipment repair or replacement cost to \$500 or 10% of the repair or replacement cost per item, including tax, whichever is less. Upon accepting RPP, Customer agrees to pay an RPP fee equal to 15%. Customer must review the RPP Terms and Conditions posted on Herc's website at <https://www.hercrentals.com/us/programs/rental-protection-plan/terms-and-conditions.html> before deciding whether to accept RPP. TO THE EXTENT HERC DOES NOT OFFER RPP TO CUSTOMER, OR CUSTOMER DOES NOT ACCEPT RPP, CUSTOMER MUST MAINTAIN THE INSURANCE COVERAGE REQUIRED BY PARAGRAPH 6. PLEASE BE AWARE THAT IF CUSTOMER DOES NOT ELECT TO TAKE RPP AND IT ELECTS TO MAINTAIN INSURANCE COVERAGE, AND IF THE CERTIFICATE OF INSURANCE PROVIDED TO HERC TO EVIDENCE SUCH INSURANCE COVERAGE IS UNACCEPTABLE TO HERC OR THE APPLICABLE POLICIES EXPIRE, CUSTOMER AGREES THAT HERC MAY CHARGE RPP FOR ALL APPLICABLE RENTALS UNTIL SUCH TIME AS AN ACCEPTABLE AND VALID CERTIFICATE OF INSURANCE IS PROVIDED AND SUCH MATTERS ARE CORRECTED TO HERC'S REASONABLE SATISFACTION. NOTWITHSTANDING ANY NOTATION ON THE RENTAL RECORD, RPP IS NOT OFFERED ON OR AVAILABLE FOR THE RENTAL OF A PASSENGER MOTOR VEHICLE. NOTWITHSTANDING PAYMENT OF THE RPP FEE, RPP DOES NOT APPLY, AND CUSTOMER IS LIABLE FOR, ALL DAMAGES TO OR REPLACEMENT COST OF, THE EQUIPMENT, AS APPLICABLE, AND ANY ADMINISTRATIVE FEES AND EXPENSES OF HERC: (1) CAUSED BY THE EQUIPMENT BEING USED OR OPERATED IN VIOLATION OF ANY OF THE TERMS; (2) IN CASE OF NEGLIGENCE, AS DETERMINED IN HERC'S SOLE DISCRETION; AND/OR (3) IF COVERAGE IS EXCLUDED UNDER THE RPP TERMS AND CONDITIONS POSTED ON HERC'S WEBSITE.

A detailed description of fees and surcharges that may be applicable to Customer's rental can be found on Herc's website at <https://www.hercrentals.com/us/programs/services-and-associated-charges.html>. Customer agrees to pay, in addition to all rental charges, all fees and charges set forth (above) and, the following charges as applicable: (i) based on Customer's possession and/or use of the Equipment, all consumables, fees, licenses, present and future taxes and any other governmental charges, (ii) additional charges for more than one shift use; (iii) freight, delivery, pick up, transportation charges, (iv) transportation service surcharges (v) repairs and replacement per this contract, (vi) cleaning charge for Equipment returned with excessive dirt, concrete and/or paint; (vii) fees for lost keys (viii) refueling service charges, (viii) fines for use of dyed diesel fuel in on road Equipment; (ix) preventative maintenance charges and (x) emissions and environmental surcharges and fees, (xi) vehicle license fees. HERC COLLECTS THESE FEES AND CHARGES AS REVENUE AND USES THEM AT ITS DISCRETION.

THE EQUIPMENT IS RENTED BY HERC TO THE CUSTOMER PURSUANT TO THE TERMS. CUSTOMER REPRESENTS HAVING READ AND AGREED TO SAME.
 PARAGRAPH 11 ON THE BACK OF THIS PAGE IS IN LIEU OF (I) ALL WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTY OF MERCHANTABILITY AND THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; AND (II) ALL OBLIGATIONS ON THE PART OF HERC TO CUSTOMER FOR DAMAGES.
 CUSTOMER WAIVES ALL INDIRECT, INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, THE RENTAL, MAINTENANCE, USE, OPERATION, STORAGE, ERECTION, DISMANTLING OR TRANSPORTATION OF THE EQUIPMENT.

Customer is obligated to return the Equipment in a good, clean, and uncontaminated condition, free of any and all hazardous substances.

Customer Name _____

Title _____

Terms are due upon receipt Not valid without Barcode

Customer Signature _____

Date _____

For **GREAT DEALS** on **USED EQUIPMENT** - visit us on-line at HercRentals.com



Estimate #51342

Proposed by: AAAA Generator Services Inc
1174 Russell Way, Hayward, CA 94541
888.664.2436 (phone and fax)



AAAA
Generator Services Inc
 1174 Russell Way, Hayward, CA 94541
 888.66.4A-Gen (888.664.2436)
 info@AAAAGen.com
 California Contractor License # 914864

Please confirm current Billing Information:
 2001 Paradise Drive
 Tiburon, CA 94920
Billing email (unless other is listed above):
 cbilsborough@sani5.org

Service Address - Please check for accuracy
 *Sanitary District No. 5 of Marin County
 2001 Paradise Drive
 Tiburon, CA 94920
Primary Contact:
 Chad Bilsborough
 cbilsborough@sani5.org
 +1-415-314-3422

Job #	51342
Date	
Total	\$43,793.00
Payments	\$0.00
Balance Remaining	\$43,793.00

Charges

Item	Description	Price	Quantity	Total
CNNAM	Standby Power System Non-Annual Preventive Maintenance Service - includes all travel, labor and everything listed on our website at http://aaaagen.com/Include/include.htm minus the filters, oil and waste disposal fees. Price per generator. Recommend doing all generators.	\$575.00	1.0	\$575.00
CN3	Bid price to guarantee a minimum of a level 3 tech for the above non-annual maintenance	\$50.00	0.0	\$0.00
CN3	Level 3 technician normal hourly rate for travel and time on site during normal business hours M_F Additional time, if needed (and only if approved)	\$289.00	0.0	\$0.00
RNIT	Optional bid price items: <ul style="list-style-type: none"> • \$7,305 - Upgrade to 5kVA UPS, with additional runtime • \$8,589 - Upgrade main plant generator controls to digital • \$27,324 - Upgrade main plant to 1200A ASCO 300G ATS • \$24,473 - Upgrade single NatGas gensets to air-cooled. Requires compatible VFDs be installed on pump motors first. Turn-key prices include: -Surface-mounted plumbing and electrical within 5 feet of equipment, as needed. -startup with battery, testing and up to 15min training during our installation visit. Specifically not included: -Upgrading the gas/electric meter -Handling permit paperwork and submitting to inspections -Any and all actual permit, engineering and/or architectural costs. -Any wall penetrations, digging, trenching, tunneling, painting, patching, fire rating upgrades, ducting, exhaust modifications, etc. that are not specifically included would be additional. -If trenching is included: Excavation of rock harder than "highly weathered"	\$7,305.00	1.0	\$7,305.00
CN	Optional bid price items: <ul style="list-style-type: none"> • \$7,305 - Upgrade to 5kVA UPS, with additional runtime • \$8,589 - Upgrade main plant generator controls to digital • \$27,324 - Upgrade main plant to 1200A ASCO 300G ATS • \$24,473 - Upgrade single NatGas gensets to air-cooled. Requires compatible VFDs be installed on pump motors first. Turn-key prices include: -Surface-mounted plumbing and electrical within 5 feet of equipment, as needed. -startup with battery, testing and up to 15min training during our installation visit. Specifically not included: -Upgrading the gas/electric meter -Handling permit paperwork and submitting to inspections -Any and all actual permit, engineering and/or architectural costs.	\$8,589.00	1.0	\$8,589.00

	-Any wall penetrations, digging, trenching, tunneling, painting, patching, fire rating upgrades, ducting, exhaust modifications, etc. that are not specifically included would be additional. -If trenching is included: Excavation of rock harder than "highly weathered"			
CN	Optional bid price items: <ul style="list-style-type: none"> • \$7,305 - Upgrade to 5kVA UPS, with additional runtime • \$8,589 - Upgrade main plant generator controls to digital • \$27,324 - Upgrade main plant to 1200A ASCO 300G ATS • \$24,473 - Upgrade single NatGas gensets to air-cooled. Requires compatible VFDs be installed on pump motors first. Turn-key prices include: -Surface-mounted plumbing and electrical within 5 feet of equipment, as needed. -startup with battery, testing and up to 15min training during our installation visit. Specifically not included: -Upgrading the gas/electric meter -Handling permit paperwork and submitting to inspections -Any and all actual permit, engineering and/or architectural costs. -Any wall penetrations, digging, trenching, tunneling, painting, patching, fire rating upgrades, ducting, exhaust modifications, etc. that are not specifically included would be additional. -If trenching is included: Excavation of rock harder than "highly weathered"	\$27,324.00	1.0	\$27,324.00
			Total	\$43,793.00

Notes

Same-as-cash Zelle payments can be made to Zelle@AAAAGen.com. We accept all forms of USD payment, provided that the amount we receive after all processing fees are paid covers the actual invoice amount. If you wish to pay by credit card, please notify us. We will then send you a credit card approval form, calculate your 3% credit card convenience fee and then add that fee to your invoice. Please note that credit card refunds will not include this convenience fee as this 3% fee, as of 2020, is no longer refunded by Stripe, our card processor (they intercept it and keep it for themselves).

Terms

This agreement ["Contract"], including incorporated documents, is the entire agreement of the parties. No other oral or written agreements between 4A (AAAA Generator Services Inc) and you (the property owner or responsible party) ["Owner"] exist. This Contract shall be construed in accordance with, and governed by, the laws of the State of California. Contract may be cancelled by either party for any reason. FEES: 4A has a \$500 minimum charge as well as a 3hr minimum. All quoted pricing, unless otherwise specified, is for performance on normal time; Urgency, after-hours work and/or exact arrival times are additional and can be quoted upon request. POST-PERFORMANCE NEGOTIATING: Any requirements for certificates of insurance, VCMS (vendor compliance management services) and similar services that may affect pricing but which are disclosed to 4A after the first price quote may incur additional fees sufficient to cover the cost and reasonable overhead to pay for those additional requirements. Additionally, once work has already been approved and performed, the right to any such requirements that were not already disclosed, mutually agreed and settled beforehand is forfeit. For example, post-performance demands for free adders of \$1,000,000,000^100 in additional insurance, VCMS and other surprises will be ignored and the invoice will proceed unimpeded. LATE PAYMENT: Discounts are void and a service fee of 10% or \$250, whichever is more, will become billable. After that, late charges of 2.5% per calendar month (compounded daily) will be charged on any unpaid balance so please pay as agreed. It is critical that you tell us if you think your payment may be late as we may be able to help. PROGRESS PAYMENTS: 10% deposit due at signing and, for projects over \$1,000, progress payments are required at 25%, 50% and 75% completion unless otherwise specified. EXTRA WORK: Failure to have written authorization shall not be deemed fatal to the collection for extra work provided authorization was otherwise received (i.e. verbal). For any extra work approved and performed without a bid price, at minimum, 4A shall be compensated at 4A's normal hourly prices. 4A's RIGHTS, RESPONSIBILITIES AND LIMITED WARRANTY: 4A shall have the right to stop work if payments are not made by Owner as agreed. Payments over five days late may be considered a breach of Contract. Subject to the Owner's right to cancel, if the work is stopped by Owner for any reason, 4A may invoice for all work executed and materials ordered or supplied up to the time work was stopped and for any other loss sustained, including 4A's usual fee for overhead and profit based upon Contract price. Thereafter, 4A and Owner are relieved from any further liability. In the event of work stoppage for any reason, Owner shall provide for protection of, and be responsible for, any damage or loss of material on the premises. 4A, at 4A's option, may alter specifications so as to comply with requirements of governmental agencies having jurisdiction over same. Any alterations or work undertaken to further this end shall be treated as Extra Work. 4A may subcontract all or any portion of the work to a licensed subcontractor. 4A agrees to furnish the materials for the project(s) and complete the work in a professional manner. All materials furnished under Contract shall meet industry standards. Where brand names have been specified, 4A may select substitutes (consistent in quality and character) due to unavailability of what was specified or other circumstances beyond 4A's control. 4A's liability for defective materials or installation is limited to the replacement or correction of said defective material and/or installation, and no other claims or demands whatsoever shall be made upon or allowed against 4A. There are no warranties either expressed or implied which extend beyond the description within this paragraph. Each project's warranty shall terminate after one year. 4A shall, to the best of 4A's ability, keep Owner's property free of valid labor or material supplier liens. ATTORNEY FEES: In the event that legal action or arbitration is instituted for the enforcement of any term or condition of this Contract, the prevailing party shall be entitled to an award of reasonable attorney fees in said action or arbitration, in addition to costs and

reasonable expenses incurred in the prosecution or defense of said action or arbitration. OWNER'S RESPONSIBILITIES: Inform 4A prior to project start of any worksite hazards or special requirements (i.e. hard hats, excessive mud, access restrictions, internet restrictions, security, dogs, etc). Disable sprinklers where 4A is expected to be. Handle utility connections for water, gas, sewer and electric (from the appropriate agency to the metering device), unless otherwise agreed to in writing. Have sufficient funds to comply with this Contract. Provide site access to any worker or material supplier during the scheduled term of any project (failure to do so is a breach of the Contract and Owner will be held liable for such breach). 4A is not responsible for any existing illegal conditions and reserves the right to refuse service for any improperly installed equipment. DAMAGE OR DESTRUCTION: If the project(s) or any portion of any project is destroyed or damaged by fire, storm, flood, landslide, earthquake, theft, or other disaster or accidents, any work done by 4A to rebuild, etc., shall be paid by Owner and dealt with as provided under "Extra Work". OWNER'S PROPERTY: It is the Owner's responsibility to remove or protect any personal property - 4A will not be held responsible for damages. BOUNDARIES: Owner represents ownership of the property where each project is to occur. Owner to provide accurate and detailed driving directions (or be billed for additional time and mileage). Owner is responsible to indicate boundary lines accurately. EASEMENTS, ETC: Prior to construction, Owner is to give 4A a copy of any easements, restrictions or rights of way relating to the property. If Owner does not, 4A will assume that none exist. If access restrictions to the property do exist and 4A is not advised by Owner, Owner authorizes 4A to take reasonable steps to gain entry to the property in order to complete the terms of each project and this Contract. If access is not obtainable and a return visit is required, a travel charge will apply. ENGINEERING: Unless specifically agreed upon in writing between Owner and 4A, and made a part of this Contract under "Description of Materials", "Specifications" or "Plans", this Contract does not include any engineering, geology surveys, drawings, studies, reports or calculations as may be required by a public body or building authority as a condition for issuance of building permit or as a condition to securing final building inspection. The cost of any such required professional services shall be paid by Owner. OTHER - DRAWINGS AND SPECIFICATIONS: The project(s) will be constructed according to drawings and specifications that have been examined by Owner and that have been or may be signed by the parties to this Contract. Unless specifically provided in the Contract, Owner will obtain and pay for all required building permits, business license fees and other fees required by their local municipality for the performance of work at Owner's site. MEASUREMENTS: Measurements, sizes and shapes in plans and specifications are approximate and subject to field verification. In the event of a conflict between the plans, specifications, etc., and Contract, Contract is controlling. MATERIAL REMOVED AND DEBRIS: Unless specifically designated by Owner in writing, after the completion of each project, 4A may dispose of all material removed from structures in the course of alteration. 4A is to remove project debris at the end of each project and leave premises in a neat broom-clean condition. ADDITIONAL REQUIREMENTS FOR COMPLETION: 4A shall promptly notify Owner of any additional requirements necessary to facilitate each project's completion (i.e. -If trenching is included: Excavation of rock harder than "highly weathered"). Any subsequent amendment, modification or agreement, which operates to alter this Contract, and which is signed by 4A and Owner, shall be deemed a part of this Contract and shall be controlling in case of conflict, to the extent that it alters this Contract. CORRECTIVE WORK: 4A will perform minor corrective or repair work that may remain to be finished after each project completion. Owner shall not withhold any payment pending completion of such work. If major corrective or repair work remains to be finished after each project is completed and the cost exceeds one (1) percent of the gross Contract price, the Owner may withhold payment sufficient to pay for completion of the work, pending completion of the work, but may not withhold an amount which is greater. ITEMS NOT RESPONSIBILITY OF 4A: Owner represents that the property being improved does not contain hazardous materials. 4A shall not be held responsible for any existing violations of applicable building regulations or ordinances. Correction of such violations or abnormal conditions by 4A shall be considered additional work and shall be treated as "Extra Work". 4A agrees to start and diligently pursue work through to completion, but shall not be responsible for delays for any of the following reasons; failure of the issuance of all necessary building permits within a reasonable length of time, acts of neglect or omission of Owner, Owner's employees or Owner's agent, acts of God, stormy or inclement weather, labor union activities, extra work ordered by Owner, acts of public enemy, riots or civil commotion, inability to secure material through regular recognized channels, imposition of Government priority or allocation of materials, failure of Owner to make payments when due, delays caused by inspection or changes ordered by the inspectors of authorized governmental bodies, acts of independent contractors, holidays or other causes beyond 4A's reasonable control. Estimates are normally valid for 30 days so, if you need longer to decide, please let us know. For more detailed terms and conditions (i.e. covering special orders, rentals, etc.), please visit our website. All bid prices assume work done by normal appointment during regular business hours on a convenient date. By default, net is due at completion of work with net terms only available on approved credit if agreed in advance. Itemized proposal prices assume acceptance of entire proposal, otherwise travel and other charges may apply. Please remember to keep your records up-to-date, as things often change over the years: 1. On-site as well as billing contacts. 2. Any access impediments (i.e. time-sensitive access, gate codes, keys required and security checkpoints). 3. Parking restrictions. 4. WIFI passwords. 5. Timing restrictions (i.e. scheduling our arrival, scheduling outages and transfer tests, etc.). • GENERATOR SALES TERMS: Sale prices for in-stock generators are good only while supplies last. Manufacturers often change their pricing and terms mid-order. Generac once increased a generator's price by over \$1,000 -well after- we placed the order so special-order generator prices are subject to reconfirmation and, if the manufacturer changes their price, up until the generator ships (you will have the option to cancel in such an event). We even had Cummins once increase a price *after* we picked it up (smh). 50% (or more) non-refundable deposit required at special-ordering (or to place on hold). Remaining due at or before shipping. Customer-requested shipping delays may incur storage fees (starting at \$100/week per item per 4x4x10h pallet). All sales are final.

Signatures

Date signed:

November 11, 2021

Subject: Sanitary District NO. 5, Marin CA – ATS Inspection
Eaton Proposal Number **SFK1210504-1RC R2**

Thank you for considering Eaton's Electrical Engineering Services & Systems (E-ESS) for your electrical solutions requirements. This proposal outlines our proposed scope of work at your facility.

1. SCOPE OF WORK

Eaton Corporation will provide the necessary field service personnel, tools, materials and approved test equipment to perform the scope of work as described herein.

- One (1) Automatic Transfer Switch Inspection – Completed 11/8/21
- One (1) Automatic Transfer Switch Inspection – Completed 11/9/21
- Furnish One (1) Relay Part
- Furnish One (1) Octal Socket

- Price for the above scope of work is **\$5,138 Net Customer** based on performing site work Monday – Friday, 8:00AM – 5:00PM
- A comprehensive engineering report including findings, test data, and recommendations (if applicable) will be furnished after completion of work

2. DELIVERY

The scheduling of work will be mutually agreed upon between the customer and Eaton's Electrical Engineering Services & Systems. Please allow two weeks for scheduling purposes.

3. ORDER ENTRY

Please place all orders for the above service to your authorized Eaton distributor:

1. Reference the Eaton Negotiation Number listed on this proposal
2. Issue a purchase order to **EATON CORPORATION**
3. Email purchase order to: RaymondT.Cooper@eaton.com

4. QUALIFICATIONS / CLARIFICATIONS

- All work to be completed at straight time, Monday through Friday except for scheduled outages as defined in our proposal.

- No time/labor included for site specific training meetings/classes/videos. If required, additional charges will apply and will be billed separately from this proposal.
- Minor repairs and adjustments taking a minimal amount of time will be included in our base price. If additional time or material is required, it will be charged as an extra.
- Any significant delays due to adverse weather will result in additional charges.
- If straight time work is required to be performed on an overtime basis, Customer will be billed the difference between the straight time and overtime rate.
- Stand-by power needs, if deemed necessary, are not included.
- Applicable fees for outage related costs including stand-by and re-connect services are not included.
- Eaton will correct minor deficiencies. Minor deficiencies are those that require no special tools, parts, etc. and take a minimal amount of time to perform. Repair labor beyond this, and all material, will be considered as extra.
- Method of procedure (MOP) development or meeting time not outlined in the scope of work will be treated as an extra.
- Replacement parts and additional labor required to perform any repairs necessary for proper operation of your equipment will be accomplished exclusively at your written direction and authorization.
- Delays beyond the control of Eaton, extras and authorized additional work will be charged in accordance with the Eaton's Electrical Engineering Services & Systems 2017 Price List PL02700001E.
- Delay time: If Eaton arrives onsite to perform scheduled work and the work is cancelled, Eaton will charge for four (4) hours minimum per person, plus travel expenses if no replacement work can be scheduled. If sufficient notice (72 hours) is given to Eaton when canceling scheduled work, no additional charge will apply.
- Third party billing will be subject to an additional 15% fee.

5. TESTING CLARIFICATIONS

- All testing will be performed by Eaton's Electrical Engineering Services & Systems (EESS) per Eaton's standard testing guidelines unless otherwise specified. An additional year of warranty shall be provided upon completion of electrical testing by Eaton to all Eaton provided equipment.
- If NETA testing is specified and will be provided by Eaton. Eaton field personnel are certified to test per NETA standards by the National Institute for Certification in Engineering Technologies (NICET) Electrical Power Certification Program. This program provides an independent verification of the capabilities, knowledge and experience of our field personnel for electrical testing.
- Testing will be completed on the specific electrical equipment, whereas, if not clearly identified, circuit breakers below 200 amperes and transformers below 75kVA are not tested.
- All test results will be evaluated in accordance with manufacturer's published data.
- No "Optional" NETA tests are included.
- Customer to provide trip unit settings and/or relay logic configuration files for protective devices. Note: Eaton can provide an adder for the required power system studies and input/output logic.
- The isolation of cables for testing will be completed by opening the line and load devices only. No unbolting of cables for isolation has been included.
- Unless noted, site acceptance testing services include breakers 200A and larger and transformers 75kVA and larger only.

- Equipment scheduled for service during the plant outages is based on the following outage dates:

6. SAFETY TRAINING OF EATON FIELD PERSONNEL

- All Eaton field personnel received training to comply with OSHA CFR1910 Electrical Safety Standard, which sets minimum safety rules and practices for the design, operation, and maintenance of high-voltage systems (over 600 volts). Safety standards are in place to meet or exceed NFPA 70E requirements, and appropriate Personal Protective Equipment (PPE) have been issued.
- The customer is responsible to ensure that any supporting plant personnel have also be fully trained in electrical safety and provided with the appropriate personnel protective equipment.

7. SAFETY ARC-FLASH PROVISIONAL STATEMENT

The customer supplied Arc-Flash study along with their labeled equipment to meet NFPA requirements will be used to determine the Personal Protective Equipment (PPE) required to perform the work required for this proposal. When a current study and labeling is not available, the time required to determine the proper PPE will be at the current rate per hour, unless included within the Eaton scope of work. Eaton will not perform work activities in situations where the proper level of PPE is not practical. At no time will work be performed when the arc-flash exposure levels are above 40 cal/cm².

8. DIVISION OF RESPONSIBILITY

Eaton Responsibilities:

- Eaton will perform necessary adjustments, which are required to bring equipment to satisfactory operating condition, or review these with you prior to commencement of any additional work.
- Eaton will obtain authorization in advance before performing any additional work. In these cases, Eaton will provide services on a time and material basis. Eaton will provide a listing of all applicable skills classifications that apply to the execution of this contract, and identify the hourly rates (both straight time and overtime) that will apply for the duration of the contract. Eaton will also indicate escalation if applicable and, in addition, provide a definition of when overtime rates apply.
- Eaton will provide you with a minimum notice of 72 hours of intent to service any equipment.
- Eaton shall furnish test engineers, field technicians, support personnel, tools, equipment, materials, supplies and transportation as required.
- Eaton will provide and install safety locks, as required, and in accordance with the facility safety guidelines.
- Eaton will perform voltage test and install necessary circuit / equipment safety grounds to assure safe working conditions
- Upon completion of work:
 - 1) Eaton will remove safety grounds installed by Eaton
 - 2) Eaton will remove safety locks installed by Eaton.

Customer Will Be Responsible For The Following:

- Providing free access to equipment within their facility.

- Ensuring that all equipment is available upon arrival of Eaton personnel, including removal from service to permit continuous progression of work. Delay time in making equipment available will be treated as an extra.
- Identifying site contact for this project.
- Providing electricians to remove equipment covers and re-install the same when required.
- Coordinating all outages and perform all switching to de-energize and isolate equipment to be serviced.
- Ensuring that all circuits to be de-energized have been clearly identified and that all plant personnel and downstream operations are aware of the required outage date, time and duration. This includes maintaining power to vital or necessary plant equipment and processes during the performance of this scope of work.
- Providing a copy of the past maintenance records to Eaton personnel.
- Providing manufacturers maintenance manuals upon arrival of Field Engineer/s.
- Supplying a complete set of electrical plans, including the plant single-line diagram, specifications, and any pertinent change orders to Eaton before commencement of work.
- Supply a suitable and stable source of power for operation of test and motorized equipment at each test site when normal power is removed or authorize Eaton to obtain a source of auxiliary power, Eaton shall specify requirements. Any non-standard generators rentals will result in a price adder to this proposal.
- Providing a place to receive and unload replacement equipment, test equipment or other supplies.
- Providing special tools supplied by equipment manufacturers.

9. PROPRIETARY AND CONFIDENTIAL INFORMATION

This submittal contains Eaton proprietary and confidential information, which may only be used by you to evaluate and respond to this submittal. By accepting this submittal from Eaton, you agree to not use this submittal, or any information contained herein, in any manner adverse to Eaton's interests; to keep in confidence the submittal and all information contained; and to not disclose to any third party or publish this submittal, any portion thereof, or any information contained herein without Eaton's prior written consent.

10. TERMS AND CONDITIONS

Any order arising out of this offer will be governed by the conditions contained in Eaton Selling Policy 25-000 effective November 1, 2017. Taxes, if applicable, not included. This offer is valid for 30 days unless otherwise extended, modified or withdrawn, in writing, by Eaton. Payments are due and payable net within thirty (30) days from the date of each invoice.

Please reference Eaton's Proposal Number on any purchase order issued in response to this proposal.

It is a privilege to have this opportunity to be of service. If there are any further questions or needs, please contact me. Eaton's Electrical Engineering Services & Systems looks forward to working with you on this project.

**SANITARY DISTRICT NO.5
ATS INSPECTION**

NOVEMBER 2021

Sincerely,

Raymond Cooper
Senior Sales Engineer
Mobile: (925) 416-9169
RaymondTCooper@eaton.com
24-Hour Emergency Service: 1-800-498-2678



Selling Policy

Effective: November 1, 2017 Page 1

Supersedes Selling Policy 25-000,
Pages 1-4, dated
November 1, 2008

**DOMESTIC U.S.A.
GENERAL TERMS AND
CONDITIONS OF SALE**

**Distribution and
Control Products
and Services
25-000**

TERMS AND CONDITIONS OF SALE

The Terms and Conditions of Sale set forth herein, and any supplements which may be attached hereto, constitute the full and final expression of the contract for the sale of products or services (hereinafter referred to as Product(s) or Services by Eaton Corporation (hereinafter referred to as Seller) to the Buyer, and supersedes all prior quotations, purchase orders, correspondence or communications whether written or oral between the Seller and the Buyer. Notwithstanding any contrary language in the Buyer's purchase order, correspondence or other form of acknowledgment, Buyer shall be bound by these Terms and Conditions of Sale when it sends a purchase order or otherwise indicates acceptance of this contract, or when it accepts delivery from Seller of the Products or Services. **THE CONTRACT FOR SALE OF THE PRODUCTS OR SERVICES IS EXPRESSLY LIMITED TO THE TERMS AND CONDITIONS OF SALE STATED HEREIN. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY BUYER ARE REJECTED UNLESS EXPRESSLY AGREED TO IN WRITING BY SELLER.** No contract shall exist except as herein provided.

Complete Agreement

No amendment or modification hereto nor any statement, representation or warranty not contained herein shall be binding on the Seller unless made in writing by an authorized representative of the Seller. Prior dealings, usage of the trade or a course of performance shall not be relevant to determine the meaning of this contract even though the accepting or acquiescing party had knowledge of the nature of the performance and opportunity for objection.

Quotations

Written quotations are valid for 30 days from its date unless otherwise stated in the quotation or terminated sooner by notice.

Verbal quotations, unless accepted, expire the same day they are made.

A complete signed order must be received by Seller within 20 calendar days of notification of award, otherwise the price and shipment will be subject to re-negotiation.

Termination and Cancellation

Products

Any order may be terminated by the Buyer only by written notice and upon payment of reasonable termination charges, including all progress billings and all incurred direct manufacturing costs.

Services

Any order may be terminated by the Buyer only by written notice and upon payment of reasonable termination charges including all costs plus profit.

Seller shall have the right to cancel any order at any time by written notice if Buyer breaches any of the terms hereof, becomes the subject of any proceeding under state or federal law for the relief of debtors, or otherwise becomes insolvent or bankrupt, generally does not pay its debts as they become due or makes an assignment for the benefit of creditors.

Prices

All prices are subject to change without notice. In the event of a price change, the effective date of the change will be the date of the new price or discount sheet, letter or telegram. All quotations made or orders accepted after the effective date will be on the new basis. For existing orders, the price of the unshipped portion of an order will be the price in effect at time of shipment.

Price Policy – Products and Services

When prices are quoted as firm for quoted shipment, they are firm provided the following conditions are met:

1. The order is released with complete engineering details.
2. Shipment of Products are made, and Services purchased are provided within the quoted lead time.
3. When drawings for approval are required for any Products, the drawings applicable to those Products must be returned within 30* calendar days from the date of the original mailing of the drawings by Seller. The return drawings must be released for manufacture and shipment and must be marked "APPROVED" or "APPROVED AS NOTED." Drawing re-submittals which are required for any other reason than to correct Seller errors will not extend the 30-day period.

* 60 days for orders through contractors to allow time for their review and approval before and after transmitting them to their customers.

If the Buyer initiates or in any way causes delays in shipment, provision of Services or return of approval drawings beyond the periods stated above, the price of the Products or Services will be increased 1% per month or fraction thereof up to a maximum of 18 months from the date of the Buyer's order. For delays resulting in shipment or provision of Services beyond 18 months from the date of the Buyer's order, the price must be renegotiated.

Price Policy – BLS

Refer to Price Policy 25-050.

Minimum Billing

Orders less than \$1,000 will be assessed a shipping and handling charge of 5% of the price of the order, with a minimum charge of \$25.00 unless noted differently on Product discount sheets.

Taxes

The price does not include any taxes. Buyer shall be responsible for the payment of all taxes applicable to, or arising from, the transaction, the Products, its sale, value or use, or any Services performed in connection therewith regardless of the person or entity actually taxed.

TERMS OF PAYMENT

Products

Acceptance of all orders is subject to the Buyer meeting Seller's credit requirements. Terms of payment are subject to change for failure to meet such requirements. Seller reserves the right at any time to demand full or partial payment before proceeding with a contract of sale as a result of changes in the financial condition of the Buyer. Terms of Payment are either Net 30 days from the date of invoice of each shipment or carry a cash discount based on Product type. Specific payment terms for Products are outlined in the applicable Product discount schedules.

Services

Terms of payment are net within 30 days from date of invoice for orders amounting to less than \$50,000.00.

Selling Policy 25-000
November 1, 2008
Page 2



Terms of payment for orders exceeding \$50,000.00 shall be made according to the following:

1. Twenty percent (20%) of order value with the purchase order payable 30 days from date of invoice.
2. Eighty percent (80%) of order value in equal monthly payments over the performance period payable 30 days from date of invoice.

Except for work performed (i) under a firm fixed price basis or (ii) pursuant to terms of a previously priced existing contract between Seller and Buyer, invoices for work performed by Seller shall have added and noted on each invoice a charge of 3% (over and above the price of the work) which is related to Seller compliance with present and proposed environmental, health and safety regulations associated with prescribed requirements covering hazardous materials management and employee training, communications, personal protective equipment, documentation and record keeping associated therewith.

Adequate Assurances
If, in the judgment of Seller, the financial condition of the Buyer, at any time during the period of the contract, does not justify the terms of payment specified, Seller may require full or partial payment in advance.

Delayed Payment
If payments are not made in accordance with these terms, a service charge will, without prejudice to the right of Seller to immediate payment, be added in an amount equal to the lower of 1.5% per month or fraction thereof or the highest legal rate on the unpaid balance.

Freight
Freight policy will be listed on the Product discount sheets, or at option of Seller one of the following freight terms will be quoted.

F.O.B. – P/S – Frt./Ppd. and Invoiced
Products are sold F.O.B. point of shipment freight prepaid and invoiced to the Buyer.

F.O.B. – P/S – Frt./Ppd. and Allowed
Products sold are delivered F.O.B. point of shipment, freight prepaid and included in the price.

F.O.B. Destination – Frt./Ppd. and Allowed
At Buyer's option, Seller will deliver the Products F.O.B. destination freight prepaid and 2% will be added to the net price. The term "freight prepaid" means that freight charges will be prepaid to the accessible common carrier delivery point nearest the destination for shipments within the United States and Puerto Rico unless noted

differently on the Product discount sheets. For any other destination, contact Seller's representative.

Shipment and Routing
Seller shall select the point of origin of shipment, the method of transportation, the type of carrier equipment and the routing of the shipment.

If the Buyer specifies a special method of transportation, type of carrier equipment, routing or delivery requirement, Buyer shall pay all special freight and handling charges.

When freight is included in the price, no allowance will be made in lieu of transportation if the Buyer accepts shipment at factory, warehouse or freight station or otherwise supplies its own transportation.

Risk of Loss
Risk of loss or damage to the Products shall pass to Buyer at the F.O.B. point.

Concealed Damage
Except in the event of F.O.B. destination shipments, Seller will not participate in any settlement of claims for concealed damage.

When shipment has been made on an F.O.B. destination basis, the Buyer must unpack immediately and, if damage is discovered, must:

1. Not move the Products from the point of examination.
2. Retain shipping container and packing material.
3. Notify the carrier in writing of any apparent damage.
4. Notify Seller representative within 72 hours of delivery.
5. Send Seller a copy of the carrier's inspection report.

Witness Tests/Customer Inspection
Standard factory tests may be witnessed by the Buyer at Seller's factory for an additional charge calculated at the rate of \$2,500 per day (not to exceed eight (8) hours) per Product type. Buyer may final inspect Products at the Seller's factory for \$500 per day per Product type.

Witness tests will add one (1) week to the scheduled shipping date. Seller will notify Buyer fourteen (14) calendar days prior to scheduled witness testing or inspection. In the event Buyer is unable to attend, the Parties shall mutually agree on a rescheduled date. However, Seller reserves the right to deem the witness tests waived with the right to ship and invoice Products.

Held Orders
For any order held, delayed or rescheduled at the request of the Buyer, Seller may, at its sole option, (1) require payment to be based

on any reasonable basis, including but not limited to the contract price, and any additional expenses, or cost resulting from such a delay; (2) store Products at the sole cost and risk of loss of the Buyer; and/or (3) charge to the Buyer those prices under the applicable price policy. Payment for such price, expenses and costs, in any such event, shall be due by Buyer within thirty (30) days from date of Seller's invoice. Any order so held delayed or rescheduled beyond six (6) months will be treated as a Buyer termination.

Drawing Approval
Seller will design the Products in line with, in Seller's judgment, good commercial practice. If at drawing approval Buyer makes changes outside of the design as covered in their specifications, Seller will then be paid reasonable charges and allowed a commensurate delay in shipping date based on the changes made.

Drawing Re-Submittal
When Seller agrees to do so in its quotation, Seller shall provide Buyer with the first set of factory customer approval drawing(s) at Seller's expense. The customer approval drawing(s) will be delivered at the quoted delivery date. If Buyer requests drawing changes or additions after the initial factory customer approval drawing(s) have been submitted by Seller, the Seller, at its option, may assess Buyer drawing charges. Factory customer approval drawing changes required due to misinterpretation by Seller will be at Seller's expense. Approval drawings generated by Bid-Manager are excluded from this provision.

WARRANTY

Warranty For Products
Seller warrants that the Products manufactured by it will conform to Seller's applicable specifications and be free from failure due to defects in workmanship and material for one (1) year from the date of installation of the Product or eighteen (18) months from the date of shipment of the Product, whichever occurs first.

In the event any Product fails to comply with the foregoing warranty Seller will, at its option, either (a) repair or replace the defective Product, or defective part or component thereof, F.O.B. Seller's facility freight prepaid, or (b) credit Buyer for the purchase price of the Product. All warranty claims shall be made in writing.



Seller requires all non-conforming Products be returned at Seller's expense for evaluation unless specifically stated otherwise in writing by Seller.

This warranty does not cover failure or damage due to storage, installation, operation or maintenance not in conformance with Seller's recommendations and industry standard practice or due to accident, misuse, abuse or negligence. This warranty does not cover reimbursement for labor, gaining access, removal, installation, temporary power or any other expenses which may be incurred in connection with repair or replacement.

This warranty does not apply to equipment not manufactured by Seller. Seller limits itself to extending the same warranty it receives from the supplier.

Extended Warranty for Products
If requested by the Buyer and specifically accepted in writing by Seller, the foregoing standard warranty for Products will be extended from the date of shipment for the period and price indicated below:

- 24 months – 2% of Contract Price
- 30 months – 3% of Contract Price
- 36 months – 4% of Contract Price

Special Warranty (In and Out) for Products
If requested by the Buyer and specifically accepted in writing by Seller, Seller will, during the warranty period for Products, at an additional cost of 2% of the contract price, be responsible for the direct cost of:

1. Removing the Product from the installed location.
2. Transportation to the repair facility and return to the site.
3. Reinstallation on site.

The total liability of Seller for this Special Warranty for Products is limited to 50% of the contract price of the particular Product being repaired and excludes expenses for removing adjacent apparatus, walls, piping, structures, temporary service, etc.

Warranty For Services
Seller warrants that the Services performed by it hereunder will be performed in accordance with generally accepted professional standards.

The Services, which do not so conform, shall be corrected by Seller upon notification in writing by the Buyer within one (1) year after completion of the Services.

Unless otherwise agreed to in writing by Seller, Seller assumes no responsibility with respect to the suitability of the Buyer's, or its customer's, equipment or with respect to any latent defects in equipment not supplied by Seller. This warranty does not cover damage to Buyer's, or its customer's, equipment, components or parts resulting in whole or in part from improper maintenance or operation or from their deteriorated condition. Buyer will, at its cost, provide Seller with unobstructed access to the defective Services, as well as adequate free working space in the immediate vicinity of the defective Services and such facilities and systems, including, without limitation, docks, cranes and utility disconnects and connects, as may be necessary in order that Seller may perform its warranty obligations. The conducting of any tests shall be mutually agreed upon and Seller shall be notified of, and may be present at, all tests that may be made.

Warranty for Power Systems Studies
Seller warrants that any power systems studies performed by it will conform to generally accepted professional standards. Any portion of the study, which does not so conform, shall be corrected by Seller upon notification in writing by the Buyer within six (6) months after completion of the study. All warranty work shall be performed in a single shift straight time basis Monday through Friday. In the event that the study requires correction of warranty items on an overtime schedule, the premium portion of such overtime shall be for the Buyer's account.

Limitation on Warranties for Products, Services and Power Systems Studies
THE FOREGOING WARRANTIES ARE EXCLUSIVE EXCEPT FOR WARRANTY OF TITLE. SELLER DISCLAIMS ALL OTHER WARRANTIES INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

CORRECTION OF NON-CONFORMITIES IN THE MANNER AND FOR THE PERIOD OF TIME PROVIDED ABOVE SHALL CONSTITUTE SELLER'S SOLE LIABILITY AND BUYER'S EXCLUSIVE REMEDY FOR FAILURE OF SELLER TO MEET ITS WARRANTY OBLIGATIONS. WHETHER CLAIMS OF THE BUYER ARE BASED IN CONTRACT, IN TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY) OR OTHERWISE.

Asbestos
Federal Law requires that building or facility owners identify the presence, location and quantity of asbestos containing material (hereinafter "ACM") at work sites. Seller is not licensed to abate ACM. Accordingly, for any contract which includes the provision of Services, prior to (i) commencement of work at any site under a specific Purchase Order, (ii) a change in the work scope of any Purchase Order, the Buyer will certify that the work area associated with the Seller's scope of work includes the handling of Class II ACM, including but not limited to generator wedges and high temperature gaskets which include asbestos materials. The Buyer shall at its expense, conduct abatement should the removal, handling, modification or reinstallation, or some or all of them, of said Class II ACM be likely to generate airborne asbestos fibers; and should such abatement affect the cost of or time of performance of the work then Seller shall be entitled to an equitable adjustment in the schedule, price and other pertinent affected provisions of the contract.

Compliance with Nuclear Regulation
Seller's Products are sold as commercial grade Products not intended for application in facilities or activities licensed by the United States Nuclear Regulatory Commission for atomic purposes. Further certification will be required for use of the Products in any safety-related application in any nuclear facility licensed by the U.S. Nuclear Regulatory Commission.

Returning Products
Authorization and shipping instructions for the return of any Products must be obtained from Seller before returning the Products. When return is occasioned due to Seller error, full credit including all transportation charges will be allowed.

Product Notices
Buyer shall provide the user (including its employees) of the Products with all Seller supplied Product notices, warnings, instructions, recommendations and similar materials.

Force Majeure
Seller shall not be liable for failure to perform or delay in performance due to fire, flood, strike or other labor difficulty, act of God, act of any governmental authority or of the Buyer not, embargo, fuel or energy shortage, car shortage, wrecks or delays in transportation, or due to any other cause beyond Seller's reasonable control. In the event of delay in performance due to any such cause, the date of delivery or time for completion will be extended by a period of time reasonably necessary to overcome the effect of such delay.



Liquidated Damages

Contracts which include liquidated damage clauses for failure to meet shipping or job completion promises are not acceptable or binding on Seller, unless such clauses are specifically accepted in writing by an authorized representative of the Seller at its headquarters office.

Patent Infringement

Seller will defend or, at its option, settle any suit or proceeding brought against Buyer, or Buyer's customers, to the extent it is based upon a claim that any Product or part thereof, manufactured by Seller or its subsidiaries and furnished hereunder, infringes any United States patent, other than a claim of infringement based upon use of a Product or part thereof in a process, provided Seller is notified in reasonable time and given authority, information and assistance (at Seller's expense) for the defense of same. Seller shall pay all legal and court costs and expenses and court-assessed damages awarded therein against Buyer resulting from or incident to such suit or proceeding, in addition to the foregoing, if at any time Seller determines there is a substantial question of infringement of any United States patent, and the use of such Product is or may be enjoined, Seller may, at its option and expense: either (a) procure for Buyer the right to continue using and selling the Product; (b) replace the Product with non-infringing apparatus; (c) modify the Product so it becomes non-infringing; or (d) as a last resort, remove the Product and refund the purchase price, equitably adjusted for use and obsolescence. In no case does Seller agree to pay any recovery based upon its Buyer's savings or profit through use of Seller's Products whether the use be special or ordinary. The foregoing states the entire liability of Seller for patent infringement.

The preceding paragraph does not apply to any claim of infringement based upon: (a) any modification made to a Product other than by Seller; (b) any design and/or specifications of Buyer to which a Product was manufactured; or (c) the use or combination of Product with other products where the Product does not itself infringe. As to the above-identified claim situations where the preceding paragraph does not apply, Buyer shall defend and hold Seller harmless in the same manner and to the extent as Seller's obligations described in the preceding paragraph. Buyer shall be responsible for obtaining (at Buyer's expense) all license rights required for Seller to be able to use software products in the possession of Buyer where such use is required in order to perform any Service for Buyer.

With respect to a Product or part thereof not manufactured by Seller or its subsidiaries, Seller will attempt to obtain for Buyer, from the supplier(s), the patent indemnification protection normally provided by the supplier(s) to customers.

Compliance with OSHA

Seller offers no warranty and makes no representation that its Products comply with the provisions or standards of the Occupational Safety and Health Act of 1970, or any regulation issued thereunder. In no event shall Seller be liable for any loss, damage, fines, penalty or expenses arising under said Act.

Limitation of Liability

THE REMEDIES OF THE BUYER SET FORTH IN THIS CONTRACT ARE EXCLUSIVE AND ARE ITS SOLE REMEDIES FOR ANY FAILURE OF SELLER TO COMPLY WITH ITS OBLIGATIONS HEREUNDER.

NOTWITHSTANDING ANY PROVISION IN THIS CONTRACT TO THE CONTRARY, IN NO EVENT SHALL SELLER BE LIABLE IN CONTRACT, IN TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY) OR OTHERWISE FOR DAMAGE TO PROPERTY OR EQUIPMENT OTHER THAN PRODUCTS SOLD HEREUNDER, LOSS OF PROFITS OR REVENUE, LOSS OF USE OF PRODUCTS, COST OF CAPITAL, CLAIMS OF CUSTOMERS OF THE BUYER OR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHATSOEVER, REGARDLESS OF WHETHER SUCH POTENTIAL DAMAGES ARE FORESEEABLE OR IF SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

THE TOTAL CUMULATIVE LIABILITY OF SELLER ARISING FROM OR RELATED TO THIS CONTRACT WHETHER THE CLAIMS ARE BASED IN CONTRACT, IN TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY) OR OTHERWISE, SHALL NOT EXCEED THE PRICE OF THE PRODUCT OR SERVICES ON WHICH SUCH LIABILITY IS BASED.

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Printed in USA
Publication No. SP0300001E
Z7740

PARTNERS IN EXCELLENCE

January 19-21, 2022
Hilton Palm Springs

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Preliminary Program Subject to Change

Wednesday, January 19

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| 7:30 a.m. – 12:00 p.m. | CSRMA Training Seminar |
| 8:00 a.m. – 5:00 p.m. | Registration |
| 10:30 a.m. – 12:00 p.m. | CASA Board of Directors Meeting |
| 12:00 p.m. – 1:30 p.m. | Associates Committee Meeting |
| 12:00 p.m. – 1:30 p.m. | Lunch on Your Own |
| 1:30 p.m. – 4:00 p.m. | Roundtable Series |
| | 1:30 p.m. – 2:30 p.m. Session 1 (Various Table topics) |
| | 2:30 p.m. – 3:00 p.m. Networking Break |
| | 3:00 p.m. – 4:00 p.m. Session 2 (Repeat from Session 1) |
| 4:00 p.m. – 5:00 p.m. | Communications Committee Meeting |
| 4:15 p.m. – 5:30 p.m. | CSRMA Executive Board Meeting |
| 5:30 p.m. – 6:30 p.m. | Welcome Reception |

Thursday, January 20

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| 7:30 a.m. – 9:30 a.m. | Breakfast |
| 7:30 a.m. – 4:30 p.m. | Registration |

Thursday – Con't

- 7:45 a.m. – 8:45 a.m. CASA Education Foundation Board Meeting
- 8:00 a.m. – 9:15 a.m. CSRMA Board of Directors Meeting
- 9:00 a.m. – 11:45 a.m. **Morning Session**
- 9:00 – 9:45 a.m. **Keynote Address:**
- 12:00 p.m. – 1:30 p.m. **Luncheon**
- 2:00 p.m. – 3:30 p.m. **Afternoon Sessions**
- 3:45 p.m. – 4:45 p.m. Associates Engineering and Research Subcommittee
- 3:45 p.m. – 4:45 p.m. Federal Legislative Committee Meeting
- 4:15 p.m. – 5:30 p.m. Statewide Biosolids Meeting
- 5:30 p.m. – 6:30 p.m. Associates Recognition Reception

Friday, January 21

- 8:00 a.m. – 10:30 a.m. Registration
- 8:00 a.m. – 9:30 a.m. Breakfast
- 8:00 a.m. – 9:00 a.m. State Legislative Committee Meeting
- 9:15 a.m. – 11:00 a.m. **Closing Session**
 President Jasmin A. Hall, Presiding
- 9:15 – 9:45 a.m. **Federal and State Legislative Updates**
 Eric Sapirstein and Jessica Gauger
- 9:45 – 10:45 a.m. **State and Federal Funding Opportunities**
 Jane Gray, Dudek
- 10:45 – 11:00 a.m. President's Closing Remarks



Washington DC Policy Forum

February 28 - March 1
Hotel Washington

 @CASACleanWater
 @CASA_CleanWater
 CASAweb.org



We are excited to announce the return of our Washington D.C. Policy Forum in 2022! CASA is moving to a fabulous new venue this year: the Hotel Washington directly across from the White House. The event will feature an excellent program with renowned speakers from Congressional staff, reporters, and national water associations providing their perspective on the infrastructure package and other exciting developments of importance to California's clean water professionals. We also plan to continue our partnership with ACWA and host a joint reception along with other networking opportunities. This year, we have set aside time for agencies to make their own appointments for Congressional visits, with the assistance of our federal advocates Eric and Sarah Sapirstein. Join us in our nation's capital to strengthen our advocacy and promote our collective federal agenda by going directly to the source on February 28 - March 1, 2022. We hope to see you there!

Conference Information

PRELIMINARY PROGRAM

[REGISTER HERE](#)

Registration Fees:

- Delegate Member Full Conference: \$695
- Delegate Member Guest (includes all meal functions): \$170
- NonMember Fee: \$1,200

Cancellation Policy: \$75

Cancellation fee on or before Monday, February 21, 2022.

No refund for late cancellations after Monday,

Hotel Information

[RESERVE A ROOM](#)

- Central Reservations: (888) 627-8087
- Special Room Rate: \$349/night + taxes/fees – A deposit equal to one night's stay is required to hold each individual's reservation.
- Deposits are refundable if notice is received at least 72 hours prior to arrival and a cancellation

COVID Information

- [Hotel Washington protocol](#)
- As part of our commitment to the safety and health of attendees at the 2022 CASA Washington DC Forum, we are requiring that all attendees provide proof of vaccination or a negative COVID test within 72 hours before

February 21, 2022.
Please notify CASA via email of a cancellation, refund or change request by contacting Cheryl MacKelvie at cmackelvie@casaweb.org

number is obtained.

- Cut-off Date: Feb. 7, 2022
- Early Departure Fee: one nights room and tax will apply if guest checks out prior to the confirmed checkout date.

Location

Hotel Washington

515 15th Street NW
Washington, DC 20004
[Get Directions »](#)

arrival. **As we approach the conference date, we will communicate further information about the process for participants to verify their proof of vaccination or negative COVID test prior to arriving.** Without verification, you will not be able to attend the in-person conference.

		<ul style="list-style-type: none">• Masks - Masks will be provided by CASA.• Hand Sanitizer - Hand sanitizer stations will be positioned throughout the meeting space.• Responsible Food & Beverage/Seating for meeting spaces.
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