

SANITARY DISTRICT NO.5 OF MARIN COUNTY ANNUAL BUDGET FY2023-2024



7/1/2023

Fiscal Year 2023-2024 Annual Budget July 1 -
June 30

Adopted by the Board of Directors on June 22, 2023

Sanitary District No.5 of Marin County Annual Budget FY2023-2024

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FISCAL YEAR 2023-2024 BUDGET ACKNOWLEDGEMENTS

Board of Directors

<i>Tod Moody, President</i>	<i>Elected: November 2022-2026</i>
<i>Omar Arias, Vice President</i>	<i>Elected: November 2020-2024</i>
<i>John Carapiet, Secretary</i>	<i>Elected: November 2020-2024</i>
<i>Richard Snyder, Director</i>	<i>Elected: November 2020-2024</i>
<i>Catherine Benediktsson, Director</i>	<i>Elected: November 2022-2026</i>

EXECUTIVE TEAM

Tony Rubio, District Manager

Robin Dohrmann, Office Manager

Rulon K Cottrell, Operations Superintendent

Dan Latorre, Maintenance/Collection System Superintendent

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2 SD5 MISSION STATEMENT, VALUES AND GOALS

2.1 SD5 MISSION STATEMENT

Sanitary District No.5 of Marin County is a special district dedicated to the protection of public health and the environment through effective and economical collection, conveyance, treatment, and disposal of wastewater that meets or exceeds all local, state, and federal regulations.

2.2 SD5 VALUES

Sanitary District No.5 of Marin County Board Members and Staff operate under a set of core values in respect to all District Functions. That set of values include:

- Public Health & Sanitation
- Excellent Customer Service
- Fiscal Responsibility
- Public Transparency
- Work-Place Safety
- Effective/Reliable Long-Term Capital, Operation, Maintenance, Fiscal Planning
- Valued Work Force
- Effective Communication and Decision Making
- Environmental Stewardship

2.3 SD5 GOALS

As outline in the Districts Strategic Plan the District has six major goals which assumes Financial Stability as the overall goal:

- Goal One: *Protecting Public Health and Employee Safety*
- Goal Two: *Infrastructure Reliability*
- Goal Three: *Fiscal Accountability*
- Goal Four: *Operational Capability*
- Goal Five: *Employee Development*
- Goal Six: *Resource Recovery/Energy Sustainability*

3 SD5 GENERAL INFORMATION AND DESCRIPTION OF FACILITIES

3.1 SD5 GENERAL HISTORY

- Sanitary District No.5 of Marin County was formed in 1922 primarily as a refuse district.
- 1960's a primary treatment plant was constructed at its current location at 2001 Paradise Drive.
- 1980's the District added on a secondary treatment portion to the plant to comply with new local and federal standards of the 1972 Clean Water Act
- The District shares an outfall with SASM (Sewerage Agency of Southern Marin) The District is responsible for dechlorinating SASM's effluent prior to discharge into the receiving waters of the state of California.
- 1980's, a smaller, secondary treatment package plant was constructed on the eastern side of the Tiburon peninsula to serve the unincorporated area of Tiburon, known as the Paradise Cove plant.
- In 2005 the City of Belvedere sewage collection system was annexed to the District.
- Sewer Rates were last raised in 2015 (8 Years) as part of the Ordinance 2010-03 and 2010-04. The 2022 Belvedere Zone was \$1985 per EDU compared to \$1034 per EDU in the Tiburon zone.
- Sewer Rate Increases were required and approved by the Board of Directors effective July 1, 2023. The Base Rate is \$1848 in which Tiburon residents pay \$1358 per edu as a result of an Ad-Valorem credit that on average is around \$490 per EDU.

3.2 SD5 FACILITIES DESCRIPTION

The District owns and operates two (2) wastewater treatment plants and its associated collection and conveyance systems.

- The Paradise Cove Treatment plant has a capacity of up to 40,000 gallons per day, with a peak flow max of 100,000 gallons per day. It is an extended aeration activated sludge secondary treatment plant that serves the unincorporated portion of Tiburon.
- The Tiburon Main Treatment Plant has a secondary treatment capacity of up to 2.3 MGD with a peak flow wet weather hydraulic max of 6.7MGD. It is a conventional activated sludge treatment plant with a dry weather permitted flow of .98MGD, serving the Town of Tiburon east of Gilmartin and the City of Belvedere.
- There is a total of 24 pump stations in the Districts service area. 22 providing pumping to the Main Treatment Plant and 2 providing pumping to the Paradise Cove Plant
- Of those 24 pump stations 13 are in the City of Belvedere and 11 in the Tiburon service area
- There is a total of 153,120 linear feet (29 miles) of gravity sewer lines that range in size from 6" to 24"
- There is a total of 26,400 lineal feet (5 miles) of pressure force main.
- There is a total of 2,230 residential connections and 86 commercial accounts. The estimated population for the Districts service area is 8,800 people.

4 BUDGET INTRODUCTION

Sanitary District No.5 of Marin County (“SD5” or “District”) is a special enterprise district that was formed under the Sanitary District Act of 1923 (California Health and Safety Code, Section 6400 et. Seq). The District was established on May 22, 1922 and serves approximately 2,326 residential and commercial connections over 6.4 square miles within the Town of Tiburon East of Gilmartin Drive and the City of Belvedere and the unincorporated area of Tiburon between 3150 Paradise Drive and 4200 Paradise Drive.

The Fiscal Year 2023-2024 Budget supports the following strategic plan goals:

- Ensure sewer rates are adequate for operation of the District
- Review CalPERS unfunded liabilities annually and ensure adequate funding is in place
- Ensure Achievable CIP Plan is in-line with current level of funding
- Review Sewer Rates (2022-2023)
- Ensure Adequate Sewer Reserves in-line with Reserve Policy
- Review California Employee Retirement Benefit Trust (CERBT) Trust Funding to ensure OPEB funding is on track
- Evaluate & Apply for Grant Funding when applicable
- Review MOU obligations regarding Classic and PEPRA and keeping pensions costs down

4.1 BUDGET GUIDE

The Fiscal Year 2023-2024 Budget document is organized into the following sections:

- Fiscal Year 2023-2024 Budget Overview
 - Income Summary
 - Expense Summary
- Operations and Maintenance Budget
 - Operating Income
 - Operating Expenses
 - Staff Summary and Organization Chart
- Capital Budget
 - Capital Improvement Income
 - Capital Improvement Expenses
- Reserve Policy
- Appendix A-I

A complete set of financial schedules for the budget are included in the Appendix A-I of this report.

4.2 BUDGET OVERVIEW

This segment presents a summary of the budget by income sources and expenses. They are split between Tiburon and Belvedere. Expenses are split between Operating Expenses and Capital Expenses. Fund balances are also shown on this overview. Each of these areas are broken down into greater detail in later sections of this report. Table 1 (below) shows the previous year budget, the actuals, and the proposed budget for FY2023-2024.

In summary, the FY2023-2024 budget includes \$6.9 million in total income, \$8.59 million in total expenses and an ending fiscal year balance of \$17.9 million.

Table 1- Budget Summary

Type	FY22-23 Budget	FY22-23 Actuals	FY23-24 Budget
<i>Income</i>		(as of 5/31/2023)	
Property Tax Tiburon	\$1,189,633	\$1,347,975	\$1,206,814
Tiburon Sewer Service	\$2,368,000	\$2,545,783	N/A
Belvedere Sewer Service	\$2,176,300	\$2,229,567	N/A
SD5 as a whole - Sewer Service			\$5,542,909
Interest	\$100,000	\$219,583	\$100,000
Connection Fees	\$250,000	\$454,428	\$400,000
PDSLE Fees	\$0	\$14,491	\$14,040
Other Income	\$100	\$0	\$100
Permit Fees/Inspection	\$20,000	\$28,931	\$32,500
SASM Reimbursement	\$100,000	\$93,040	\$75,000
Total Budgeted Income	\$6,204,033	\$6,933,798	\$7,371,363
<i>Expense</i>			
Operating Expense	\$4,795,915	\$4,088,268	\$5,107,414
Capital Expense	\$3,527,790	\$1,991,955	\$3,335,410
Total Budgeted Expense	\$8,323,705	\$6,080,223	\$8,442,824
Net Ordinary Income- Expenses	(\$2,119,672)	\$853,575	(\$1,071,461)
<i>Fund Balances</i>	(as of July 1, 2022)	(as of 5/31/2023)	
Operating Reserve	\$6,613,705	\$1,987,524	
Capital Reserve	\$7,898,125	\$12,669,839	
Emergency Reserve	\$1,000,000	\$1,000,000	
Unfunded Accrued Liability Reserve	\$1,000,000	\$1,000,000	
CERBT Fund Balance	\$1,056,306	\$1,253,847	
Total Cash Balance including reserves	\$17,568,136	\$17,911,210	

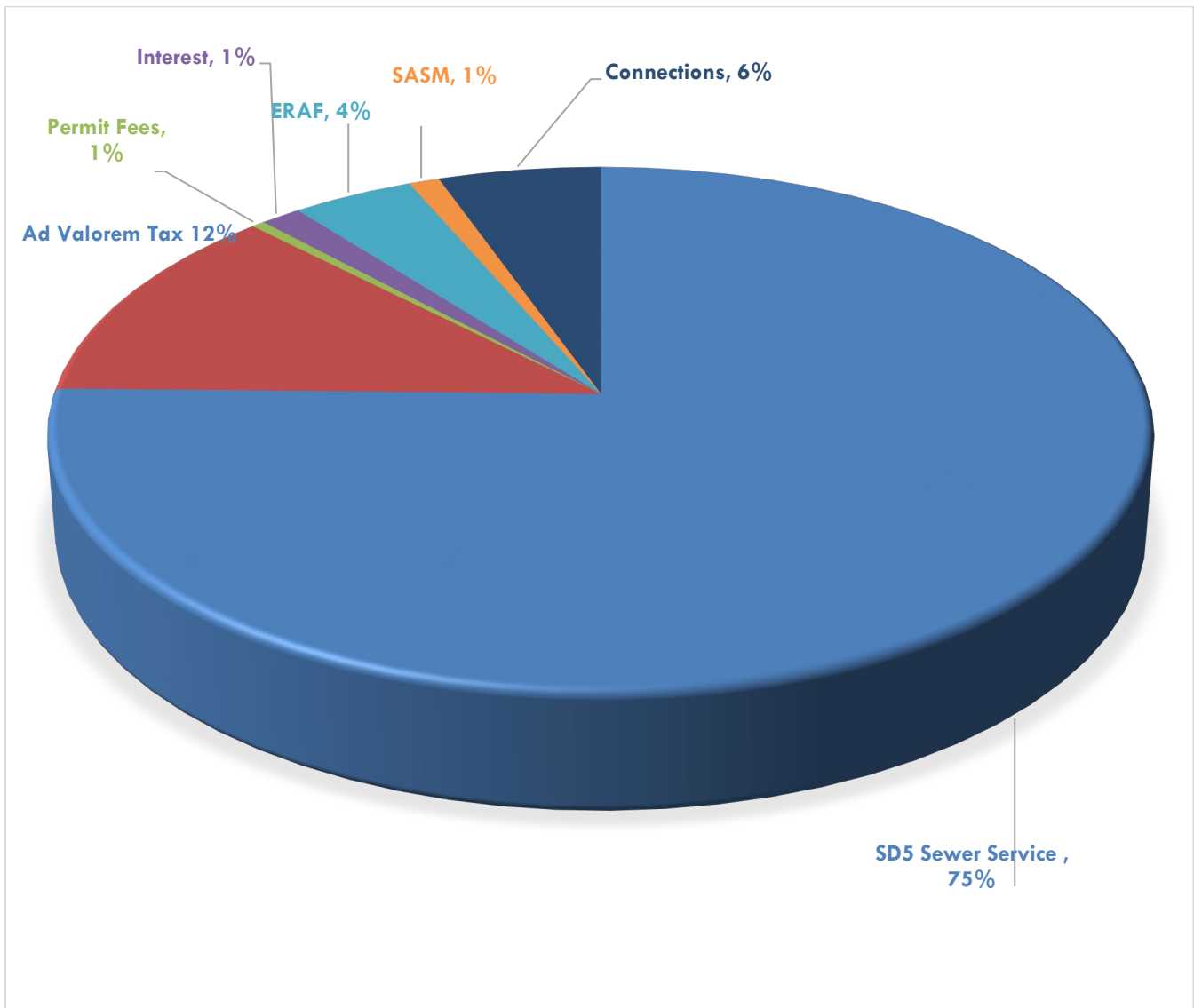
4.3 INCOME SUMMARY

The District has 2 major recurring sources of annual income: sewer service charges and ad valorem (property taxes- Tiburon Only). Additionally, the District receives other minor revenue from permit and connection fees, bank deposit interest and other income.

Income Assumptions:

- \$1358 for the Ad Valorem Contributing parcels (Tiburon) per EDU (equivalent dwelling unit)
- \$1848 for the Non- Ad Valorem Contributing parcels (Belvedere + 2 Unincorporated) per EDU
- Interest Revenue for LAIF accounts is estimated at 2.5% for FY2023-2024
- Ad Valorem (Property Tax) applies to Tiburon Parcels only
- Excess ERAF (educational Revenue Augmentation Fund) is subject to CA tax shifts
- Other income: Outstanding accounts receivable, Private SSO Reimbursements, CAL- Card incentive payments and CSRMA PLP Dividends.

Chart 1- Budgeted Income by Source



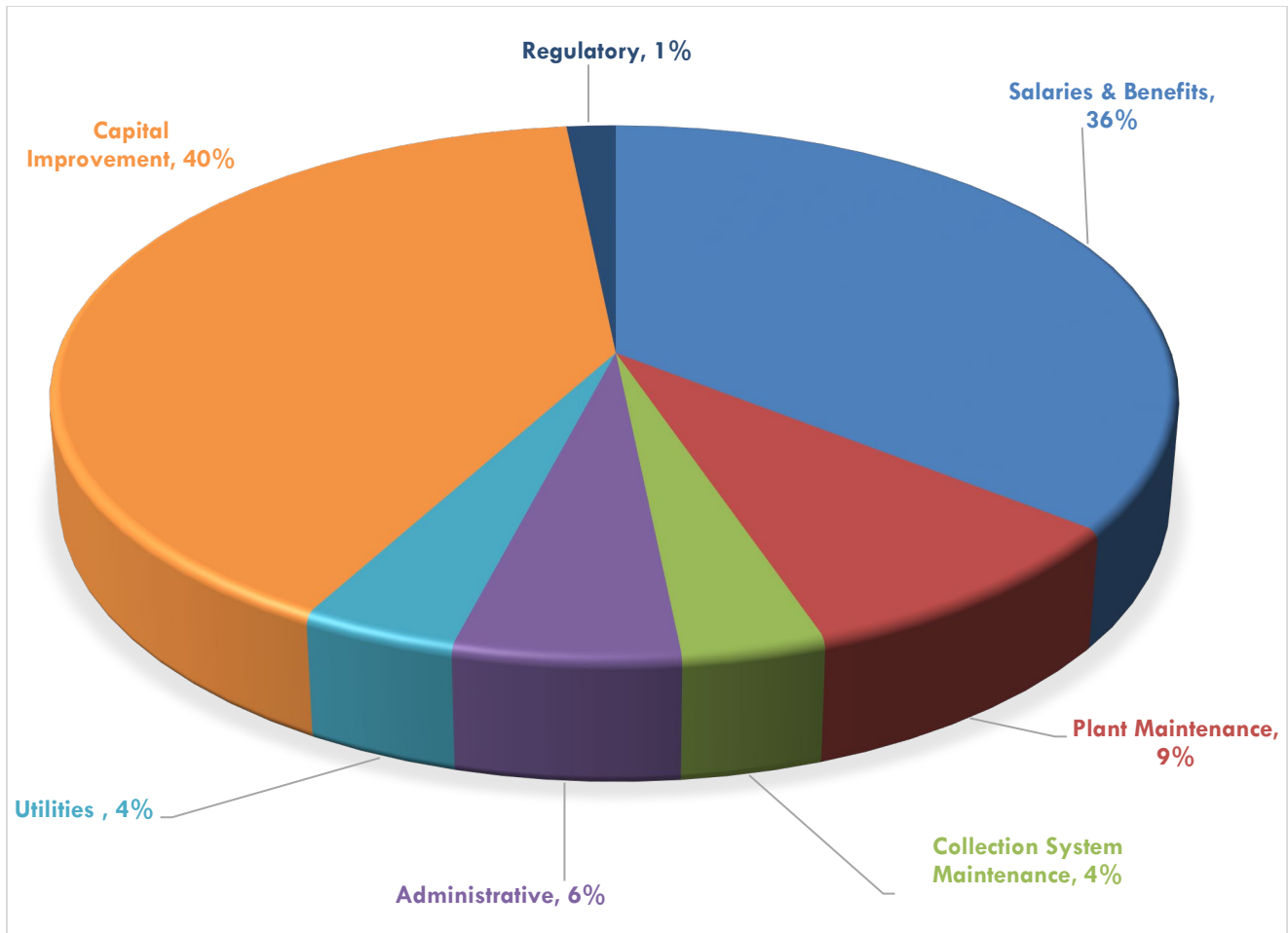
4.4 EXPENSE SUMMARY

Expenditures are split in two basic categories: Operations/Maintenance and Capital. Chart 2 shows the breakdown of major expenditure categories in FY2023-2024, with operations totaling 60% and Capital totaling 40%.

Expense Assumptions:

- Salary categories include a 5.6% COLA (cost of living) increase
- PERS Classic Members Employer Contribution rate is 15.95% and EPMC rate is 8.64% for FY23-24
- PEPRAs Member Contribution rate is 7.75% and the Employer rate is 7.68%
- Classic Members are scheduled for 6% reimbursement to the District for Employer Paid Contribution rate.
- Workers compensation XMOD (experience modification) factor is 1.45%

Chart 2 Budgeted Expenditures by Type



Total salary and benefit costs include all direct wages/salaries, payroll taxes and benefits. It also includes retiree health payments, retiree health prefunding for current employees and CalPERS retirement reserve funding. Total Personnel Costs in FY 2022-2023 were 2.9 Million and personnel costs budgeted for FY 2023-2024 are estimated at \$2.95 Million. A 5.6% increase in COLA is projected for FY23-24.

Other operational expenditures are costs associated with general operations of the District and are categorized as Administrative Expense, Pumps and Lines Maintenance, Main Plant Maintenance, Paradise Cove Maintenance, Monitoring, Permits and Fees, Truck Maintenance, Utilities and other operating expenses (I.T. & Safety). Total Operating Costs for FY23-24 minus the personnel costs are estimated to be \$2.16 Million Dollars.

Capital expenditures includes costs incurred to purchase or build any capital asset, or to rehabilitate and extend the useful life of the Districts existing assets. Details of these expenditures can be found in Appendix E – Capital Improvement Program Expenses and Appendix F – Ongoing 10 year Capital Improvement Program Summary. Total capital costs including debt service are approximately \$3.3 million. Debt service accounts for \$760,412 for FY23-24.

5 OPERATING BUDGET

The Operating Budget is used for all District operational expenses. Its income source is primarily annual sewer service charges. Operating Expenditures include Salary and Benefits as one of the largest expenses followed by Treatment Plant Maintenance, Collection System Maintenance, Administrative Expenses, Regulatory and Utilities.

5.1 OPERATING INCOME

Total Operating Income is budgeted at approximately \$5.5 million. Sewer service charges are a primary and recurring source of income. Sewer service charge income will be \$500K more in FY23-24 as a result of the rate increases and increased commercial activity and other factors. Other operating income includes: Inspection fees, Interest earned on Bank deposits and a SASM reimbursement for providing de-chlorination services for their agency.

Sewer Service Charges

Sewer Service Charges are the primary source of income for the District. Sewer service charge income of \$5.5 million provides 75% of the Districts total income in FY23-24. This income is primarily used for operational expenses, with any remaining balance allocated towards capital projects. Sewer service income will contribute \$400K towards capital improvement projects in FY23-24

District customers are charged a sewer service charge based on equivalent dwelling units (EDU), which is designed to reflect the average volume and strength of flows from single family residences. Commercial customers are assigned a calculated EDU values based off flow usage minus irrigation and multiplied by a strength factor depending on the type of use or a minimum of 1 EDU for no metered water usage.

The Districts rates are due to increase in 2023 as a result of the Districts 2022/2023 Rate Study performed by HF&H Consultants. The new rates for the Ad Valorem Credited parcels \$1,358/EDU (Tiburon)and \$1848/EDU in the non Ad-Valorem Credited parcels (Belvedere).

Rate Review Completed in FY21-22 & FY22-23

The District has completed many large projects since the 2010 rate study was performed. Those projects include:

- 2014 Main Plant Rehabilitation Project (\$12Mil)
- Mar West Tiburon Station #5 Pump Station Improvements Project (\$1.2Mil)
- Cove Road Belvedere Station #1 Force Main Project (\$2Mil)
- Tiburon Station #1 and #4 Power Feed Improvement Project (\$.5Mil)
- Multiple Gravity Sewer Line Rehabilitation Projects(\$10Mil)
- Pump station control panel standardization and generator replacement projects (\$.5Mil)

The District most recently completed several master plans and studies between 2018-2023, those studies and plans include:

- Bio-Solids Management Master Plan
- SD5 Strategic Plan
- SD5 Succession Plan
- SD5 Pump Station Assessment Evaluation
- Collection System Master Plan
- Alternative Energy Evaluation and Recommendations plan
- SD5 Staffing Plan
- CIP and Occupancy Optimization Evaluation Plan

As a result of the completion of these project and reports, the District went forward with performing a rate study in FY22/23 to accomplish the following objective:

- To develop a multi-year financial management plan
- Identify future rate adjustments to help ensure adequate rate revenues;
- Determine the cost of providing sewer service to customer classes; and
- To recommend modifications to the Districts existing rate structures as needed to ensure that the District is equitably recovering the cost of service and conforming with industry standards and California's legal requirements.

5.2 OPERATING EXPENSES

The Districts operating expenses are broken down into several categories, beginning with Administrative Expenses, Pumps & Lines Maintenance, Main Plant Maintenance, Paradise Cove Plant Maintenance, Monitoring, Permits & Fees, Truck Maintenance, Salaries and Benefits and Other Operating Expenses.

Administrative Expenses

Administrative expenses include several line items in the budget, in order to provide a greater level of detail and transparency in respect to administrative expenses. The items below are grouped in the administrative expense's category:

- Advertising- used for public notices and bidding notices
- Outreach & Newsletter- used for creating annual newsletters for our ratepayers
- Audit & Accounting- used for government required auditing and reporting

- Consulting Fees- used for Engineering, Environmental, and Financial needs that cannot be performed in-house
- Travel & Meetings- used for travel to conferences, workshops, meetings and training seminars
- Continuing Education- used for the cost of conference and training enrollment
- County Fees- used for Hazardous Waste BMP certification and other county fees
- Directors Fees- used to pay directors for attendance at board meetings
- Dues & Subscriptions- used for membership renewals into professional associations California Association of Sanitation Agencies (CASA), California Special District Association (CSDA), California Water Environment Association (CWEA), Water Environment Federation (WEF) etc.
- Elections- used whenever there is an election in which a Directors term is expiring
- Insurance-used for general liability, property, and auto with California Sanitation Risk Management Authority (CSRMA)
- Legal- used for attorney services for items that cannot be performed in house.
- Office supplies- used for general office supplies
- Postage- used for general mailing of items like invoices, checks to vendors, and equipment shipping.
- Pollution Prevention- used for public outreach materials as required by the Districts NPDES permit

Pumps & Lines Maintenance

Pumps & Lines Maintenance expenses are grouped in two different line items. Those include general line maintenance and emergency line repairs. General line maintenance includes costs to contractors to perform hand machine cleaning on sewer lines that are in easement areas which we do not have the ability to perform in house. It also includes any parts or equipment needed for pump station maintenance of the Rodder and Vactor Truck. Emergency Line repair is for the use of small repairs in the field that do not warrant a capital expense.

Main Plant Maintenance

The Main Plant Maintenance expenses include several line items that are used for the general maintenance and operation of the Tiburon Main WWTP. The list includes:

- Plant Maintenance Supplies- used for ordering supplies, like valves, nuts and bolts, piping and other spare supplies needed throughout the plant
- Plant Maintenance Parts and Service- used for the repair of pumps and or equipment. Vendors are used to perform annual maintenance tasks on more complex machinery like the blowers and emergency generator.
- Janitorial Supplies & Service- is used for the ordering of janitorial supplies for the restrooms and office and breakroom
- Main Plant Chemicals- used for the ordering of plant chemicals that are used for treatment of the wastewater. Chemicals purchased in bulk quantities include, sodium hypochlorite, sodium bisulfite, ferrous chloride, calcium nitrate and polymer.
- Lab Supplies & Chemicals- used for ordering supplies for the lab -for sampling and preservation of wastewater samples prior to testing as well as the chemicals used for preservation and calibrating analytical equipment

- Electrical & Instrumentation- used for the ordering of electrical components for the Main WWTP, could include, fuses, breakers, contacts, plc's (programmable logic controller) vfd's (variable frequency drives) etc.
- Grounds Maintenance- used for general up-keep around the plant like tree trimming and other small items like painting
- Main Plant Sludge Disposal- used for the disposal of Bio-solids. Bio-Solids are taken to Redwood Landfill in Novato and used as alternative daily cover (ADC) or they are sent to Lystek in Fairfield for further treatment and conversion to Class A bio-solids to be beneficially re-used as a fertilizer.

Paradise Cove Plant Maintenance

The Paradise Cove Plant Maintenance expenses include several line items that are used for the general maintenance and operation of the Paradise Cove WWTP. The list includes:

- Paradise Parts & Service- used for the repair of pumps and or equipment. Vendors are used to perform annual maintenance tasks on more complex machinery like the blowers and emergency generator.
- Paradise Supplies & Chemicals- used for ordering supplies, like valves, nuts and bolts, piping and other spare supplies needed throughout the plant and for ordering supplies for the lab duties required at this site -sampling and preservation of wastewater samples prior to testing as well as the chemicals used for preservation and calibrating analytical equipment.

Monitoring

Monitoring expenses are split between the Main Plant and the Paradise Cove Plant. Monitoring is used for the contracting of outside laboratories which perform our regulatory required NPDES sample analyses for the District. Those tests include, TSS, BOD, Ammonia, Nutrients, Mercury, Copper, Cyanide, Coliform, Enterococcus, Dioxin, PCB's, Acute Toxicity and Chronic Toxicity. The District does not have full time Laboratory staff, thus the Operations staff is only permitted to perform pH and Chlorine analyses. Operations staff is also able to perform non-regulatory process control sampling and testing.

Permits & Fees

Permits and fees expenses are used to renew our annual permits that are required by the handful of agencies that have regulatory authority over the District or non-profit agencies that we work with to ensure compliance with the regulatory agencies. The regulatory organizations include: State Water Resources Control Board (SWRCB), Regional Water Quality Control Board (RWQCB), Bay Area Air Quality Management District (BAAQMD), State of California Department of Industrial Relations, United States Environmental Protection Authority (USEPA), County of Marin (COM). The non-profit organizations include: Bay Area Clean Water Association (BACWA) and the San Francisco Estuary Institute (SFEI)

Truck Maintenance

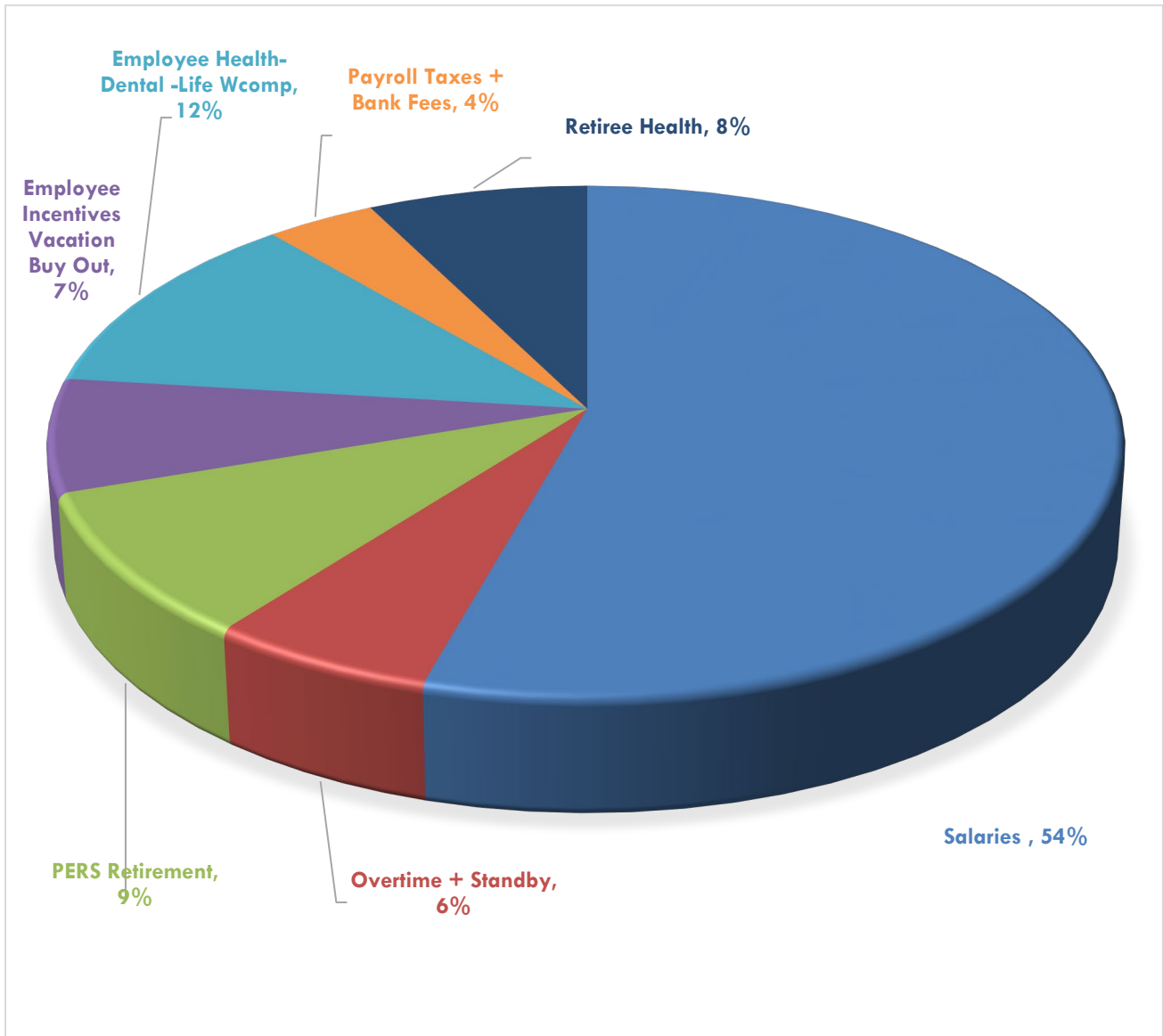
Truck maintenance expenses are split between actual maintenance and fuel. We track how much fuel is used per year and the maintenance line item is for actual planned maintenance and corrective maintenance that occurs during the course of the year. The District owns 8 total vehicles. A Vactor, Rodder, Utility Truck, Service Truck, 2 mid-size trucks, 1 small truck and small hatchback that is used for inspections.

Salaries & Benefits

Salaries & Benefits expenses are one of the Districts largest expense right after capital improvement project expenses. FY23-24 is estimated at \$2.95 million. This includes a 5.6% Cost of Living increase as established in the Memorandum of Understanding between the District and Staff.

There are multiple line items grouped under this category. Chart 3 identifies the total Salaries & Benefits as a whole. The salaries and benefits line items are broken down as followed:

Chart 3 Salaries and Benefits Breakout



Please note that Retiree Health includes both costs for current employee retiree health funding and retired annuitant yearly dues.

PERS retirement includes UAL funding towards Reserve account set at 3.5% of Total Market Value Assets (this reserve has been fully funded as of 2022)

Salaries and Benefits Continued...

- Salaries- is the annual cost for salary only, for all full-time staff and temporary staff
- Overtime- is the annual estimated cost the District will spend for the fiscal year- this figure is estimated based off historical trends.
- Standby Pay- is the annual cost to the District to have 1 maintenance and 1 operator on standby after a normal work shift- provides the District with an additional 14hours of coverage.
- Employee Incentives- used as a mean to further educate our workforce to provide cross training for a more knowledgeable, experienced, and professional staff.
- Vacation Buy-out- used to cash out up two weeks of accumulated vacation time on the books for staff requesting a buy-out.
- Payroll Taxes- social security contribution and other taxes (State & Federal Unemployment Insurance, Medicare)
- Payroll Bank Fees- used to pay the cost to process payroll with Paychex (fees vary based on amount of total payroll and number of checks/direct deposit transactions per payroll)
- Car Allowance- contractually provided benefit to the District Manager
- PERS Retirement- used to provide monthly employee retirement contributions to CalPERS, this account is also used to budget for Unfunded Accrued Liabilities and to prefund future Unfunded Accrued Liabilities
- Employee Health, Dental, Vision, Life Insurance and Long-Term Disability- is used for the funding of the employee's fringe benefits as outlined in the Districts Memorandum of Understanding
- Retiree Health – is used to pay-as-you-go fund retiree health benefits for retired annuitants
- California Employee Retirement Benefit Trust (CERBT) – is used to prefund retiree health benefits for current employees as outlined in the Memorandum of Understanding.
- Workers Compensation Insurance-used to procure insurance in the event there is a work place injury.

OPEB Liabilities Funding Strategy

As of June 30, 2022 (most current) the Districts OPEB liability was \$1,608,553. Of that amount the District has currently funded \$1,201,425 or 74.7%. The net unfunded OPEB liability is \$407,128. Paying down the unfunded actuarial liability will improve the Districts overall balance sheet and credit rating, decrease the Districts long term payments and operational costs and provide benefit security for current and former employees. Currently the District has adopted strategy 1 funding on the CERBT trust. This is to be reviewed each fiscal year as part of the adoption of the budget. The District recently refinanced the Main Plant Rehab bond. The annual cash saving from that refinance was \$46,000 year. Those annual cash savings from the refinance have been designated for further paying down the District OPEB liabilities.

Pension Liabilities Funding Strategy

As of June 30, 2021(most current) the Districts accrued pension liability for the Classic Members was \$10,802,390. Of that amount the Districts market value of assets in the plan is \$11,792,705. The net unfunded pension liability is (\$990,315). The Classic member pension plan is currently 109.2% funded.

As of June 30, 2021 the Districts accrued pension liability for the PEPRAs Members was \$484,456. Of that amount the Districts market value of assets in the plan is \$531,564. The net unfunded pension liability is (\$47,108). The PEPRAs member pension plan is currently 109.7% funded.

Each year the District is required to contribute an amount based on net normal cost expressed as a percentage of payroll and an additional cash amount toward paying off the unfunded accrued liability (UAL) The District does not have annual required contribution for FY23-24 for Classic Members or PEPRA Members as a result of overfunded status.

In FY2019-2020 the District Board of Directors approved reserve policy funding for future CalPERS unfunded accrued liabilities. This action was taken as a result of CalPERS inadequacy of not reaching its investment return of 7.5% (now 7%). The Directors approved annual funding of 3.5% of market value assets until satisfying the set reserve target of \$1,000,000. The reserve target was fully funded in 2021 and is reviewed annually and it remains fully funded as of June 30, 2023

Other Operating Expenses

Other operating expenses consist of, Data, Alarms, IT Support & Licensing, Safety, Personnel Protection Equipment, Telephones and Utilities which include water, power and natural gas. Please see the description below for each line item:

- Data Alarm & IT- is used for annual software licensing and support for our business and SCADA servers. It also provides outside assistance for our IT security and day-to-day needs, provides for programming and SCADA programming assistance. We have support for the following items: Arc View GIS (Collection System Mapping System), INFOR MP2 (Computerized Maintenance Management System), HACH WIMS (Laboratory Information Management System) Wonderware SCADA (Supervisory Control and Data Acquisition), TOPVIEW (SCADA Alarm Dialer Software) RWQCBers2 (Johnson Lam ESMR reporting software); also Quick Books, Paychex, LaserFische, etc.
- Safety- is used for the Districts ongoing required safety training and safety equipment – for compliance with CalOSHA and ultimately for the safety and well-being of District staff
- Personal Protection Equipment-is used for the purchasing of safety clothing for staff- this is outside of the regular safety budget as it is CalPERS special compensation reported item.
- Telephones- used for the multiple phone lines required at the district. There are several phone lines in use at the District. There is 11 pump stations that currently have phone lines that are used for analog communications and the Paradise Cove treatment plant has its own dedicated phone line for calling. The Main treatment plant has multiple phone numbers for its business use and SCADA calling out features.
- Utilities- is used for water at the main plant, and three pump stations purchased through MMWD and power and gas is purchased from PG&E. Currently the District is in Marin Clean Energy light green tier. 9 sites have natural gas use for generators or general purpose use like that of the main plant. There are a total of 20 different PG& E accounts for power.

6 SD5 25 YEAR-HISTORICAL STAFF SUMMARY

Position	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06
District Manager	1	1	1	1	1	0	1	1
Office Manager	1	1	1	1	1	1	1	1
Superintendent	0	0	0	0	0	1	1	1
Maintenance Supervisor	1	1	1	1	1	1	1	1
Chief Plant Operator	1	1	1	1	1	0	0	0
Shift Operator Supervisor	2	2	2	2	2	2	2	2
Lone Operator	1	1	1	1	1	1	1	1
Plant/Lines Maintenance	1	1	1	1	1	1	1	2
Contract District Manager	0	0	0	0	0	.4	0	0
Grounds Maintenance	.75	.75	.75	.75	.75	.8	1	1
Total	8.75	8.75	8.75	8.75	8.75	8.15	9	10

Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14
District Manager	1	1	1	1	1	1	1	1
Office Manager	1	1	1	1	1	1	1	0
WWFM	0	0	0	1	1	1	1	1
Maintenance Supervisor	1	1	1	1	1	0	0	0
Senior Operator	3	3	3	2	2	2	2	2
Operator	0	0	0	0	0	0	1	1
Office Assistant	0	0	0	0	0	1	1	2
Maintenance/ Collections	4	4	4	4	4	3	3	3
Assistant District Manager	0	0	0	0	0	0	0	1
Maintenance Trainee	0	0	0	0	0	0	1	2
Operator In Training	0	0	0	0	0	0	0	0
Total	10	10	10	10	10	9	11	13

Position	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
District Manager	1	1	1	1	1	1	1	1	1
Office Manager	1	1	1	1	1	1	1	1	1
Operations Superintendent	0	0	0	0	0	0	1	1	1
Maint/Coll Superintendent	0	0	0	0	0	0	1	1	1
Senior Operator	2	3	3	3	3	2	1	1	1
Operator	1	0	0	0	0	1	1	1	1
Senior Maint/Collections	2	2	2	2	2	2	2	2	1
Maintenance/ Collections	2	1	1	1	1	1	1	1	2
Inspector	1	1	1	1	1	1	0	0	1
Permits and Admin Tech	0	0	0	0	0	0	1	1	1
Operator In Training	0	0	0	0	0	0	0	1	2
Total	9	9	9	9	9	9	10	11	13

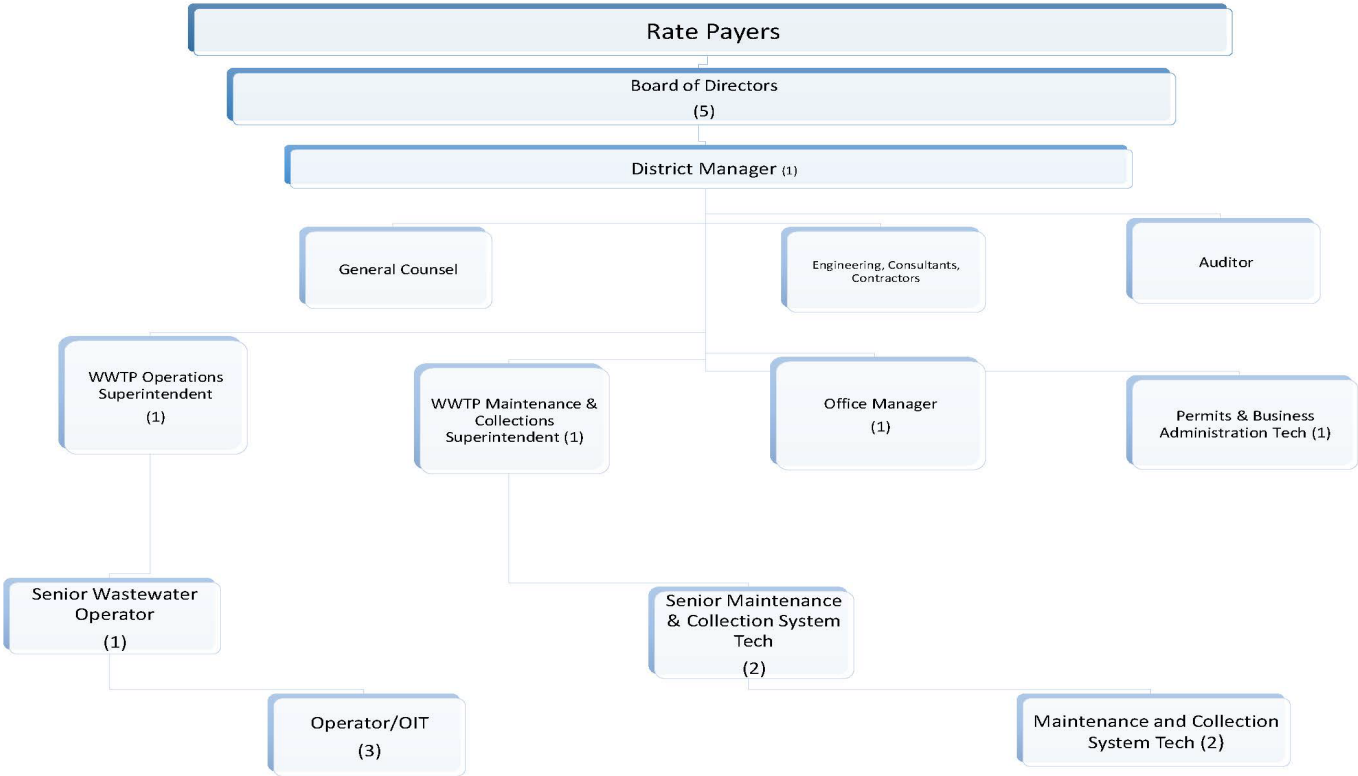
7 FY 2023-2024 POSITION ALLOCATION

Position	Salary Range (1) Monthly		Full Time Positions	
	Step 1	Step 7	22-23	23-24
<u>Administration</u>			22-23	23-24
District Manager (2)		\$19543.07	1	1
Office Manager	\$8526.58	\$11426.43	1	1
Permits and Administrative Tech	\$7014.84	\$9400.55	1	1
<u>Operations</u>				
Operations Superintendent	\$10364.11	\$13888.90	1	1
Senior Operator	\$8526.58	\$11426.43	1	1
Operator	\$7014.84	\$9400.55	1	2
Operator In Training	\$7014.84	\$9400.55	2	1
<u>Maintenance and Collections</u>				
Maint/Collections Superintendent	\$9870.58	\$13227.52	1	1
Senior Maint/Collections Tech	\$7733.66	\$10364.11	2	2
Maintenance/Collections Tech	\$6680.80	\$8952.91	2	2
(1) CPI is set at 5.6% for FY23-24				
(2) District Manager salary is an annual amount that is set by contract.				
*Engineering services are contracted out to consultants (HDR, NUTE Engineers, Larry Walker Associates, Carollo Engineers, etc.)				
Total			13	13

ORGANIZATION CHART



**Sanitary District No.5 of Marin County
Tiburon-Belvedere**
**Board Approved Organization Chart
7/1/2023**



8 CAPITAL BUDGET

Total capital improvement program expenses for Fiscal Year 2023-2024 are estimated at \$3.34 million. The capital projects are split into several categories. Main Plant, Paradise Cove Plant, Collection System and DEBT service.

Capital Improvement Program income is estimated at \$2.2 million

8.1 CAPITAL IMPROVEMENT PROGRAM (CIP) INCOME

The District has three income sources for its Capital Improvement Program needs. Those sources are from Ad valorem (property taxes), Sewer Service Charges and Connection Fees.

It should be noted that the District only receives property taxes from the Tiburon parcels. The City of Belvedere kept the ad valorem taxes during the 2005 annexation thus the non ad valorem credit of sewer service fees for the City of Belvedere rate payers. As of 2014 newly annexed properties from the un-incorporated area of Tiburon (county) also do not contribute property tax (currently 2 parcels) and must pay the base rate.

Sewer Service charges are primarily used for operational costs – any remaining amount is used for capital improvements.

Ad Valorem (Property Taxes)

Property tax revenue from the Tiburon parcels is estimated at \$905,000 for FY 2023-2024. Property tax revenue represents 12% of the Districts total income. Excess (ERAF) Education Revenue Augmentation Funds are budgeted at \$350,000.

Connection Fees

New development or major remodels of existing structures represents 6% of Capital Improvement Program income. The majority of this income is from remodels as growth in the service area is limited.

Debt Financing

In 2012 the District issued revenue bonds of \$12 Million dollars for the Main Plant Rehabilitation Project. In March of 2020 the District took advantage of low interest rates and refinanced the remaining debt service from the Main Plant Rehabilitation Project \$7.9 million with the same maturity date of 2031 with an interest rate of 2.48%. The refinancing from 5% to 2.48% will save the District a cash flow savings of \$553,458.60 or approximately \$46,000 per year.

8.2 CAPITAL IMPROVEMENT PROGRAM EXPENSES

In the Districts continued efforts to protect public health and the receiving waters of the State of California, it continues to make capital investments to its two treatments plants and their corresponding collection and conveyance systems.

Tiburon Main WWTP Capital Expenses

The Tiburon Main treatment plant last went a major upgrade in 2012 which was completed in early 2014. The new equipment from that project is now nearing 10 years of age, although most of the equipment is still in great condition, some equipment is requiring replacement or rehabilitation. There were several items that did not receive a replacement or rehabilitation during that project, those include:

- Emergency Generator
- Dewatering Screw Press
- Odor Control System
- Auxiliary building and ground equipment like doors and hoists
- Majority of plant piping and valves
- Waste Gas Burner
- Dry Weather and Wet Weather Influent Pumps

FY 2023-2024 Projects are included below- detailed information on each project can be found in the CIP Information Sheets at the end of this report Appendix K. The projects' cost total is \$1,225,000.

- Secondary Clarifier Scum Removal Project
- Maintenance Shop Rehabilitation Project
- Main Plant Roll Up Door Replacement Project
- Main Plant Corrosion Protection Project
- Digester Rehabilitation Project

Paradise Cove WWTP Expenses

The Paradise Cove Treatment Plant was upgraded in 2010. Two package treatment plants were installed and were recently recoated in 2020 in order to prolong their life as they are exposed to the elements as they sit right next to the Bay exposed to the sea air. Being that it is a small treatment plant the equipment for this location is smaller and size and has fewer moving parts than its counterpart. Expenses for the treatment plant in fiscal year 2023-2024 are limited to an access road improvement project budgeted at \$100K and a pump replacement project budgeted at \$25K.

Collection System Capital Improvements

Collection System Capital Improvement Program needs for fiscal year are a combination of things. The projects total \$1,100,000. The list of projects is below. Detailed information on each project can be found in the CIP Information Sheets at the end of this report:

- CCTV Project
- Man-Hole Rehabilitation
- Pump and Valve Replacement
- TP Station #4 Wet well Rehabilitation Project
- Cove Road Belvedere Pump Station #1 Rehabilitation Project
- San Rafael Diverter Project

DEBT Service

The 2020 Refinanced Main Plant Rehabilitation Bond debt service for fiscal year 2023-2024 is \$760,412. Debt service payment information through maturity in 2031 can be found in Appendix I.

9 RESERVE POLICY

The District utilizes 4 separate cash reserves pursuant to Resolution No. 2023-XX. The 4 cash reserves are as followed in order of funding priority they are generally described below for the entire district:

- Operating Reserve
- Capital Improvements Reserve
- CalPERS Retirement Reserve
- Disaster Recover Reserve

The Reserve Policy can be found in Appendix J.

Operating Reserve

The operating reserve is used to provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year. The target balance for this reserve is set at \$2,500,000

Capital Improvement Reserve

The Capital Improvements reserve is used to provide adequate funding to

- A. To support both treatment plants' operation,
- B. To fund debt payments of financed capital projects,
- C. To finance capital projects as listed in the District's budgeted CIP plan and
- D. To reserve funds for future plant +/- or systemic sewer line renovations

The target balance for this reserve is set at \$15,000,000

CalPERS Retirement Reserve

The CalPERS retirement reserve is used to provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets. The target balance of this reserve is set at \$1,000,000

Disaster Recovery Reserve

The Disaster Recover Reserve is used to provide a level of emergency capital for disaster recovery efforts until long-term financing is established. The target balance for this reserve is set at \$1,000,000

10 APPENDIX

10.1 APPENDIX A CONSOLIDATED FY2021-2022 BUDGET

Sanitary District No. 5 of Marin County

Consolidated Budget FY 2023-2024

Income	2022-2023 Budget	2022-2023 Actuals	* 2023-2024 Budget	% Diff.
Property Taxes- Ad Valorem	981,933	1,347,971	1,206,814	23%
Sewer Service Charge Revenue	4,976,505	5,304,429	5,542,909	11%
Interest	100,000	219,583	100,000	0%
Treatment & Collection Fees	200,000	454,427	400,000	100%
Sewer Line Extension Fees	14,040	-	14,040	0%
Other Income	100	-	100	0%
Connection & Inpsection Permit Fees	20,000	28,931	32,500	63%
SASM Expense Reimbursement	100,000	93,040	75,000	-25%
Total Budgeted Income	6,392,578	7,448,381	7,371,363	15%
Expense				
Operating Expenses	5,056,811	4,224,408	5,107,414 ***	1%
Capital Expenses	937,790	796,210	3,335,410	256%
Total Budgeted Expenses	5,994,601	5,020,618	8,442,824	41%
Net Ordinary Income	397,977	2,427,763	-1,071,461	-369%
* ***	Actual numbers are based on estimates, as of 3.10.2023			
	Operating Expenses does not include CalPERS Reserve Funding for FY23-24			

10.2 APPENDIX B OPERATING INCOME BUDGET FY2023-2024

	2022-2023 Operations Budget	2022-2023 Actuals as of 6/13/2023	2023-2024 Operations Budget	
Operating Income				
Sewer Service Charge - Ops	4,037,347	4,775,350	4,861,118	20.4%
Other User Fees	38,700	0	38,700	0.0%
Interest Earnings	100,000	219,583	100,000	0.0%
Connection & Inspection Permit Fees	20,000	28,931	32,500	62.5%
SASM Expense Reimbursement	100,000	93,040	75,000	-25.0%
Other Income	100	0	100	0.0%
Total Income	4,296,147	5,116,904	5,107,420	18.9%

10.3 APPENDIX C: OPERATING EXPENSE BUDGET FY2023-2024

	2022-2023 Operations Budget	2022-2023 Actuals as of 6/13/2023	2023-2024 Operations Budget	
Expense				
Administrative Expenses				
Advertising	2,000	475	2,000	0.0%
Audit & Accounting	40,000	35,195	40,000	0.0%
Consulting Fees	100,000	101,387	100,000	0.0%
Travel & Meetings	25,000	19,169	23,000	-8.0%
Continuing Education	10,000	8,584	10,000	0.0%
County Fees	16,590	15,969	16,590	0.0%
Directors Fees	9,000	3,200	9,000	0.0%
Dues & Subscriptions	31,000	33,419	33,000	6.1%
Elections	9,000	0	0	0.0%
Insurance PLP General Liability	58,000	39,171	60,000	3.4%
PLP (GL) Rating Adjustments				
PLP (GL) Dividends				
Insurance APIP (Real) Property	45,000	45,558	100,000	55.0%
Insurance Damage - Auto	8,000	4,298	10,000	20.0%
Legal	50,000	22,497	50,000	0.0%
Office Supplies	10,000	4,763	11,000	9.1%
Postage	1,200	2,872	1,300	7.7%
Pollution Prevention	5,000	4,261	5,500	9.1%
Miscellaneous Expense	0	0	0	
Total Administrative	419,790	340,818	471,390	10.9%

	2022-2023 Operations Budget	2022-2023 Actuals as of 6/13/2023	2023-2024 Operations Budget	
Ops & Maintenance Expenses				
Pumps & Lines Maintenance				
Pumps & Lines Maintenance	200,000	49,307	200,000	0.0%
Emergency Line Repairs	100,000	49,000	100,000	0.0%
Total Pumps & Lines Maintenance	300,000	98,307	300,000	0.0%
Main Plant Maintenance				
Plant Maintenance Supplies	80,000	68,199	80,000	0.0%
Plant Maint. Parts & Service	300,000	458,234	300,000	0.0%
Janitorial Supplies & Service	9,000	10,389	10,000	10.0%
Main Plant Chemicals	120,000	79,144	165,000	27.3%
Lab Supplies & Chemicals	21,000	19,338	25,000	16.0%
Electrical & Instrument	15,000	8,897	30,000	50.0%
Grounds Maintenance	5,000	5,077	8,000	37.5%
Main Plant Sludge Disposal	50,000	27,638	55,000	9.1%
Main Plant Outfall	0	0	0	0.0%
Total Main Plant Maintenance	600,000	676,916	673,000	10.8%
Paradise Cove Plant Maintenance				
Paradise Parts & Service	20,000	22,957	20,000	0.0%
Paradise Supplies & Chemicals	6,500	1,090	6,500	0.0%
Paradise Sludge Disposal	6,000	4,358	3,000	-100.0%
Total Paradise Cove Plant Maintenance	32,500	28,410	29,500	-10.2%
Monitoring				
Main Plant Lab Monitoring	45,000	44,480	50,000	10.0%
Paradise Cove Monitoring	12,500	9,441	10,000	-25.0%
Dilution Study			0	#DIV/0!
Main Plant Chronic Tox Screening	0	0	15,000	0.0%
Total Monitoring	57,500	53,921	75,000	23.3%
Permits/Fees				
Main Plant NPDES Renewal	40,000	5,445	0	-100.0%
Permits/Fees - General	50,000	61,029	50,000	0.0%
Paradise Cove Permits/Fees	9,000	8,303	9,000	0.0%
Paradise Cove NPDES Renewal	0	0	0	0.0%
Total Permits/Fees	99,000	74,777	59,000	-67.8%
Truck Maintenance				
Fuel	15,000	19,667	20,000	25.0%
Truck Maintenance	30,000	35,726	30,000	0.0%
Total Truck Maintenance	45,000	41,320	50,000	10.0%
Total Ops & Maintenance Expenses	1,134,000	973,650	1,186,500	4.4%

			2022-2023 Operations Budget	2022-2023 Actuals as of 6/13/2023	2023-2024 Operations Budget	
Salaries & Benefits						
	Salaries		1,504,000	1,268,799	1,598,548	5.9%
	Overtime		200,000	208,449	100,000	-100.0%
	Standby Pay		80,000	78,423	80,000	0.0%
	Employee Incentives		60,000	13,000	60,000	0.0%
	Vacation Buyout		65,000	55,937	80,000	18.8%
	Payroll Taxes		162,665	112,591	110,000	-47.9%
	Deffered Comp Match		65,000	45,470	65,000	0.0%
	Payroll fees		6,250	5,620	7,000	10.7%
	Car Allowance		6,000	6,000	6,000	0.0%
PERS Retirement						
	PERS Monthly Contributions		262,992	153,937	272,332	3.4%
	PERS Replacement Benefit Fund (RLL)		350	0	0	0.0%
	PERS UAL Payment		20,000	9,505	0	0.0%
	SD5 Retirement Trust			0	0	0.0%
	Total PERS Retirement		283,342	163,442	272,332	-4.0%
	Employee Health, Dental, Vision, Life Ins., & LTDI		319,272	254,942	290,000	-10.1%
	Retiree Health		91,592	88,052	80,144	-14.3%
	CERBT/OPEB Current Employee Contributor		118,400	118,400	140,000	0.0%
	Workers Comp Insurance		55,000	27,635	58,000	5.2%
	Total Salaries & Benefits		3,016,521	2,446,760	2,947,024	-2.4%

	2022-2023 Operations Budget	2022-2023 Actuals as of 6/13/2023	2023-2024 Operations Budget	
Other Operating Expenses				
Data/Alarms/IT Support & Licensing	100,000	123,233	100,000	0.0%
Safety	60,000	93,433	60,000	0.0%
Personal Protection Equipment/Uniforms	15,000	13,424	15,000	0.0%
Telephone				
Main Plant Telephones	11,000	10,126	11,000	0.0%
Paradise Cove Telephones	500	2,820	500	0.0%
Pumps & Lines Telephones	7,000	2,588	7,000	0.0%
Total Telephone	18,500	15,530	18,500	0.0%
Utilities				
Water	8,000	9,215	9,000	11.1%
Main Plant Utilities	220,000	156,744	230,000	4.3%
Paradise Cove Utilities	20,000	18,968	22,000	9.1%
Pump Station Utilities	45,000	32,635	48,000	6.3%
Total Utilities	293,000	217,560	309,000	5.2%
Total Other Operating Expenses	486,500	463,180	502,500	3.2%
Total Operating Expense	5,056,811	4,224,408	5,107,414	1.0%

10.4 APPENDIX D: CAPITAL INCOME BUDGET FY2023-2024

	2022-2023 Capital Budget	2022-2023 Actuals as of 6/13/2023	2023-2024 Capital Budget	
Capital Income				
Ad Valorem Property Tax Income Only				
Property Tax Current Secured - Capital	825,000	908,891	905,000	9.7%
Prop Tax Current Unsecured	15,000	16,910	15,000	0.0%
Supplemental Assessment Current	12,000	30,901	20,000	66.7%
Supplemental Assessment Redm	0	678	0	0.0%
Supplemental Unsecured	300	955	1,000	233.3%
Prop Tax Prior Unsecured	500	1,110	500	0.0%
Excess ERAF (Educational Revenue Augmentation F	300,000	375,208	255,314	-14.9%
HOPTR	3,333	3,060	3,000	-10.0%
Other Tax (Unitary, RR, Misc.)	0	10,258	7,000	0.0%
Total Property Taxes	981,933	1,347,971	1,206,814	22.9%
Sewer Service Fees Capital	866,300	529,079	246,296	-71.6%
Connection Fees				
Collection	100,000	191,649	200,000	100.0%
Treatment	100,000	262,778	200,000	100.0%
Total Connection Fees	200,000	454,427	400,000	100.0%
Sewer Line Extension Fees	14,040	0	14,040	0.0%
Total Capital Income	2,062,273	2,331,477	1,867,150	-9.5%

10.5 APPENDIX E: CAPITAL EXPENSE BUDGET FY2023-2024

	2022-2023 Capital Budget	2022-2023 Actuals as of 6/13/2023	2023-2024 Capital Budget	
Capital Expenditures				
Main Plant Equip Capital Expense				
92xx - Secondary Clarifier Scum Removal Project		0	300,000	#DIV/0!
92xx - Maintenance Shop Rehab		0	100,000	#DIV/0!
92xx MP Roll Up Door Project		0	75,000	#DIV/0!
9204.1 - M.P. Corrosion Protection Project		0	150,000	#DIV/0!
92xx Digester Rehabilitation Project		0	600,000	#DIV/0!
Total Main Plant Equip Capital Expense		0	1,225,000	#DIV/0!
Pumps & Lines Capital				
9227.8 - CCTV Project	0	0	250,000	0.0%
9305.2 - Tiburon Wet Wells Rehabilitation (TPS#4)	0	0	50,000	0.0%
9306.0 - PS Pump & Valve Replacement Program	50,000	47,760	100,000	100.0%
9309 - Cove Rd. BPS#1 - Rehab Project	0	0	600,000	#DIV/0!
9313.0 - Man Hole Rehabilitation	0	0	75,000	#DIV/0!
9314.0 - San Rafael Ave Diverter Project	0	0	25,000	#DIV/0!
Total Pumps & Lines Capital	0	47,760	1,100,000	#DIV/0!
Paradise Cove Capital				
9406.0 - P.C. Access Road Improvements	0	0	100,000	#DIV/0!
9407.1 - P.C. Pump Replacement	25,000	20,701	25,000	0.0%
Total Paradise Cove Capital	25,000	20,701	125,000	400.0%
Undesignated Capital				
Undesignated Cap - Main Plant	25,000	43,418	50,000	100.0%
Undesignated Cap - Paradise Cove Plant	10,000	0	25,000	150.0%
Undesignated Cap - P&L	50,000	0	50,000	0.0%
Total Undesignated Capital	85,000	43,418	125,000	47.1%
Debt Service				
Debt Service - MPR Bond REFI Principal	595,000	595,000	610,000	2.5%
Debt Service - MPR Bond REFI Interest	157,790	157,790	150,412	-4.7%
Total Debt Service	752,790	752,790	760,412	1.0%
Total Capital Expenditures	962,790	864,670	3,335,410	71.1%

10.6 APPENDIX F: SUMMARY OF CONTINUOUS 10 YEAR CAPITAL IMPROVEMENT PROGRAM

MAIN PLANT CAPITAL IMPROVEMENT PROGRAM												
M.P. Project Description	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	TOTAL	
Secondary Clarifier Scum Collector Project	300,000										300,000	
Dry Weather Influent Pump						50,000					50,000	
Wet Weather Influent Pump				75,000							75,000	
M.P. Boiler Replacement							75,000				75,000	
Headworks Influent Screen Project						500,000					500,000	
MP Electric Roll Up Door Install	75,000										75,000	
MP Corosion Protection Project	150,000									150,000	300,000	
(Utility) Truck Purchase				200,000				100,000		100,000	400,000	
Dewatering Redundancy --Screw Press					300,000						300,000	
Aeration Basin Diffuser Upgrade									200,000		200,000	
Emergency Generator Replacement						250,000					250,000	
Maintenance Shop-Rehabilitation	100,000										100,000	
MP Occupancy Project		750,000	750,000								1,500,000	
Digester Roof Recoating and Cleaning	600,000							250,000			850,000	
Landscaping Improvements Project		50,000									50,000	
Odor Control System Rehabilitation							650,000				650,000	
Headworks Valve and Check Valve Replacement											0	
HVAC Replacement Project				200,000							200,000	
C12 Flash Mixer			35,000			35,000				35,000	105,000	
MPR Bond Refi	760,412	760,284	759,784	758,912	757,668	761,052	758,940	761,456	763,476		6,841,984	
Undesignated Capital Projects	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000	
Treatment Plant Total	1,275,000	850,000	835,000	525,000	350,000	885,000	775,000	400,000	250,000	335,000	6,480,000	

PARADISE COVE PLANT CAPITAL IMPROVEMENT PROGRAM												
<i>Paradise Cove Project Description</i>	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	TOTAL	
Paradise Sewer Line Rehab Project		200,000	100,000	100,000	100,000						500,000	
Grit Removal Project							50,000				50,000	
Plant Grating Replacement- Fiberglass					25,000						25,000	
Building Rehabilitation			250,000								250,000	
Blower Replacement		20,000					20,000				40,000	
P Cove Access Improvements	100,000										100,000	
Pump Replacement Program		50,000				50,000				50,000	150,000	
Paint Treatment Plant								150,000			150,000	
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000	
<i>Paradise Cove Total</i>	125,000	295,000	375,000	125,000	150,000	75,000	95,000	175,000	25,000	75,000	1,515,000	

COLLECTION SYSTEM CAPITAL IMPROVEMENT PROGRAM

CS CIP Project Description	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	TOTAL
Sewer Line Rehabilitation Program		1,500,000	750,000	750,000	750,000	700,000	700,000	700,000	700,000	525,000	7,075,000
CCTV and I&I investigation Project	250,000									150,000	400,000
Pump and Valve Replacement Program	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000
Force Main Rehabilitation TPS #5-1303f 8"											0
Man Hole Rehabilitation	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	750,000
TPS #2 Wet Well & Force Main Rehabilitation											0
TPS #3 Wet Well & Force Main Rehabilitation											0
TPS#4 Wet Well & Force Main Rehabilitation	50,000										50,000
TPS #8: Wet Well & Force Main Rehabilitation											0
TPS #6 Wet Well & Force Main Rehabilitation					400,000						400,000
TPS #7 Wet Well & Force Main rehabilitation											0
TPS #9 Wet Well Force Main Rehabilitation		350,000									350,000
BPS #1 Electrical Improvement Project	600,000	600,000									1,200,000
BPS #2 Force Main&Wet Well Rehabilitation						500,000					500,000
BPS #3 Force Main& Wet Well Rehabilitation Proj							510,000				510,000
BPS #7: Wet Well Rehabilitation			420,000								420,000
BPS#5,#8,#12 Wet Well Rehabilitation Project											0
BPS #9,#10,#11 Wet Well Rehabilitation											0
BPS #13 Force Main Rehabilitation Project											0
BPS #14 Force Main Rehabilitation Project											0
Power Feed Improvement Project (BPS#9,#10,#11)											0
San Rafael Ave Diverter Line Install	25,000										25,000
Portable Pump Replacement			50,000							50,000	100,000
Undesignated Capital Projects	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
Collection System Total	1,150,000	2,675,000	1,445,000	975,000	1,375,000	1,425,000	1,435,000	925,000	925,000	950,000	13,280,000

SUMMARY OF CAPITAL IMPROVEMENT PROGRAM

Project Descriptions	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	TOTAL
Main Plant	1,275,000	850,000	835,000	525,000	350,000	885,000	775,000	400,000	250,000	335,000	6,480,000
Collection System	1,150,000	2,675,000	1,445,000	975,000	1,375,000	1,425,000	1,435,000	925,000	925,000	950,000	13,280,000
Paradise Cove Plant	125,000	295,000	375,000	125,000	150,000	75,000	95,000	175,000	25,000	75,000	1,515,000
MPR Debt Service + 2020 Refi	760,412	760,284	759,784	758,912	757,668	761,052	758,940	761,456	763,476	0	6,841,984
TOTAL	3,310,412	4,580,284	3,414,784	2,383,912	2,632,668	3,146,052	3,063,940	2,261,456	1,963,476	1,360,000	28,116,984

MAIN PLANT CAPITAL IMPROVEMENT PROJECTS	
Main Plant Project Name	DESCRIPTION
Screw Press 3W Filtering Unit	This Project consists of the installation of a self cleaning water filtering unit for use on our Plant Effluent-3W is used for fine spray system on the Screw Press and Vactor
Dry Weather Influent Pump	These funds will be used to purchase one new dry weather influent pump. This was not part of the MPR project.
Wet Weather Influent Pump	These funds will be used to purchase one new Wet Weather Influent Pump. These were not part of the MPR project.
Boiler Exhaust Piping Replacement	These funds will be used to install a new stainless steel exhause pipe for the Boiler Exhaust- Boiler was replaced 2 years ago and temporary galvanized piping was installed.
Headworks Grinder Replacement	These funds will be used to replace grinders that have a usefule life of 3-5 years. Grinders were not replaced during MPR Project only the cutting cartridges were replaced.
Headworks Explosion Proof Electric Hoist	These funds will be used to replace the original (1980) manual operated hoists with a new electrict hoist- improved safety and effeciency for staff maintenance
Chemical Feed Transfer Pump	These funds will be used to replace the Tuthill single speed chemical transfer pumps for the Hypochlorite and Bisulfite bulk storage tanks- variable speed pumps will be installed
Truck Purchase	These funds will be used to replace the Utility truck from the current fleet of vehicles. Oldest vehicle in fleet is a 2005
MP&Secondary Drain Replacement	These funds will be used to replace corroded iron drain pipes in the MP hallway and in front of the secondary clarifiers and aeration basins- critical plant drains
Aeration Basin Diffuser Upgrade	This project consists of replacing the current diffusers in the off line aeration basin with new style diaphragm type diffusers like the online aeration basin
Emergency Generator Replacement	This project will consist of replacing the Main Plant Emergency Generator. These were not part of the MPR project.
Maint Shop/Replacement/Ops Control Room	Project will consist of replacing a 35+ y.o. corrugated metal maintenance shop, not parpt of MPR Project. Consideration will be given to making building 2 stories for storage
Headworks Grinder Retrofit-Channel Monster	These funds will be used for the retrofit of the current grinders in place channel monster uses 1 grinder and a perforated screen to accomplish the work of 3 grinders.
Digester Roof Recoating and Cleaning	These funds will be used to drain the digester for maintenance and cleaning and the cover will be removed for recoating and repairs if needed- corrosive environment
Dry Weateher Primary Cover Replacement	These funds will be used to replace covers with flat removable covers for inspection and maintenance- current covers- fiber glass and heavy and require 3 staff to remove
Odor Control System Upgrade	These funds will be used to replace the current Odor Control system with a new one- This was not replaced during the MPR project.
Headworks Valve&Check Valve Replacement	These funds will be used to replace the Dry Weather Primary Vavles and Check Valves - Was not part of MPR project.
MP Valve and Piping Replacement	These fund will be used to replace valves and piping throughout the plant that were not part of the MPR project
C12 Rapid Flash Mixer rehabilitation	These funds will be used to rehabilitate or replace the current rapid flash mixer - was not part of the MPR project
Emergency Outfall Rehabilitation	This project will consist of rehabilitating the abandoned effluent outfall pipe in order to have it available for use during emergency situations. Emergency Preparedeness
Undesignated Capital Projects	These funds will be used for unforeseen projects, which may come up after the MPR project is complete.
MPR Bond-Refi	Main Plant Rehabilitation Completed in 2014 - Bond Payments to show true annual CIP projections.

PARADISE COVE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS	
<i>Paradise Cove Project Name</i>	DESCRIPTION
Influent Pump Replacement Program	There are 6 grinder-style pumps in service. Each has a useful life of 7-10 years. This program is established to replace pumps as needed; not all at once
Package Plant Coating	Due to its close proximity to the bay, the metal package-plants require marine coatings every 7-10 years.
Paradise Sewer Line Replacement	This project consists of rehabilitating older gravity sewer lines inf the Paradise Cove service area to assist with I&I removal from the system
Blower Replacement	The current blowers were installed as part of the 2009 start-up of the upgraded plant. They have a useful life of 7-15 years. SD5 must begin to replace them soon.
Plant Grating Replacement	This project will consist of replacing the current grating with non-rusting fiberglass grating.
Grit Removal Project	This project will consist of evaluating the Paradise Cove Plant for possible grit removal systems in order to prolong the life of the pumps.
UV Disinfection	Possible installation of UV disinfection, which would eliminate the transportation of chemicals to the Paradise Cove plant.
Communications Upgrade Project	This project is to improve plant communications back to scada- ATT analog communications have become unreliable- looking at a cellular option.
Undesignated Capital Projects	These funds will be used for unforeseen projects.

TIBURON ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS	
<i>Tiburon Zone Pumps & Line Project Name</i>	DESCRIPTION
Sewer Line Rehabilitation Program	These fund will be used for the ongoing Board approved 10 year sewer rehabilitation program. 8,637 lf of pipe remain to be rehabbed/replaced
Pump Station Pump & Valve Replacement	The life expectancy for these pumps are 7-10 years. The District has a program to replace pumps over a period of time instead of replacing them all at once.
TPS#4 Wet Well Rehabilitation	These funds will be used to coat the exterior wet well and replace the access hatch with a new sealed hatch due to its location and potential for sea level rise
Force Main Rehabilitation TPS#2 -357lf-6"	These funds will be used to rehabilitate the 60+ year old force main that is currently in service
Force Main Rehabilitation TPS#3 -379lf-6"	These funds will be used to rehabilitate the 60+ year old force main that is currently in service
Force Main Rehabilitation TPS#5 -1303lf-8"	These funds will be used to rehabilitate the 60+ year old force main that is currently in service
Force Main Rehabilitation TPS#7 -903lf-6"	These funds will be used to rehabilitate the 60+ year old force main that is currently in service
Man Hole Rehabilitation	This project will consist of rehabilitating or replacing man holes in the Tiburon area that have have defeciciencies due to hydrogen sulfide deterioration. Includes frame and covers
TPS#6 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
TPS#2 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
TPS#7 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
TPS#2 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
TPS#9 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
Portable Pump Replacement	These funds will be used to replace the aged Paco pump which is nearing the end of its useful life- for large pump station pump rounds-contingency planning
Undesignated Capital Projects	These funds are for unforeseen problems within the collection system.

BELVEDERE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS	
Belvedere Zone Pumps & Line Project Name	DESCRIPTION
Sewer Line Rehabilitation Program	These funds will be used for the ongoing Board approved 10-year sewer rehabilitation program. 6,144 lf of pipe remain to be rehabbed/replaced.
Pump Station Pump & Valve Replacement	The life expectancy for these pumps are 7-10 years. The District has a program to replace pumps over a period of time instead of replacing them all at once.
BPS#1 Control Panel Replacement	These funds will be used to replace the 30+ year old control panel servicing this pump station
BPS#7 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
BPS#1 Generator and Roof Replacement	These funds will be used to replace the 40+ year old generator and roof at this location- have reached the end of its usefull life
BPS#2 Force Main and Wet Well Rehab	These funds will be used to rehabilitate the force main and wet wells at this site.
BPS#9,10,11 Power Feed Improvement	Lagoon Rd. has 3 pump stations which pump sewage to one another. The stations have no permanent back-up power. This project will include power conduits and 1generator for all 3 sites
BPS#3 Force Main & Wet Well Rehab	These funds will be used to rehabilitate the force main and wet wells at this site
BPS#9,10,11 FM & Wet Well Rehabilitation	These funds will be used to rehabilitate the force main and wet wells at these sites
BPS#5,8,12 FM & Wet Well Rehabilitation	These funds will be used to rehabilitate the force main and wet wells at these sites
San Rafael Ave. Diverter Project	This project will consist of evaluating current flows and collection system capacity at the intersection of Westshore and San Rafael Ave., feeding into TPS #3.
BPS#13 FM & Wet Well Rehabilitation	These funds will be used to rehabilitate the force main and wet wells at these sites
BPS#14 FM & Wet Well Rehabilitation	These funds will be used to rehabilitate the force main and wet wells at these sites
Manhole Rehabilitation Project	This Project will consist of rehabilitating or replacing man holes in the Tiburon area that have have defeciencies due to hydrogen sulfide deterioration. Includes frame and cover
Undesignated Capital Projects	These monies are for unforeseen problems within the collection system.

10.7 APPENDIX G: FIVE YEAR HISTORICAL BUDGET SUMMARY- DETAILED

	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - May 23
Ordinary Income/Expense				
Income				
5000 · Property Taxes / AD VELOREM				
5001.2 · TEETER	825,273.51	869,067.25	909,206.12	908,891.40
5002 · UNSEC	15,490.09	16,276.23	16,343.29	16,910.43
5003 · PUNS / PRIOR UNSECURED	623.98	493.50	953.72	955.59
5004 · REDEMPTION / RDMPT	633.07	578.90	430.93	678.44
5006 · SPLU	696.75	332.41	659.77	1,110.61
5041 · SUPSEC	17,938.81	17,427.22	30,242.45	30,901.48
5043 · SECU	351.60	86.54	346.98	0.00
5046 · Excess ERAF	347,087.15	388,631.21	518,417.67	375,208.60
5280 · HOPTR	3,727.82	3,689.47	3,675.33	3,060.86
5483 · Other tax	6,719.56	7,121.40	8,648.52	10,258.45
Total 5000 · Property Taxes / AD VELOREM	1,218,542.34	1,303,704.13	1,488,924.78	1,347,975.86
5007 · Sewer Service Charge				
5007.1 · Sewer Service - Tiburon Ops	2,496,340.75	2,469,807.32	2,590,174.93	2,545,783.15
5007.2 · Sewer Service-Belv Ops	1,392,534.36	1,409,813.86	1,447,173.08	1,700,488.84
5007.3 · Sewer Service-Belv Cap	920,645.65	920,456.99	900,456.97	529,079.68
5007.4 · Other User Fees	0.00	0.00	0.00	0.00
5007.5 · Sewer Service - Tiburon Cap	227,006.83	118,709.37	0.00	0.00
Total 5007 · Sewer Service Charge	5,036,527.59	4,918,787.54	4,937,804.98	4,775,351.67
5201 · Interest				
5201.1 · Interest County of Marin	-635.04	136.53	119.96	18.13
5201.2 · Interest LAIF	281,284.30	78,026.33	55,998.08	219,583.51
Total 5201 · Interest	280,649.26	78,162.86	56,118.04	219,601.64
5900.10 · Paradise Sewer Line Ext. Fees	13,364.00	13,805.63	0.00	14,491.00
5900.3 · Connection Fees				
5900.30 · Connection Permit Fees	6,350.00	21,727.00	9,355.62	17,334.00
5900.31 · Collection	126,377.81	113,562.86	209,453.45	191,649.20
5900.34 · Treatment	121,930.19	155,444.14	274,451.08	262,778.80
Total 5900.3 · Connection Fees	254,658.00	290,734.00	493,260.15	471,762.00
5900.4 · Inspection Permit Fees	16,174.00	24,870.50	11,850.00	11,597.00
5900.5 · SASM Expense Reimb.	65,504.74	52,736.33	78,033.03	93,040.70
5900.9 · Other Income	1,650.00	0.00	0.00	0.00
Total Income	6,887,069.93	6,682,800.99	7,065,990.98	6,933,819.87
Gross Profit	6,887,069.93	6,682,800.99	7,065,990.98	6,933,819.87

Expense		Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - May 23
6000 · Administrative Expenses					
	6001 · Advertising	422.85	690.00	2,049.81	455.00
	6002 · Outreach & Newsletter	0.00	0.00	0.00	20.00
	6008 · Audit & Accounting	27,848.17	28,350.03	29,153.45	35,192.80
	6017 · Consulting Fees	138,030.88	363,035.34	78,368.33	101,387.15
	6018 · Travel & Meetings				
	6018.1 · Meetings & Travel	5,988.32	10,869.19	11,548.24	16,340.75
	6018.2 · Standby Mileage Expense	7,785.45	8,956.38	8,042.96	2,828.38
	Total 6018 · Travel & Meetings	13,773.77	19,825.57	19,591.20	19,169.13
	6020 · Continuing Education	6,417.44	4,844.33	4,752.61	8,584.83
	6021 · County Fees	15,950.36	16,570.52	16,241.34	15,969.14
	6024 · Director Fees	7,300.00	6,800.00	7,100.00	3,200.00
	6025 · Dues & Subscriptions	20,333.64	22,899.39	15,062.94	33,419.83
	6026 · Elections	0.00	250.00	0.00	250.01
	6033 · Insurance				
	6033.1 · Insurance - SD5 Property	16,214.00	23,377.31	-12,374.00	45,558.14
	6033.2 · Insurance - SD5 Liability	27,154.50	43,337.00	98,409.21	39,171.00
	6033.3 · Insurance - SD5 Auto	1,227.00	3,730.00	7,567.96	4,298.00
	Total 6033 · Insurance	44,595.50	70,444.31	93,603.17	89,027.14
	6039 · Legal	33,527.90	32,843.50	43,806.65	22,497.99
	6047 · Office Supplies	4,043.84	9,933.87	12,439.28	4,763.88
	6056 · Postage	1,589.01	1,183.51	922.98	2,872.65
	6059 · Pollution Prevention/Public Edu	2,429.92	5,018.19	-4,701.33	4,261.44
	6065 · Miscellaneous Expense	31.34	0.00	500.00	0.00
	Total 6000 · Administrative Expenses	316,294.62	582,688.56	318,890.43	341,070.99

		Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - May 23
7000 · Ops & Maintenance Expenses					
7010 · Pumps & Lines Maintenance					
	7011 · Pumps & Lines Maintenance	206,314.25	90,898.24	183,941.03	49,307.35
	7013 · Emergency Line Repair	33,294.64	31,032.57	58,170.55	49,000.00
	Total 7010 · Pumps & Lines Maintenance	239,608.89	121,930.81	242,111.58	98,307.35
7020 · Main Plant Maintenance					
	7021 · Plant Maintenance Supplies	19,431.85	22,543.00	43,483.65	68,199.51
	7022 · Plant Maint. Parts & Service	129,771.23	117,066.46	290,448.72	458,234.21
	7023 · Janitorial Supplies & Service	5,882.20	7,271.27	7,472.07	10,389.71
	7024 · Main Plant Chemicals	94,229.90	87,773.60	155,210.94	79,144.72
	7025 · Lab Supplies & Chemicals	24,979.73	13,305.04	20,612.01	19,338.54
	7027 · Electrical & Instrument	5,876.28	4,068.06	35,219.31	8,897.51
	7028 · Grounds Maintenance	7,890.20	6,732.87	7,711.89	5,077.47
	7029 · Main Plant Sludge Disposal	33,493.32	39,493.99	41,011.70	27,638.69
	Total 7020 · Main Plant Maintenance	321,554.71	298,254.29	601,170.29	676,920.36
7040 · Paradise Cove Plant Maint					
	7041 · Paradise Parts & Service	8,994.83	15,719.61	5,064.04	22,975.42
	7042 · Paradise Supplies & Chemicals	4,385.28	8,667.94	9,511.32	1,090.25
	7043 · Paradise Sludge Disposal	9,845.00	2,645.00	4,110.22	4,358.12
	Total 7040 · Paradise Cove Plant Maint	23,225.11	27,032.55	18,685.58	28,423.79
7050 · Monitoring					
	7051 · Main Plant Lab Monitoring	45,510.27	48,524.85	54,264.53	44,480.20
	7052 · Paradise Cove Monitoring	14,983.40	13,634.15	13,196.20	9,441.68
	Total 7050 · Monitoring	60,493.67	62,159.00	67,460.73	53,921.88
7060 · Permits/Fees					
	7061 · Main Plant NPDES Renewal	7,760.50	3,817.00	852.50	5,443.25
	7062 · Permits/Fees - General	36,855.92	57,986.41	40,687.48	61,029.74
	7063 · Paradise Cove Permits/Fees	6,175.00	7,500.18	7,959.71	8,303.64
	7064 · Paradise Cove NPDES Renewal	0.00	7,233.55	0.00	0.00
	Total 7060 · Permits/Fees	50,791.42	76,537.14	49,499.69	74,776.63
7070 · Truck Maintenance					
	7071 · Fuel	14,932.08	9,577.13	16,430.73	19,667.96
	7072 · Maintenance	5,581.19	22,507.06	11,057.74	35,726.00
	Total 7070 · Truck Maintenance	20,513.27	32,084.19	27,488.47	55,393.96
	Total 7000 · Ops & Maintenance Expenses	716,187.07	617,997.98	1,006,416.34	987,743.97

8000 · Salaries and Benefits Expenses		Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - May 23
8001 · Salaries		1,067,517.87	1,100,328.02	1,302,487.12	1,268,799.45
8003 · Overtime		135,674.44	116,736.06	228,381.00	208,449.83
8004 · Standby Pay		71,679.14	74,045.76	81,168.95	78,423.85
8005 · Employee Incentives		19,500.00	27,000.00	61,460.04	13,000.00
8006 · Vacation Buyout		27,281.72	31,307.66	43,667.05	55,937.64
8013 · Payroll Taxes		98,101.49	94,060.54	110,232.29	112,591.81
8015 · Payroll/Bank Fees		5,939.59	6,420.96	6,907.68	5,620.65
8016 · Car Allowance		6,000.00	6,000.01	6,000.00	6,000.00
8019 · PERS Retirement					
	8019.05 · PERS Retirement	153,127.59	180,910.32	130,812.61	153,937.30
	8019.06 · PERS Retirement - RBP	0.00	341.64	0.00	0.00
	8019.08 · PERS Retirement - CalPERS UAL	132,419.00	96,367.00	0.00	9,503.04
	Total 8019 · PERS Retirement	285,546.59	277,618.96	130,812.61	163,440.34
8020 · Employee Health					
	8020.05 · Employee Health	190,901.75	190,208.15	196,904.15	254,952.35
	8021 · Employee Health Deductions	-2,991.36	-2,594.80	-2,357.16	-3,948.28
	Total 8020 · Employee Health	187,910.39	187,613.35	194,546.99	251,004.07
8022 · Retiree Health					
	8022.05 · Retiree Health	95,745.21	57,662.98	111,790.82	88,052.93
	8022.10 · CERBT/OPEB Annual Arc Contribtn	70,200.00	72,400.00	268,400.00	0.00
	Total 8022 · Retiree Health	165,945.21	130,062.98	380,190.82	88,052.93
8023 · Workers Comp Insurance		30,735.94	39,318.00	63,959.30	27,636.99
	Total 8000 · Salaries and Benefits Expenses	2,101,832.38	2,090,512.30	2,609,813.85	2,278,957.56
8500 · Other Operating Expenses					
8510 · Data/Alarms/IT Supp & Licensing		83,779.99	101,162.02	87,004.50	123,233.44
8515 · Safety		23,472.06	30,100.76	40,523.36	93,433.78
8520 · Personal Protection/Safety Wear		8,216.49	6,793.26	7,856.42	13,424.73
8530 · Telephone					
	8531 · Main Plant Telephones	9,707.08	8,994.53	7,230.24	10,126.13
	8532 · Paradise Cove Telephones	3,814.21	4,204.41	5,531.12	2,879.24
	8533 · Pumps & Lines Telephones	5,830.34	6,003.37	6,732.62	2,588.59
	Total 8530 · Telephone	19,351.63	19,202.31	19,493.98	15,593.96
8540 · Utilities					
	8541 · Water	7,744.56	8,706.35	9,384.49	9,215.75
	8542 · Main Plant Utilities	179,270.96	191,597.92	190,523.29	156,744.78
	8543 · Paradise Cove Utilities	14,842.64	19,004.22	23,031.26	18,968.86
	8544 · Pump Station Utilities	35,727.84	45,939.21	45,277.28	49,880.63
	Total 8540 · Utilities	237,586.00	265,247.70	268,216.32	234,810.02
	Total 8500 · Other Operating Expenses	372,406.17	422,506.05	423,094.58	480,495.93
	Total Expense	3,506,720.24	3,713,704.89	4,358,215.20	4,088,268.45
	Net Ordinary Income	3,380,349.69	2,969,096.10	2,707,775.78	2,845,551.42

10.8 APPENDIX H: FIVE (5) YEAR HISTORICAL - LAIF FUND SUMMARY

SD5 LAIF BALANCE HISTORY					
	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
LAIF					
Belvedere Ops	3,692,092.99	3,604,760.86	3,662,700.00	4,193,275.00	1,041,500.00
Belvedere Ops Reserve	284,923.00	400,923.05	516,925.00	356,250.00	516,925.00
Belvedere Capital & CIP Reserve	3,109,367.66	3,035,594.94	2,168,490.00	2,987,650.00	4,673,699.00
Belvedere PERS Retirement Trust	152,530.00	254,615.00	356,250.00	356,250.00	356,250.00
Belvedere Distaster Fund	356,250.00	356,250.00	356,250.00	356,250.00	356,250.00
Total Belvedere	7,595,163.65	7,652,143.85	7,060,615.00	8,249,675.00	6,944,624.00
Tiburon Operating	2,106,182.56	2,204,697.69	1,965,600.00	1,219,575.00	1,240,070.00
Tiburon Operating Reserve	414,430.00	548,730.00	683,930.00	683,930.00	483,930.00
Tiburon Capital & CIP Reserve	3,583,834.92	3,865,887.47	3,512,350.00	4,910,475.00	4,977,060.00
Tiburon PERS Retirement Trust	275,620.00	460,090.00	643,750.00	643,750.00	643,750.00
Tiburon Distaster Fund	643,750.00	643,750.00	643,750.00	643,750.00	643,750.00
Total Tiburon	7,023,817.48	7,723,155.16	7,449,380.00	8,101,480.00	7,988,560.00
Total Local Agency Investment Fund	14,618,981.13	15,375,299.01	14,509,995.00	16,351,155.00	14,933,184.00

10.9 APPENDIX I: DEBT SERVICE SUMMARY – 2020-2031

Mar 10, 2020 11:12 am Prepared by D.A. Davidson & Co.

BOND DEBT SERVICE**SANITARY DISTRICT No. 5 OF MARIN COUNTY****Taxable Advance Refunding all 2012 Revenue Bonds****Private Placement - California Bank & Trust Lender****Callable anytime with 30 day's written notice****FINAL PRICING**

Dated Date 03/26/2020

Delivery Date 03/26/2020

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
10/01/2020	\$660,000	2.480%	\$100,681.11	\$760,681.11	\$7,240,000	\$7,240,000
10/01/2021	\$580,000	2.480%	\$179,552.00	\$759,552.00	\$6,660,000	\$6,660,000
10/01/2022	\$595,000	2.480%	\$165,168.00	\$760,168.00	\$6,065,000	\$6,065,000
10/01/2023	\$610,000	2.480%	\$150,412.00	\$760,412.00	\$5,455,000	\$5,455,000
10/01/2024	\$625,000	2.480%	\$135,284.00	\$760,284.00	\$4,830,000	\$4,830,000
10/01/2025	\$640,000	2.480%	\$119,784.00	\$759,784.00	\$4,190,000	\$4,190,000
10/01/2026	\$655,000	2.480%	\$103,912.00	\$758,912.00	\$3,535,000	\$3,535,000
10/01/2027	\$670,000	2.480%	\$87,668.00	\$757,668.00	\$2,865,000	\$2,865,000
10/01/2028	\$690,000	2.480%	\$71,052.00	\$761,052.00	\$2,175,000	\$2,175,000
10/01/2029	\$705,000	2.480%	\$53,940.00	\$758,940.00	\$1,470,000	\$1,470,000
10/01/2030	\$725,000	2.480%	\$36,456.00	\$761,456.00	\$745,000	\$745,000
10/01/2031	\$745,000	2.480%	\$18,476.00	\$763,476.00		
	\$7,900,000		\$1,222,385.11	\$9,122,385.11		

10.10 APPENDIX J: SD5 RESERVE POLICY- RESOLUTION NO 2023-XX

**SD5 RESERVE POLICY
RESOLUTION NO. 2023-0X
July 1, 2023**

	OPERATING RESERVE*	CAPITAL IMPROVEMENTS RESERVE	CALPERS RETIREMENT RESERVE*	DISASTER RECOVERY RESERVE*
FUNDING ORDER	#1	#2	#3	#4
FUNDING PURPOSE	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	To provide adequate funding A) to support both treatment plants' operation and conveyance systems, B) to fund debt payments of financed capital projects, C) to finance capital projects as listed in the District's budgeted CIP Plan, and D) to reserve funds for future plant +/- or systemic sewer line renovations E) 2012 Main Plant Rehabilitation (MPR) Bond Service	To provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
CURRENT BALANCE	\$1,000,855* Current Operating Reserve Fund \$1,000,855* Current Operating Fund	\$9,650,760 (Current Capital & Capital Reserve Balance)	\$1,000,000*	\$1,000,000*
TARGET BALANCE	\$2,500,000***	\$15,000,000***	\$1,000,000*	\$1,000,000*
PROPOSED ANNUAL FUNDING	(FY22-23 Sewer Service Fees: 4,917,280) 5% of Sewer Service Charges ≈ \$245,865**	TBD per Annum	\$1,000,000*	\$1,000,000*
FUNDING PROCESS	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed annually and funded as cashflow permits, based on annual projects; any remaining funds will be reserved for long-term capital needs. (see Funding Purpose above, Items C & D)	3.5% of SD5's Pooled Plan Share of CalPERS Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account. No additional funding required, once target balance is achieved. Finance Committee will evaluate the need to reinstate.
AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS	District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	All withdrawals and transfers to be presented for review by the Finance Committee and recommended to the Board for approval.

* Balances based on SD5 Balance Sheet, as of 2.28.2023

*** Target Balances @ Disaster Recovery & CalPERS Retirement Splits are based on SD5's Historical split: Belvedere @ 35.625% ; Tiburon @ 64.375%

10.11 APPENDIX I INCOME VS EXPENSE PROJECTION GRAPH WITH RATE INCREASE

	Budgeted		Projected									
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
Increases (SD5 Combined)												
Annual revenue increase	0.0%	13.0%	10.0%	10.0%	10.0%	10.0%	10.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Cumulative increase	0.0%	13.0%	24.4%	36.8%	50.5%	65.5%	70.5%	75.6%	80.9%	86.3%	91.9%	
Non Ad-Valorem Rate	\$1,985	\$1,848	\$2,033	\$2,237	\$2,460	\$2,706	\$2,787	\$2,871	\$2,957	\$2,957	\$3,046	\$3,137
Ad-Valorem Rate	\$1,034	\$1,358	\$1,534	\$1,728	\$1,942	\$2,179	\$2,250	\$2,324	\$2,400	\$2,400	\$2,479	\$2,560

