

Omar Arias-Montez,, President
John Carapiet, Vice President
Richard Snyder, Secretary

Catharine Benediktsson, Director
Tod Moody, Director

**NOTICE AND AGENDA
Regular Board Meeting
at Sanitary District No. 5 of Marin County
Thursday, July 18th, 2024**

5:00 P.M. REGULAR BOARD MEETING

Teleconference Location:

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

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

ROLL CALL:

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

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

CONSENT CALENDAR:

1. Approval of June 20th, 2024 Regular Board Meeting Minutes
2. Review and receive all electronic fund transfers (EFTs) and approve warrants from June 14th, 2024, through July 11th, 2024, (JP Morgan Chase Bank, check no.10679 through check no. 10709, all transactions totaling \$272,470.05) and receive June 2024 payroll, in the sum of \$140,505.87 (Rubio)
3. Receipt of Financial Reports through July 11, 2024 (Rubio)

MANAGEMENT REPORTS:

4. District Manager Summary Report (Rubio)

NEW BUSINESS:

5. Presentation of the 2024 Sewer Connection Fee Update Report by HF&H(consultant) & acceptance of the report- Action (Rubio)
 - a. Review of draft Ordinance pertaining to the Sewer Connection Fee Schedule for Sanitary District No.5 of Marin County service area and consideration to set a Public hearing for said Ordinance pertaining to Sewer Connection Fees- Action (Rubio)
 - b. Review of updated draft Sewer Use Ordinance pertaining to updating miscellaneous fees (permit and inspection fees) for Sanitary District No.5 of Marin County service area and

consideration to set a Public Hearing for updating the Sewer Use Ordinance sections pertaining to permit and inspections fees- Action (Rubio)

6. Review and consideration to accept proposal from Nute Engineers regarding the 2024 Sewer Rehabilitation Project and authorize District Manager to enter into a professional services agreement with Nute Engineers for the 2024 Sewer Rehabilitation Project - Options A (preparation of plans and specifications) and B (engineering services during construction) for an amount not to exceed \$54,476 (fifty-four thousand, four hundred seventy-six dollars) only – Action (Rubio)

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

7. Capital Improvement Program Committee (Snyder/Carapiet)
8. Finance & Fiscal Oversight Committee (Benediktsson/Carapiet)
9. Governance Committee (No Meeting)
10. Personnel Committee (No Meeting)

OTHER BUSINESS:

ENVIRONMENTAL:

11. BACWA Press Release Regarding Nutrient Permit requiring nutrient reductions for WWTP agencies.

CORRESPONDENCE:

INFORMATIONAL ITEMS:

12. CALPERS Reports Preliminary 9.3% Investment Return for 2023-2024 Fiscal Year

CLOSED SESSION:

ADJOURNMENT:

The Board will be asked to adjourn the meeting to a Regular Board Meeting on August 15, 2024, at 5:00 P.M.

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

Omar Arias-Montez,, President
John Carapiet, Vice President
Richard Snyder, Secretary

Item #1
Catharine Benediktsson, Director
Tod Moody, Director

**NOTICE AND AGENDA
Regular Board Meeting
at Sanitary District No. 5 of Marin County
Thursday, June 20th, 2024**

5:00 P.M. REGULAR BOARD MEETING

Teleconference Location:

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

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

ROLL CALL: Director Arias-Montez, Carapiet, Snyder & Benediktsson (Moody Absent)

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

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS: None

CONSENT CALENDAR:

1. Approval of May 16th, 2024 Regular Board Meeting Minutes
2. Review and receive all electronic fund transfers (EFTs) and approve warrants from May 10th, 2024, through June 13th, 2024, (JP Morgan Chase Bank, check no.10593 through check no. 10664, all transactions totaling \$629,330.12) and receive May 2024 payroll, in the sum of \$152,053.91 (Rubio)
3. Receipt of Financial Reports through June 13, 2024 (Rubio)

Motion to approve and receive consent calendar items 1-3 subject to inclusion of updated warrant list summary descriptions.

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

Ayes: Arias-Montez, Snyder, Benediktsson, Carapiet

Noes: None

Absent: Moody

Abstain: None

MANAGEMENT REPORTS:

4. District Manager Summary Report (Rubio) **Provided Verbal Report and answered questions from the board.**

NEW BUSINESS:

5. **PUBLIC HEARING: Fiscal Year 2024-2025 Budget**

a. Public Comment **None**

b. Consideration of Adoption of Fiscal Year 2024-2025 Final Budget (Rubio) – Action
Motion of Adoption of Fiscal Year 2024-2025 Final Budget

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

Ayes: Arias-Montez, Snyder, Benediktsson, Carapiet

Noes: None

Absent: Moody

Abstain: None

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

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

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

Ayes: Arias-Montez, Snyder, Benediktsson, Carapiet

Noes: None

Absent: Moody

Abstain: None

7. Consideration of Adoption of Resolution 2024-07 A Resolution accepting completion and directing the District Manager to File a Notice of Completion for the 2022-2023 Sewer Rehabilitation Project (Rubio) – Action

Motion to Adopt Resolution 2024-07 A Resolution accepting completion and directing the District Manager to File a Notice of Completion for the 2022-2023 Sewer Rehabilitation Project

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

Ayes: Arias-Montez, Snyder, Benediktsson, Carapiet

Noes: None

Absent: Moody

Abstain: None

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

8. Capital Improvement Program Committee (Snyder/Carapiet)
9. Finance & Fiscal Oversight Committee (Benediktsson/Carapiet)
10. Governance Committee (No Meeting)
11. Personnel Committee (No Meeting)

OTHER BUSINESS:

ENVIRONMENTAL:

CORRESPONDENCE:

INFORMATIONAL ITEMS:

12. Letter of opposition regarding trailer bill language that would unconstitutionally redirect Educational Revenue Augmentation Fund (ERAF) dollars to Charter Schools thus reducing the percentage of ERAF funds received by the District.

CLOSED SESSION: Entered into Closed session at 5:31

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) Conference with Legal Counsel – Anticipated Litigation Initiation of litigation pursuant to Government Code section 54956.9(d)(4): (1 potential case)

Out of Closed session and into Open session @ 5:41-

Report out of closed session: No action Taken – Direction Given

ADJOURNMENT: 5:42

The Board will be asked to adjourn the meeting to a Regular Board Meeting on July 18, 2024, at 5:00 P.M.

Approved:

Attest:

Omar Arias-Montez
Board President

Richard Snyder
Board Secretary

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

Sanitary District No.5 of Marin County

Warrant List Summary

June 14 through July 11, 2024

07/10/24

Date	Num	Name	Memo	Amount
JP Morgan Chase - Primary 7399				
07/10/2024	Audit AJER	Salazar, Ignacio	Reverse of GJE Audit AJE -- For CHK 9262 voided on 07/10/2024	60.27
07/10/2024	Audit AJER	The Sourcing Group	Reverse of GJE Audit AJE -- For CHK 9816 voided on 07/10/2024	2,407.70
06/19/2024	EFT	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 6/15/24	-4,158.67
07/08/2024	EFT	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 6/30/24	-4,158.67
07/08/2024	EFT	CalPERS (Health Premium)	Health Premium, July 2024	-24,076.24
07/11/2024	10679	Amazon Capital Services (Amazon Busine...	Stmt Date 6/30/24: seat cushion, toner cartridges, pens, markers, banda...	-922.04
07/11/2024	10680	AT&T	Legacy Line Pump Station Comms	-509.39
07/11/2024	10681	Bay City Boiler	annual maintenance & field service for boiler	-5,725.72
07/11/2024	10682	BWS Distributors, Inc.	Gas Detector Calibration Gas Safety	-336.15
07/11/2024	10683	CA Sanitation Risk Mgmt Authority (CSRMA)	Property Insurance Premium 7/1/24-7/1/25	-69,285.84
07/11/2024	10684	Cintas Corporation	(2) weeks of scraper & towels, June 2024	-70.00
07/11/2024	10685	Comcast Business (Internet) *9465	internet, voice, cable - July 2024	-687.88
07/11/2024	10686	CWEA	Association membership for (2), Collection System Maint Grade 1 for (1)	-584.00
07/11/2024	10687	DKF Solutions Group, LLC	TrainingLink monthly subscription - July 2024	-462.00
07/11/2024	10688	Environmental Systems Research Institute	ArcGIS Desktop Basic Single Use Perpetual License: 6/24/24-6/23/25	-1,650.00
07/11/2024	10689	Fastenal Company	MP Supplies, trubolt, nozzle, broom, fender wash, gloves	-1,466.77
07/11/2024	10690	Febronio Tree Service	MP Tree trimming, Dead Vine Removal and debris haul, June 2024	-3,900.00
07/11/2024	10691	Grainger	water suction hose, bird repellers, utility pump, funnel set	-928.27
07/11/2024	10692	Hardiman Construction / Trenchless Titan	2022 Sewer Rehab Tiburon/Belvedere. work done Nov 2022-May 2023	-41,960.00
07/11/2024	10693	Jackson's Hardware, Inc.	boot allowances FY 23/24, for J. Rosser & D. LaTorre	-360.50
07/11/2024	10694	Jill Kalehua, DMMS	Accounting Services, June 2024	-3,645.00
07/11/2024	10695	Lystek International Limited	biosolids delivery, June 2024	-539.46
07/11/2024	10696	Mill Valley Refuse Serv (Garbage) *2945	garbage service - July 2024	-290.76
07/11/2024	10697	Mill Valley Refuse Service (Sludge) *3092	6 bio solids exchanges, June 2024	-2,520.00
07/11/2024	10698	O'Reilly Auto Parts	antifreeze & motor oil	-28.37
07/11/2024	10699	Pacific Gas & Electric (PG&E)	Stmt Date 6/28/24, 5/19/24-6/19/24	-29,384.24
07/11/2024	10700	PAN-PACIFIC SUPPLY COMPANY	neoprene gasket for Digester recirc pump #1	-194.78
07/11/2024	10701	Redwood Painting Co.	Corrossion Protection Project thru 6/30/24 MP Painting	-58,780.00
07/11/2024	10702	Solenis, LLC	Praestol K 148 L-VA IBC Polymer -Coagulant	-4,631.86
07/11/2024	10703	Special Dist Risk Mgmt Authority (SDRMA)	Dental, Vision, LTD, BasicLife, ADD - Aug 2024	-1,906.51
07/11/2024	10704	Streamline	Streamline Flex, July 2024-June 2025, Website Services	-2,201.10
07/11/2024	10705	The Ark	Public Notice- Budget -Legal -Ad	-450.00
07/11/2024	10706	Tiburon Mail Services	return motor for plant water filter for rebuild	-722.14
07/11/2024	10707	U.S. Bank cc *3611	Stmt Date 6/25/24 Quick Books Annual Renewal and Office Supplies	-3,038.47
07/11/2024	10708	Waste Management, Redwood Landfill	Bio Solids - June 2024	-2,577.98
07/11/2024	10709	Water Components & Building Supply	parts to repair over pressure line on W/W sludge pump	-317.24
Total JP Morgan Chase - Primary 7399				-270,002.08
TOTAL				-270,002.08

07/10/24

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

June 14 through July 11, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
EFT	Check	06/19/202	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 6/15/24	JP Morgan Chase - Primary ...	
				457 Contributions, semi-monthly, 6/15/24	8008 · Deferred Comp 457	-4,158.67
TOTAL						-4,158.67
EFT	Check	07/08/202	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 6/30/24	JP Morgan Chase - Primary ...	
				457 Contributions, semi-monthly, 6/30/24	8008 · Deferred Comp 457	-4,158.67
TOTAL						-4,158.67
EFT	Check	07/08/202	CalPERS (Health Premi...	Health Premium, July 2024	JP Morgan Chase - Primary ...	
				Active Employee Health - July 2024	8020.05 · Employee Health	-24,076.24
TOTAL						-24,076.24
10679	Bill Pmt -Check	07/11/202	Amazon Capital Service...	Stmt Date 6/30/24: seat cushion, toner cartridges, pen...	JP Morgan Chase - Primary ...	
Stmt D...	Bill	06/30/202		Inv 1P66-XX63-193M, PO AB 195124, toner cartridges	6047 · Office Supplies	-785.39
				Inv 1NHQ-HPGM-YQWL, PO AB 195123, pens, markers, ...	6047 · Office Supplies	-117.18
				Inv 1DLD-73DW-YW99, PO AB 195127, bandaids	8515 · Safety	-19.47
TOTAL						-922.04
10680	Bill Pmt -Check	07/11/202	AT&T	Legacy Line Pump Station Comms	JP Morgan Chase - Primary ...	
Stmt D...	Bill	07/01/202		Telephone: 6/28/24-7/27/24.	8532 · Paradise Cove Teleph...	-140.96
				Telephone: 6/28/24-7/27/24.	8533 · Pumps & Lines Teleph...	-368.43
TOTAL						-509.39

07/10/24

**Sanitary District No.5 of Marin County
Warrant List Detail**
June 14 through July 11, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
10681	Bill Pmt -Check	07/11/202	Bay City Boiler	annual maintenance & field service for boiler	JP Morgan Chase - Primary ...	
31880	Bill	06/18/202		field service for boiler health check, June 2024. PO 754226	7022 · Plant Maint. Parts & Se...	-1,170.00
32131	Bill	06/30/202		annual boiler maintenance and PRV replacement. PO 754...	7022 · Plant Maint. Parts & Se...	-4,555.72
TOTAL						-5,725.72
10682	Bill Pmt -Check	07/11/202	BWS Distributors, Inc.	Gas Detector Calibration Gas Safety	JP Morgan Chase - Primary ...	
292474	Bill	06/21/202		gas container, 1 hour labor. PO 754058	8515 · Safety	-336.15
TOTAL						-336.15
10683	Bill Pmt -Check	07/11/202	CA Sanitation Risk Mg...	Property Insurance Premium 7/1/24-7/1/25	JP Morgan Chase - Primary ...	
7376	Bill	07/01/202		annual insurance: Property. 7/1/24-7/1/25. Premium, JPA ...	6033.1 · Insurance - SD5 Pro...	-69,285.84
TOTAL						-69,285.84
10684	Bill Pmt -Check	07/11/202	Cintas Corporation	(2) weeks of scraper & towels, June 2024	JP Morgan Chase - Primary ...	
41965...	Bill	06/21/202		weekly - scraper & towels, June 2024	7023 · Janitorial Supplies & S...	-35.00
41972...	Bill	06/28/202		weekly - scraper & towels, June 2024	7023 · Janitorial Supplies & S...	-35.00
TOTAL						-70.00
10685	Bill Pmt -Check	07/11/202	Comcast Business (Inte...	internet, voice, cable - July 2024	JP Morgan Chase - Primary ...	
Bill Dat...	Bill	07/01/202		cable, voice, internet; July 2024	8531 · Main Plant Telephones	-687.88
TOTAL						-687.88

07/10/24

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

June 14 through July 11, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
10686	Bill Pmt -Check	07/11/202	CWEA	Association membership for (2), Collection System M...	JP Morgan Chase - Primary ...	
Rosser...	Bill	07/03/202		Association Membership, J. Rosser, 10/1/24-6/30/25	6025 · Dues & Subscriptions	-179.25
				Association Membership, J. Rosser, 7/1/25-9/30/25. AJE ...	6025 · Dues & Subscriptions	-59.75
Collodi...	Bill	07/03/202		Collection System Maintenance Grade 1. P. Collodi, 10/1/...	6025 · Dues & Subscriptions	-79.50
				Collection System Maintenance Grade 1. P. Collodi, 7/1/2...	6025 · Dues & Subscriptions	-26.50
Alvare...	Bill	07/03/202		Association Membership, J. Alvarez, 10/1/24-6/30/25	6025 · Dues & Subscriptions	-179.25
				Association Membership, J. Alvarez, 7/1/25-9/30/25. AJE ...	6025 · Dues & Subscriptions	-59.75
TOTAL						-584.00
10687	Bill Pmt -Check	07/11/202	DKF Solutions Group, L...	TrainingLink monthly subscription - July 2024	JP Morgan Chase - Primary ...	
22328	Bill	07/01/202		TrainingLink monthly subscription - July 2024	8515 · Safety	-462.00
TOTAL						-462.00
10688	Bill Pmt -Check	07/11/202	Environmental Systems...	ArcGIS Desktop Basic Single Use Perpetual License: ...	JP Morgan Chase - Primary ...	
94750...	Bill	06/24/202		ArcGIS Desktop Basic Single Use Perpetual License: 6/24...	8510 · Data/Alarms/IT Supp &...	-1,650.00
TOTAL						-1,650.00
10689	Bill Pmt -Check	07/11/202	Fastenal Company	MP Supplies, trubolt, nozzle, broom, fender wash,glov...	JP Morgan Chase - Primary ...	
CAPE...	Bill	06/19/202		garden hose nozzle, wooden handle broom, PO 195121	7021 · Plant Maintenance Sup...	-177.51
CAPE...	Bill	06/19/202		trubolt, fender, etc. PO 195126	7021 · Plant Maintenance Sup...	-447.41
				gloves, PO 195216	8515 · Safety	-169.52
CAPE...	Bill	06/26/202		cshaclamp, PO AB195126	7021 · Plant Maintenance Sup...	-244.53
CAPE...	Bill	06/30/202		med & lrg latex gloves. PO 195129	8515 · Safety	-427.80
TOTAL						-1,466.77
10690	Bill Pmt -Check	07/11/202	Febronio Tree Service	MP Tree trimming, Dead Vine Removal and debris hau...	JP Morgan Chase - Primary ...	
2046	Bill	06/13/202		trimming of all trees, removal of 1 section of wall with thick...	7028 · Grounds Maintenance	-3,900.00
TOTAL						-3,900.00

07/10/24

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

June 14 through July 11, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
10691	Bill Pmt -Check	07/11/202	Grainger	water suction hose, bird repellors, utility pump, funnel...	JP Morgan Chase - Primary ...	
91694...	Bill	07/01/202		water suction hose, bird repellors, cam & groove adapter. ...	7022 · Plant Maint. Parts & Se...	-643.06
91761...	Bill	07/09/202		utility pump, funnel set. PO O-24-004	7022 · Plant Maint. Parts & Se...	-285.21
TOTAL						-928.27
10692	Bill Pmt -Check	07/11/202	Hardiman Construction ...	2022 Sewer Rehab Tiburon/Belvedere. work done Nov...	JP Morgan Chase - Primary ...	
chn g o...	Bill	06/30/202		Change order #3, work done from Nov 2022-May 2023. ol...	9301 · Tiburon Sewer Line Re...	-41,960.00
TOTAL						-41,960.00
10693	Bill Pmt -Check	07/11/202	Jackson's Hardware, Inc.	boot allowances FY 23/24, for J. Rosser & D. LaTorre	JP Morgan Chase - Primary ...	
157247	Bill	06/20/202		boot allowance-D. LaTorre, FY 23-24. PO 749516	8515.01 · Boot Allowance	-218.49
157268	Bill	06/20/202		boot allowance-J. Rosser, FY 23-24. PO 953100	8515.01 · Boot Allowance	-142.01
TOTAL						-360.50
10694	Bill Pmt -Check	07/11/202	Jill Kalehua, DMMS	Accounting Services, June 2024	JP Morgan Chase - Primary ...	
June 2...	Bill	06/30/202		Accounting Services, June 2024	6008 · Audit & Accounting	-3,645.00
TOTAL						-3,645.00
10695	Bill Pmt -Check	07/11/202	Lystek International Li...	biosolids delivery, June 2024	JP Morgan Chase - Primary ...	
153-897	Bill	06/30/202		biosolids delivery, June 2024	7029 · Main Plant Sludge Disp...	-539.46
TOTAL						-539.46
10696	Bill Pmt -Check	07/11/202	Mill Valley Refuse Serv (...)	garbage service - July 2024	JP Morgan Chase - Primary ...	
00035...	Bill	07/01/202		Garbage service, July 2024	7028 · Grounds Maintenance	-290.76
TOTAL						-290.76

07/10/24

**Sanitary District No.5 of Marin County
Warrant List Detail
June 14 through July 11, 2024**

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
10697	Bill Pmt -Check	07/11/202	Mill Valley Refuse Servi...	6 bio solids exchanges, June 2024	JP Morgan Chase - Primary ...	
Stmnt D...	Bill	06/30/202		6 Sludge Exchanges - June 2024	7029 · Main Plant Sludge Disp...	-2,520.00
TOTAL						-2,520.00
10698	Bill Pmt -Check	07/11/202	O'Reilly Auto Parts	antifreeze & motor oil	JP Morgan Chase - Primary ...	
Stmnt D...	Bill	06/28/202		anti-freeze, motor oil, PO 953099	7072 · Maintenance	-28.37
TOTAL						-28.37
10699	Bill Pmt -Check	07/11/202	Pacific Gas & Electric (...)	Stmnt Date 6/28/24, 5/19/24-6/19/24	JP Morgan Chase - Primary ...	
Stmnt D...	Bill	06/28/202		Stmnt Date 6/28/24, 5/21/24-6/19/24 Stmnt Date 6/28/24, 5/21/24-6/19/24 Stmnt Date 6/28/24, 5/21/24-6/19/24	8542 · Main Plant Utilities 8543 · Paradise Cove Utilities 8544 · Pump Station Utilities	-22,149.87 -2,416.28 -4,818.09
TOTAL						-29,384.24
10700	Bill Pmt -Check	07/11/202	PAN-PACIFIC SUPPLY ...	neoprene gasket for Digester recirc pump #1	JP Morgan Chase - Primary ...	
29615...	Bill	04/26/202		neoprene gasket for recirc pump #1. PO 754225	7022 · Plant Maint. Parts & Se...	-194.78
TOTAL						-194.78
10701	Bill Pmt -Check	07/11/202	Redwood Painting Co.	Corrossion Protection Project thru 6/30/24 MP Painting	JP Morgan Chase - Primary ...	
70150...	Bill	06/24/202		Application #2, Billing thru 6/30/24. PO DL749517	9201.2 · M.P. Corrosion Prote...	-58,780.00
TOTAL						-58,780.00
10702	Bill Pmt -Check	07/11/202	Solenis, LLC	Praestol K 148 L-VA IBC Polymer -Coagulant	JP Morgan Chase - Primary ...	
13276...	Bill	06/12/202		Praestol K 148 L-VA IBC. PO 195119	7024 · Main Plant Chemicals	-4,631.86
TOTAL						-4,631.86

07/10/24

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

June 14 through July 11, 2024

Num	Type	Date	Name	Memo	Account	Paid Amo...
10703	Bill Pmt -Check	07/11/202	Special Dist Risk Mgmt ...	Dental, Vision, LTD, BasicLife, ADD - Aug 2024	JP Morgan Chase - Primary ...	
H46147	Bill	07/05/202		Basic Life & ADD, LTD, Dental, Vision - Aug 2024	8020 · Employee Health	-1,906.51
TOTAL						-1,906.51
10704	Bill Pmt -Check	07/11/202	Streamline	Streamline Flex, July 2024-June 2025, Website Services	JP Morgan Chase - Primary ...	
6C646...	Bill	07/01/202		Streamline Flex, July 2024-June 2025	8510 · Data/Alarms/IT Supp &...	-2,201.10
TOTAL						-2,201.10
10705	Bill Pmt -Check	07/11/202	The Ark	Public Notice- Budget -Legal -Ad	JP Morgan Chase - Primary ...	
10812	Bill	06/18/202		Legal #4561: 5/15/24, 5/22/24, 5/29/24, 6/5/24, 6/12/24, 6/...	6025 · Dues & Subscriptions	-450.00
TOTAL						-450.00
10706	Bill Pmt -Check	07/11/202	Tiburon Mail Services	return motor for plant water filter for rebuild	JP Morgan Chase - Primary ...	
Stmt D...	Bill	06/28/202		return motor for plant water filter for rebuild. PO M-24-001	7022 · Plant Maint. Parts & Se...	-722.14
TOTAL						-722.14
10707	Bill Pmt -Check	07/11/202	U.S. Bank cc *3611	Stmt Date 6/25/24 Quick Books Annual Renewal and O...	JP Morgan Chase - Primary ...	
Stmt D...	Bill	06/25/202		Staples, Canon toner cartridges, PO AB 195125	6047 · Office Supplies	-490.97
				Tap Plastics, PO 953270, poly tube	7021 · Plant Maintenance Sup...	-71.48
				CWEA membership, T. Rubio?, 5/31/24	6025 · Dues & Subscriptions	-298.68
				Intuit Quickbooks Enterprise licensing, 5/31/24	6008 · Audit & Accounting	-2,124.72
				Fastrak account reloads (2)	6018 · Travel & Meetings	-47.41
				CVS Pharmacy, cookies for board meeting 6/18/24	6018 · Travel & Meetings	-5.21
TOTAL						-3,038.47

07/10/24

Sanitary District No.5 of Marin County
Warrant List Detail
June 14 through July 11, 2024

Num	Type	Date	Name	Memo	Account	Paid Amo...
10708	Bill Pmt -Check	07/11/202	Waste Management, Re...	Bio Solids - June 2024	JP Morgan Chase - Primary ...	
01110...	Bill	06/30/202		Garbage service - June 2024	7029 · Main Plant Sludge Disp...	-2,577.98
TOTAL						-2,577.98
10709	Bill Pmt -Check	07/11/202	Water Components & B...	parts to repair over pressure line on W/W sludge pump	JP Morgan Chase - Primary ...	
30639...	Bill	06/20/202		parts to repair over pressure line on W/W sludge pump, P...	7022 · Plant Maint. Parts & Se...	-317.24
TOTAL						-317.24

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 06/07/24: \$4,134.76

IMPORTANT COVID-19 INFORMATION: If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	4,134.76
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	4,134.76
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	374.22
	CASH REQUIRED FOR CHECK DATE 06/07/24	4,508.98

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - Your financial institution will initiate transfer to Paychex **at or after 12:01 A.M.** on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		BANK DRAFT AMOUNTS & OTHER TOTALS
06/07/24	CHASE BANK, NA	xxxxxxxxxxxxx506	Direct Deposit	Net Pay Allocations	2,786.66	2,786.66
06/07/24	CHASE BANK, NA	xxxxxxxxxxxxx506	Taxpay@	Employee Withholdings		
				Social Security	256.85	
				Medicare	60.07	
				Fed Income Tax	499.97	
				CA Income Tax	214.29	
				Total Withholdings	1,031.18	
				Employer Liabilities		
				Social Security	256.85	
				Medicare	60.07	
				Total Liabilities	316.92	1,348.10
				EFT FOR 06/07/24		4,134.76
				TOTAL EFT		4,134.76

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
06/07/24	Refer to your records for account	Information	Payroll	Employee Deductions		
				401A Member Contribu	324.88	
				Med 125	49.34	
				Total Deductions	374.22	
				TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES		374.22

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 06/07/24: \$4,134.76

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

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
06/12/24	Taxpay®	FED IT PMT Group	1,133.81

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 06/14/24: \$69,240.44

IMPORTANT COVID-19 INFORMATION: If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	69,240.44	
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	69,240.44	
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	6,854.05	
	CASH REQUIRED FOR CHECK DATE 06/14/24	76,094.49	

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		BANK DRAFT AMOUNTS & OTHER TOTALS
06/13/24	CHASE BANK, NA	xxxxxxxxxxxxx506	Direct Deposit	Net Pay Allocations	46,047.74	46,047.74
06/13/24	CHASE BANK, NA	xxxxxxxxxxxxx506	Taxpay@	Employee Withholdings		
				Social Security	4,165.73	
				Medicare	974.23	
				Fed Income Tax	9,072.50	
				CA Income Tax	3,840.24	
				Total Withholdings	18,052.70	
				Employer Liabilities		
				Social Security	4,165.74	
				Medicare	974.26	
				Total Liabilities	5,140.00	23,192.70
				EFT FOR 06/13/24		69,240.44
				TOTAL EFT		69,240.44

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
06/14/24	Refer to your records for account	Information	Payroll	Employee Deductions		
				401A Member Contribu	3,856.76	
				Calpers 457B Roth	760.00	
				Calpers 457B TRDL	1,952.67	
				Med 125	151.29	
				Med FSA EE Pretax	133.33	
				Total Deductions	6,854.05	
				TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES		6,854.05

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 06/14/24: \$69,240.44

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

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
06/20/24	Taxpay®	FED IT PMT Group	19,352.46
06/20/24	Taxpay®	CA IT PMT Group	4,054.53

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 06/28/24: \$67,130.67

IMPORTANT COVID-19 INFORMATION: If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	67,130.67
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	67,130.67
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	6,830.63
	CASH REQUIRED FOR CHECK DATE 06/28/24	<u>73,961.30</u>

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

<u>5TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		BANK DRAFT AMOUNTS & OTHER TOTALS
06/27/24	CHASE BANK, NA	xxxxxxxxxxxxx506	Direct Deposit	Net Pay Allocations	47,051.99	47,051.99
06/27/24	CHASE BANK, NA	xxxxxxxxxxxxx506	Taxpay®	Employee Withholdings		
				Social Security	3,743.64	
				Medicare	875.53	
				Fed Income Tax	7,559.23	
				CA Income Tax	3,281.09	
				Total Withholdings	<u>15,459.49</u>	
				Employer Liabilities		
				Social Security	3,743.65	
				Medicare	875.54	
				Total Liabilities	<u>4,619.19</u>	20,078.68
				EFT FOR 06/27/24		67,130.67
				TOTAL EFT		67,130.67

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
06/28/24	Refer to your records for account Information		Payroll	Employee Deductions		
				401A Member Contribu	3,833.34	
				Calpers 457B Roth	760.00	
				Calpers 457B TRDL	1,952.67	
				Med 125	151.29	

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 06/28/24: \$67,130.67

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
06/28/24	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Med FSA EE Pretax	133.33
				Total Deductions	6,830.63
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES					6,830.63

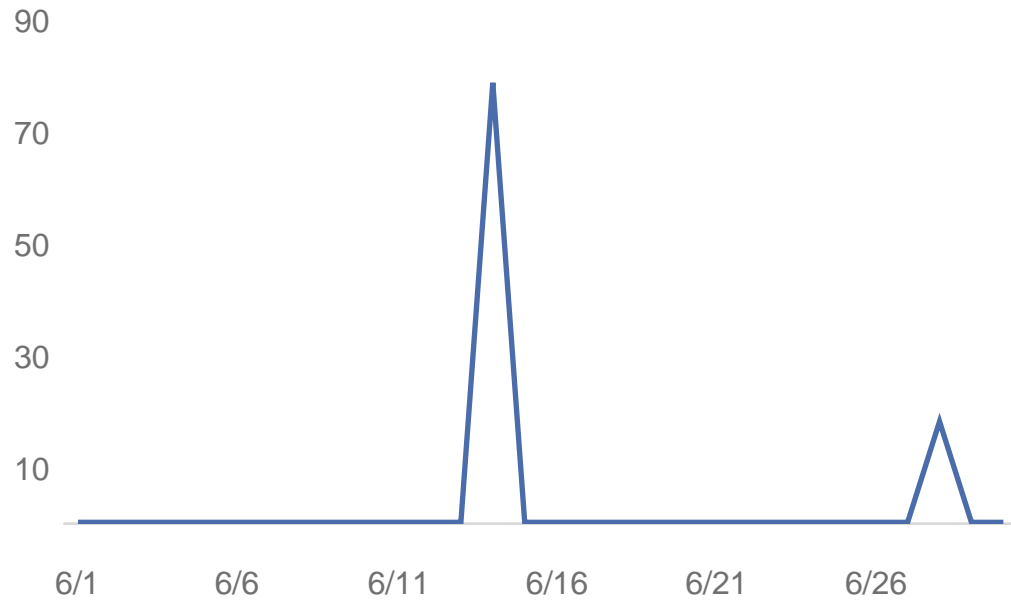
PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
07/03/24	Taxpay®	FED IT PMT Group	16,797.59
07/03/24	Taxpay®	CA IT PMT Group	3,281.09

Overtime hours



Check date



Jun 1, 2024 - Jun 30, 2024

● My Company

96.5 hrs

Overtime amounts



Check date

\$9k

\$7k

\$5k

\$3k

\$1k

6/1

6/6

6/11

6/16

6/21

6/26

Jun 1, 2024 - Jun 30, 2024

● My Company

\$9,445.81



6/1 6/6 6/11 6/16 6/21 6/26

Labor cost ⓘ

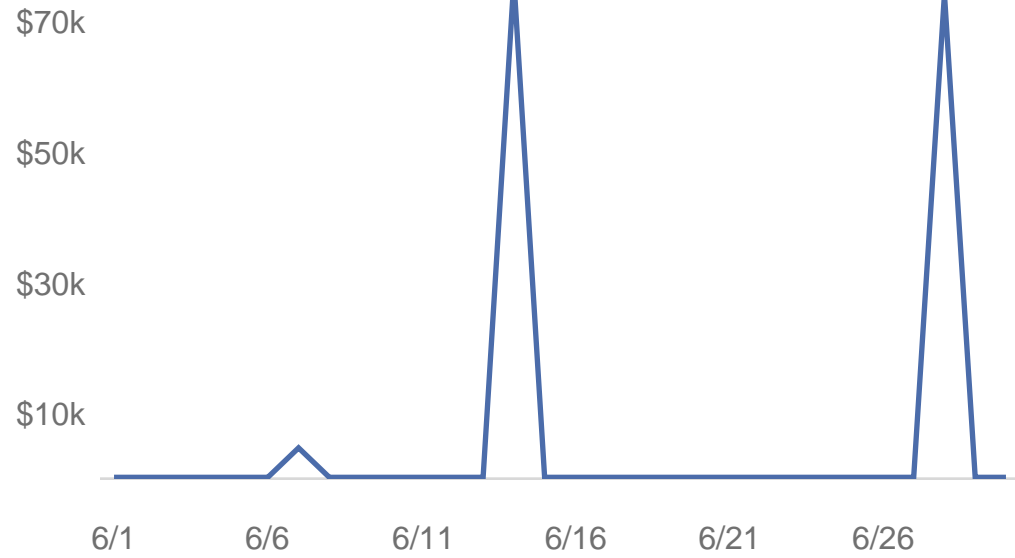


Check date

Jun 1, 2024 - Jun 30, 2024

● My Company

\$154,564.77



Full name	Overtime amounts	Overtime hours
Alvarez, Joel		
Balf, Abigail	1305.14	19.50
Bilsborough Sr., Chad E	1375.17	13.00
Cottrell III, Rulon K	2644.29	21.00
Hill, Arlee S		
LaTorre, Daniel P	1962.36	17.00
Rosser, John M	298.95	3.00
Rubio, Antonio		
Salazar, Ignacio G		
Screechfield-Lablue, Pierce L	424.94	7.00
Triola, Joseph	1434.96	16.00
	9445.81	96.50

Overtime hours



Check date



Jul 1, 2023 - Jun 30, 2024

● My Company

1,557.25 hrs

Overtime amounts



Check date

\$35k

\$25k

\$15k

\$5k

Jul 1, 2023 - Jun 30, 2024

● My Company

\$152,062.38

Jul

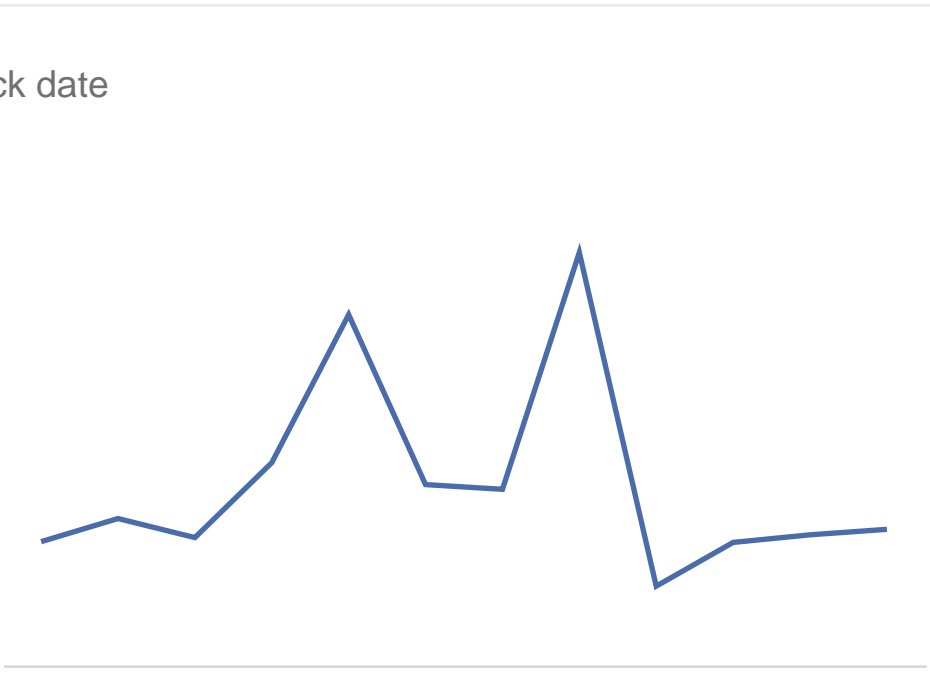
Sep

Nov

Jan

Mar

May



Labor cost ⓘ



Check date

\$250k

\$150k

\$50k

Jul

Sep

Nov

Jan

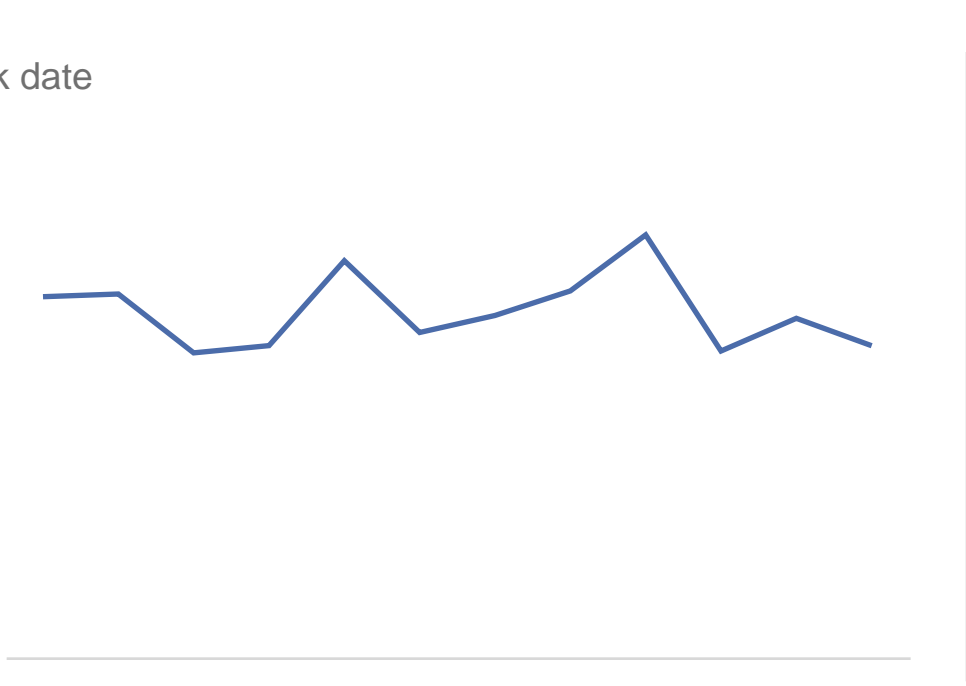
Mar

May

Jul 1, 2023 - Jun 30, 2024

● My Company

\$2,058,135.29



Full name	Overtime amounts	Overtime hours
Alvarez, Joel	5038.58	61.00
Balf, Abigail	11318.49	166.50
Bilsborough Sr., Chad E	34119.92	378.00
Collodi, Pete	4244.53	66.00
Cottrell III, Rulon K	37406.18	301.50
Dohrmann, Robin L	7144.08	72.25
Hage, Ross M		
Hill, Arlee S		
LaTorre, Daniel P	27258.58	232.00
Mulloy, Jayne		
Rosser, John M	12607.57	133.00
Rubio, Antonio		
Salazar, Ignacio G	994.34	15.50
Screechfield-Lablue, Pierce L	1123.06	18.50
Triola, Joseph	10807.05	113.00
	152062.38	1557.25

7:08 PM

07/10/24

Sanitary District No.5 of Marin County
Annual Budget vs Actual Expenses
 July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5000 · Property Taxes / AD VALOREM				
5001.2 · TEETER	0.00	999,999.00	-999,999.00	0.0%
5002 · UNSEC	0.00	16,000.00	-16,000.00	0.0%
5003 · PUNS / PRIOR UNSECURED	0.00	1,500.00	-1,500.00	0.0%
5004 · REDEMPTION / RDMPT	0.00	0.00	0.00	0.0%
5006 · SPLU	0.00	100.00	-100.00	0.0%
5041 · SUPSEC	0.00	20,000.00	-20,000.00	0.0%
5046 · Excess ERAF	0.00	300,000.00	-300,000.00	0.0%
5280 · HOPTR	0.00	3,000.00	-3,000.00	0.0%
5483 · Other tax	0.00	7,000.00	-7,000.00	0.0%
Total 5000 · Property Taxes / AD VALOREM	0.00	1,347,599.00	-1,347,599.00	0.0%
5007 · Sewer Service Charge				
5007.1 · Sewer Service - Ops	0.00	5,115,266.00	-5,115,266.00	0.0%
5007.2 · Sewer Service - Cap	0.00	1,028,242.00	-1,028,242.00	0.0%
Total 5007 · Sewer Service Charge	0.00	6,143,508.00	-6,143,508.00	0.0%
5201 · INTEREST				
5201.1 · Interest County of Marin	0.00	100.00	-100.00	0.0%
5201.2 · Interest LAIF	0.00	200,000.00	-200,000.00	0.0%
Total 5201 · INTEREST	0.00	200,100.00	-200,100.00	0.0%
5900.10 · Paradise Sewer Line Ext. Fees	0.00	0.00	0.00	0.0%
5900.3 · Connection Fees				
5900.31 · Collection	0.00	200,000.00	-200,000.00	0.0%
5900.34 · Treatment	0.00	200,000.00	-200,000.00	0.0%
Total 5900.3 · Connection Fees	0.00	400,000.00	-400,000.00	0.0%
5900.4 · Permit Inspection & Admin Fees	0.00	35,000.00	-35,000.00	0.0%
5900.5 · SASM Expense Reimb.	0.00	75,000.00	-75,000.00	0.0%
Total Income	0.00	8,201,207.00	-8,201,207.00	0.0%
Gross Profit	0.00	8,201,207.00	-8,201,207.00	0.0%
Expense				
6000 · Administrative Expenses				
6008 · Audit & Accounting	0.00	90,000.00	-90,000.00	0.0%
6017 · Consulting Fees	0.00	125,000.00	-125,000.00	0.0%
6018 · Travel & Meetings				
6018.1 · Meetings & Travel	-60.27	17,000.00	-17,060.27	-0.4%
6018.2 · Standby Mileage Expense Reimb	0.00	8,000.00	-8,000.00	0.0%
Total 6018 · Travel & Meetings	-60.27	25,000.00	-25,060.27	-0.2%
6020 · Continuing Education	0.00	10,000.00	-10,000.00	0.0%
6021 · County Fees	0.00	16,590.00	-16,590.00	0.0%
6024 · Director Fees	0.00	9,000.00	-9,000.00	0.0%
6025 · Dues & Subscriptions	584.00	35,000.00	-34,416.00	1.7%
6026 · Elections	0.00	10,000.00	-10,000.00	0.0%
6033 · Insurance				
6033.1 · Insurance - SD5 Property	69,285.84	100,000.00	-30,714.16	69.3%
6033.2 · Insurance - SD5 Liability	0.00	60,000.00	-60,000.00	0.0%
6033.3 · Insurance - SD5 Auto	0.00	10,000.00	-10,000.00	0.0%
Total 6033 · Insurance	69,285.84	170,000.00	-100,714.16	40.8%
6039 · Legal	0.00	50,000.00	-50,000.00	0.0%
6047 · Office Supplies	0.00	11,000.00	-11,000.00	0.0%
6056 · Postage	-2,407.70	1,300.00	-3,707.70	-185.2%
6059 · Pollution Prevention/Public Edu	0.00	5,500.00	-5,500.00	0.0%
6065 · Miscellaneous Expense	0.00	0.00	0.00	0.0%
Total 6000 · Administrative Expenses	67,401.87	558,390.00	-490,988.13	12.1%

Sanitary District No.5 of Marin County Annual Budget vs Actual Expenses July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
7000 · Ops & Maintenance Expenses				
7010 · Pumps & Lines Maintenance				
7011 · Pumps & Lines Maintenance	0.00	200,000.00	-200,000.00	0.0%
7013 · Emergency Line Repair	0.00	100,000.00	-100,000.00	0.0%
Total 7010 · Pumps & Lines Maintenance	0.00	300,000.00	-300,000.00	0.0%
7020 · Main Plant Maintenance				
7021 · Plant Maintenance Supplies	0.00	80,000.00	-80,000.00	0.0%
7022 · Plant Maint. Parts & Service	928.27	300,000.00	-299,071.73	0.3%
7023 · Janitorial Supplies & Service	0.00	10,000.00	-10,000.00	0.0%
7024 · Main Plant Chemicals	0.00	165,000.00	-165,000.00	0.0%
7025 · Lab Supplies & Chemicals	0.00	25,000.00	-25,000.00	0.0%
7027 · Electrical & Instrument	0.00	30,000.00	-30,000.00	0.0%
7028 · Grounds Maintenance	290.76	8,000.00	-7,709.24	3.6%
7029 · Main Plant Sludge Disposal	0.00	55,000.00	-55,000.00	0.0%
Total 7020 · Main Plant Maintenance	1,219.03	673,000.00	-671,780.97	0.2%
7040 · Paradise Cove Plant Maint				
7041 · Paradise Parts & Service	0.00	20,000.00	-20,000.00	0.0%
7042 · Paradise Supplies & Chemicals	0.00	6,500.00	-6,500.00	0.0%
7043 · Paradise Sludge Disposal	0.00	3,000.00	-3,000.00	0.0%
Total 7040 · Paradise Cove Plant Maint	0.00	29,500.00	-29,500.00	0.0%
7050 · Monitoring				
7051 · Main Plant Lab Monitoring	0.00	50,000.00	-50,000.00	0.0%
7052 · Paradise Cove Monitoring	0.00	9,000.00	-9,000.00	0.0%
7053 · Chronic Toxicity	0.00	15,000.00	-15,000.00	0.0%
Total 7050 · Monitoring	0.00	74,000.00	-74,000.00	0.0%
7060 · Permits/Fees				
7061 · Main Plant NPDES Renewal	0.00	0.00	0.00	0.0%
7062 · Permits/Fees - General	0.00	50,000.00	-50,000.00	0.0%
7063 · Paradise Cove Permits/Fees	0.00	9,000.00	-9,000.00	0.0%
Total 7060 · Permits/Fees	0.00	59,000.00	-59,000.00	0.0%
7070 · Truck Maintenance				
7071 · Fuel	0.00	20,000.00	-20,000.00	0.0%
7072 · Maintenance	0.00	30,000.00	-30,000.00	0.0%
Total 7070 · Truck Maintenance	0.00	50,000.00	-50,000.00	0.0%
Total 7000 · Ops & Maintenance Expenses	1,219.03	1,185,500.00	-1,184,280.97	0.1%
8000 · Salaries and Benefits Expenses				
8001 · Salaries	0.00	1,636,798.00	-1,636,798.00	0.0%
8003 · Overtime	0.00	125,000.00	-125,000.00	0.0%
8004 · Standby Pay	0.00	80,000.00	-80,000.00	0.0%
8005 · Employee Incentives	0.00	25,000.00	-25,000.00	0.0%
8006 · Vacation Buyout	0.00	80,000.00	-80,000.00	0.0%
8013 · Payroll Taxes	0.00	110,000.00	-110,000.00	0.0%
8015 · Payroll Service Processing Fees	0.00	8,000.00	-8,000.00	0.0%
8016 · Car Allowance	0.00	8,000.00	-8,000.00	0.0%
8019 · PERS Retirement				
8019.05 · PERS Retirement	0.00	312,067.00	-312,067.00	0.0%
Total 8019 · PERS Retirement	0.00	312,067.00	-312,067.00	0.0%
8020 · Employee Health				
8020.05 · Employee Health	24,076.24	300,000.00	-275,923.76	8.0%
8021 · Employee Health Deductions	0.00	2,500.00	-2,500.00	0.0%
8020 · Employee Health - Other	1,906.51			
Total 8020 · Employee Health	25,982.75	302,500.00	-276,517.25	8.6%

Sanitary District No.5 of Marin County Annual Budget vs Actual Expenses July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
8022 · Retiree Health				
8022.05 · Retiree Health	0.00	75,000.00	-75,000.00	0.0%
8022.10 · CERBT/OPEB Annual Arc Contribtn	0.00	140,000.00	-140,000.00	0.0%
Total 8022 · Retiree Health	0.00	215,000.00	-215,000.00	0.0%
8023 · Workers Comp Insurance	0.00	56,000.00	-56,000.00	0.0%
Total 8000 · Salaries and Benefits Expenses	25,982.75	2,958,365.00	-2,932,382.25	0.9%
8500 · Other Operating Expenses				
8510 · Data/Alarms/IT Supp & Licensing	2,201.10	100,000.00	-97,798.90	2.2%
8515 · Safety	462.00	60,000.00	-59,538.00	0.8%
8520 · Personal Protection/Safety Wear	0.00	15,000.00	-15,000.00	0.0%
8530 · Telephone				
8531 · Main Plant Telephones	687.88	12,000.00	-11,312.12	5.7%
8532 · Paradise Cove Telephones	140.96	1,500.00	-1,359.04	9.4%
8533 · Pumps & Lines Telephones	368.43	7,000.00	-6,631.57	5.3%
Total 8530 · Telephone	1,197.27	20,500.00	-19,302.73	5.8%
8540 · Utilities				
8541 · Water	0.00	11,000.00	-11,000.00	0.0%
8542 · Main Plant Utilities	0.00	240,000.00	-240,000.00	0.0%
8543 · Paradise Cove Utilities	0.00	35,000.00	-35,000.00	0.0%
8544 · Pump Station Utilities	0.00	65,000.00	-65,000.00	0.0%
Total 8540 · Utilities	0.00	351,000.00	-351,000.00	0.0%
Total 8500 · Other Operating Expenses	3,860.37	546,500.00	-542,639.63	0.7%
Total Expense	98,464.02	5,248,755.00	-5,150,290.98	1.9%
Net Ordinary Income	-98,464.02	2,952,452.00	-3,050,916.02	-3.3%
Other Income/Expense				
Other Expense				
9100 · Capital Expenditures				
9200 · Main Plant Equipment Capital				
9208 · M.P. Chem Feed Trx Pump Rplcmnt	0.00	0.00	0.00	0.0%
9213 · M.P. Digester				
9213.1 · Digester Rehab	0.00	0.00	0.00	0.0%
Total 9213 · M.P. Digester	0.00	0.00	0.00	0.0%
Total 9200 · Main Plant Equipment Capital	0.00	0.00	0.00	0.0%
9300 · Pumps & Lines Capital				
9301 · Tiburon Sewer Line Rehab Prog	0.00	0.00	0.00	0.0%
9304 · Belvedere Sewer Line Rehab Prog	0.00	0.00	0.00	0.0%
9305 · Valve/Wet Well Replacements				
9305.2 · Tiburon Wet Well Rehab	0.00	0.00	0.00	0.0%
Total 9305 · Valve/Wet Well Replacements	0.00	0.00	0.00	0.0%
9306 · PS Pump & Valve Replacements	0.00	0.00	0.00	0.0%
Total 9300 · Pumps & Lines Capital	0.00	0.00	0.00	0.0%
9400 · Paradise Cove Capital				
9407 · P.C. Pump Replacement	0.00	0.00	0.00	0.0%
Total 9400 · Paradise Cove Capital	0.00	0.00	0.00	0.0%
Total 9100 · Capital Expenditures	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-98,464.02	2,952,452.00	-3,050,916.02	-3.3%

**Sanitary District No.5 of Marin County
Comparative Balance Sheet**

As of July 11, 2024

	Jul 11, 24	Jun 11, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
JP Morgan Chase - Primary 7399	-89,147.11	161,221.22	-250,368.33
JP Morgan Chase - Payroll 7506	105,586.56	17,796.39	87,790.17
JP Morgan Chase - Transfer 7522	111,582.09	128,295.65	-16,713.56
Local Agency Investment Fund			
SD5 CalPERS Retirement Trust	71,951.00	71,951.00	0.00
SD5 Operating Reserve	1,200,853.05	1,200,853.05	0.00
SD5 Operating	4,117,317.82	4,617,317.82	-500,000.00
SD5 Disaster Recovery Fund	1,000,000.00	1,000,000.00	0.00
SD5 Capital & CIP Reserve	9,725,065.99	9,725,065.99	0.00
Total Local Agency Investment Fund	16,115,187.86	16,615,187.86	-500,000.00
Total Checking/Savings	16,243,209.40	16,922,501.12	-679,291.72
Accounts Receivable			
Accounts Receivable	0.00	1,358.00	-1,358.00
Total Accounts Receivable	0.00	1,358.00	-1,358.00
Other Current Assets			
Petty Cash	781.92	781.92	0.00
1499 - Undeposited Funds	0.00	81,388.01	-81,388.01
Total Other Current Assets	781.92	82,169.93	-81,388.01
Total Current Assets	16,243,991.32	17,006,029.05	-762,037.73
Fixed Assets			
Land	49,295.00	49,295.00	0.00
Main Plant			
Chlorination			
A/D - Chlorination	-10,888.00	-10,888.00	0.00
Cost - Chlorination	10,888.00	10,888.00	0.00
Total Chlorination	0.00	0.00	0.00
Collection & Treatment			
A/D - Collection & Treatment	-1,479,034.40	-1,479,034.40	0.00
Cost - Collection & Treatment	1,728,200.72	1,728,200.72	0.00
Total Collection & Treatment	249,166.32	249,166.32	0.00
Electrical			
A/D - Electrical	-1,075,781.83	-1,075,781.83	0.00
Cost - Electrical	2,025,892.00	2,025,892.00	0.00
Total Electrical	950,110.17	950,110.17	0.00
Main Plant General			
A/D Main Plant General	-15,874,322.58	-15,874,322.58	0.00
Cost Main Plant General	20,403,927.67	20,403,927.67	0.00
Total Main Plant General	4,529,605.09	4,529,605.09	0.00
Mechanical			
A/D - Mechanical	-2,277,062.44	-2,277,062.44	0.00
Cost - Mechanical	2,815,158.00	2,815,158.00	0.00
Total Mechanical	538,095.56	538,095.56	0.00
Miscellaneous			
A/D - Miscellaneous	-124,558.76	-124,558.76	0.00
Cost - Miscellaneous	187,571.48	187,571.48	0.00
Total Miscellaneous	63,012.72	63,012.72	0.00
Odor Control			
A/D - Odor Control	-562,511.67	-562,511.67	0.00
Cost - Odor Control	568,989.95	568,989.95	0.00
Total Odor Control	6,478.28	6,478.28	0.00
Total Main Plant	6,336,468.14	6,336,468.14	0.00
Misc Equipment			
A/D - Misc Equipment	-20,760.00	-20,760.00	0.00
Cost - Misc Equipment	20,760.00	20,760.00	0.00
Total Misc Equipment	0.00	0.00	0.00

**Sanitary District No.5 of Marin County
Comparative Balance Sheet**

As of July 11, 2024

	Jul 11, 24	Jun 11, 24	\$ Change
Office Equipment			
A/D - Office Equipment	-38,766.21	-38,766.21	0.00
Cost - Office Equipment	46,902.90	46,902.90	0.00
Total Office Equipment	8,136.69	8,136.69	0.00
Paradise Cove Plant			
A/D - P.C. Plant	-787,070.42	-787,070.42	0.00
Cost - P.C. Plant	2,063,413.80	2,063,413.80	0.00
Total Paradise Cove Plant	1,276,343.38	1,276,343.38	0.00
Pump Stations - Belvedere			
A/D - Pump Stations Belv	-996,076.59	-996,076.59	0.00
Cost - Pump Stations Belv	1,262,801.63	1,262,801.63	0.00
Total Pump Stations - Belvedere	266,725.04	266,725.04	0.00
Pump Stations - Tiburon			
A/D - Pump Stations Tib	-1,800,464.27	-1,800,464.27	0.00
Cost - Pump Stations Tib	3,382,837.76	3,382,837.76	0.00
Total Pump Stations - Tiburon	1,582,373.49	1,582,373.49	0.00
Sewer Lines - Belvedere			
A/D - Sewer Lines Belv	-2,124,571.52	-2,124,571.52	0.00
Cost - Sewer Lines Belv	7,158,821.16	7,158,821.16	0.00
Total Sewer Lines - Belvedere	5,034,249.64	5,034,249.64	0.00
Sewer Lines - Tiburon			
A/D - Sewer Lines Tib	-3,771,364.15	-3,771,364.15	0.00
Cost - Sewer Lines Tib	7,789,134.50	7,789,134.50	0.00
Total Sewer Lines - Tiburon	4,017,770.35	4,017,770.35	0.00
Vehicles			
A/D - Vehicles	-393,614.79	-393,614.79	0.00
Cost - Vehicles	631,408.36	631,408.36	0.00
Total Vehicles	237,793.57	237,793.57	0.00
Total Fixed Assets	18,809,155.30	18,809,155.30	0.00
TOTAL ASSETS	35,053,146.62	35,815,184.35	-762,037.73
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	0.00	491,222.89	-491,222.89
Total Accounts Payable	0.00	491,222.89	-491,222.89
Other Current Liabilities			
Compensated Absences Current	196,007.08	196,007.08	0.00
MPR Zion Loan Current Payable	610,000.00	610,000.00	0.00
MPR Zion Loan Interest Payable	37,603.00	37,603.00	0.00
Retainage Payable	83,555.42	83,555.42	0.00
Total Other Current Liabilities	927,165.50	927,165.50	0.00
Total Current Liabilities	927,165.50	1,418,388.39	-491,222.89
Long Term Liabilities			
MPR Zion Loan Payable	5,455,000.00	5,455,000.00	0.00
Pension-related Liabilities	-877,300.00	-877,300.00	0.00
2061 · OPEB Related Liability	151,288.00	151,288.00	0.00
2960 · Deferred Debt Refinancing Costs	93,985.20	93,985.20	0.00
Total Long Term Liabilities	4,822,973.20	4,822,973.20	0.00
Total Liabilities	5,750,138.70	6,241,361.59	-491,222.89
Equity			
3900 · Net Assets	29,405,630.61	29,693,259.92	-287,629.31
Net Income	-102,622.69	-119,437.16	16,814.47
Total Equity	29,303,007.92	29,573,822.76	-270,814.84
TOTAL LIABILITIES & EQUITY	35,053,146.62	35,815,184.35	-762,037.73

July 2024

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 30	Jul 1 DM Off-Site	2 DM Off-Site 8:00am Jill On -site -JR to assist	3 DM Off-Site T3's due to county of Marin (New Sewer Sewer Service Rates for fiscal year 2024/2025)	4 Independence Day	5	6
7	8	9	10 OPEB FY23-24 Data Submittal to CERBT for Valuation Report 7:30am Jill on-site	11 10:30 am -12:00 Finance Committee Meeting; 2001 Paradise Drive, 9:30am Capital Improvement Pay Roll Due	12	13
14	15	16 JK in to close books	17 Electronic Submittal of Sewer Service Fees due to county of Marin (August 2) JK in to close books	18 5:00pm Regular Scheduled Board of Directors Meeting; 2001 Paradise Drive, Tiburon CA 94920 JK in to close books	19	20
21	22	23	24	25	26	27
28	29 JK in to close books Pay Roll Due	30 JK in to due check run	31 JK into do check run TR CASA Conference	Aug 1	2	3

August 2024

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 28	29	30	31	Aug 1 TR CASA Conference	2 T2's due to county of Marin - any last minute changes and T4- request form full draft report request TR CASA Conference	3
4	5	6	7 JK in audit	8 10:30 am -12:00 Finance Committee Meeting; 2001 Paradise Drive, 9:30am Capital Improvement JK in audit	9 T5's due- Final Annual certification of sewer service fees to authorize county to place charges on property tax bill	10
11	12	13	14	15 5:00pm Regular Scheduled Board of Directors Meeting; 2001 Paradise Drive, Tiburon CA 94920	16	17
18	19	20	21	22	23	24
25	26 TR off-site	27 TR off-site	28 TR off site	29 TR off Site	30 TR off site	31

Sanitary District No. 5 of Marin County



District Management Report June 2024

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: July 18, 2024
To: Board of Directors
From: Tony Rubio, District Manager
Subject: Management Report for June 2024

Fiscal Status

Period Covered: July 1, 2023 –June 30, 2024
Percent of Fiscal Year: 100%
Percent of Budgeted Income to Date: 110.5%
Percent of Budgeted Expenditures to Date: 109.5% (operating only) Includes \$980K UAL

Personnel

Separations: None
New Hires: None
Promotions: 1 Permits/Admin Tech to Administrative Services Manager
Recruitment Activities: 1 Maintenance/Collection System Technician

Regulatory Compliance

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

Summary of Operational Highlights are on the following pages.

Significant Events for the Month of June 2024 Include:

Financial/Budgetary/Business Administration

- Bookkeeper Jill Kalehua from DMMS (Daily Money Management Services) continues to assist with monthly AR/AP (accounts receivable/accounts payable)
- Business Server file clean up under way correcting file permissions
- Connection Fee update work with HF&H completed. July Board Meeting presentation.

HR and Personnel

- SOP's being created for CalPERS Retirement and 457 Reporting and payments and other HR/Administrative Monthly Tasks
- Working to implement employee portal through website, as well as portal for Board of Directors
- Recruiting for Maintenance and Collection System Tech (Interviews scheduled for July 17)
- Performed fiscal year updates in Paychex- 3.7% COLA Increase and 7% PERS employee contributions for Classic Members

Continuing Education, Safety Training, Pollution Prevention Activities

- Work with DKF solutions on District safety program updates on-going.
- Performed initial Work Place Violence Prevention Policy Training and reviewed CBT (computer based training) (new requirement SB-553)
- SD5 attended monthly Public Education Meeting.
- Staff worked booth for Marin County Fair (4th of July week) Program new mascot won award at fair



Collection System Performance

Main Plant Tiburon/Belvedere/Paradise Cove

- No Spill report for month of May to RWQCB on CIWQS
- Rodder and Vactor work continues being performed by staff on emergency basis.

Treatment Plant Performance

Paradise Cove WWTP

- Submitted 1st Quarter SMR and DMR to the RWQCB on CIWQS

Tiburon Main WWTP:

- Submitted May 2024 Monthly SMR and DMR to the RWQCB on CIWQS.
- DW back in service
- WW tank out of service for valve maintenance and sludge Pumping stator replacements
- Painting project completed- plant railing painted, DW primary effluent lines painted in hallway and headworks pump piping painted.
- DW tank wall/stucco repairs nearly complete- walls to be painted next.

Capital Improvement Projects

- 2024 Sewer Rehab Proposal Submitted to District for consideration
- Cove Road MCC and Generator replacement project design at 90%
- Digester Cleaning and Rehab project Notice of award issued- responding to RFI's regarding staging and engineer reviewing glass lined ductile iron pipe submittal
- Roll up doors being installed at Main Plan
- New service truck estimated for late July delivery.

Glossary of Terms

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

Glossary of terms continued...

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

Glossary of terms continued...

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

Wastewater Acronyms

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



SANITARY DISTRICT NO. 5 OF MARIN COUNTY

Capacity Fees and Miscellaneous User Fees

July 18, 2024

Board of Directors Meeting



AGENDA

- Capacity Fees
 - Overview of current capacity fees
 - Challenges to adjusting capacity fees
 - Proposed capacity fee for ADUs
- Miscellaneous User Fees
 - Overview of current miscellaneous fees
 - Proposed miscellaneous fees
- Discussion with Board

OVERVIEW OF CURRENT CAPACITY FEES

- Capacity Fees
 - One-time development fees.
 - Reimburse the District for costs incurred to provide capacity for future growth to connect to the system.
 - Calculation: Value of the sewer system ÷ capacity of the system
 - Fees were last increased in 2014 and vary by zone.

Capacity Fee	Current Rates (per Fixture Unit)	Current Rates (per EDU)
Paradise Cove	\$434	\$13,032
Tiburon	\$922	\$27,668
Belvedere	\$1,278	\$38,346

Note: 1 equivalent dwelling unit (EDU) = 30 fixture units.

CALCULATING CAPACITY FEES

- System Value = Equity Buy-In + Growth
 - Equity Buy-In – Existing facilities serving existing customers
 - Growth – Future facilities built to provide capacity for new customers

Equity Buy-In Component	
System Value	\$52,970,935
Existing EDUs	3,779
Equity-Buy in (per EDU)	\$14,016
<i>per fixture unit</i>	\$467

Growth Component	
Growth CIP	\$26,723,056
Growth EDUs	1,994
Growth (per EDU)	\$13,403
<i>per fixture unit</i>	\$447

- Total Capacity Fee per EDU = \$27,419
- Total Capacity Fee per Fixture Unit = \$914

ADJUSTING CAPACITY FEES

- Challenges
 - Consolidating fees to uniform amount to be consistent with sewer rates.
 - Valuing the system.
 - Changes to existing fees.

Capacity Fee (per fixture unit)	Current Rates	Calculated Rates	\$ Change
Paradise Cove	\$434	\$914	\$480
Tiburon	\$922	\$914	(\$8)
Belvedere	\$1,278	\$914	(\$364)

Capacity Fee (per EDU)	Current Rates	Calculated Rates	\$ Change
Paradise Cove	\$13,032	\$27,419	\$14,387
Tiburon	\$27,668	\$27,419	(\$249)
Belvedere	\$38,346	\$27,419	(\$10,927)

CAPACITY FEES FOR ADUs



- Capacity Fee for ADUs
 - Total Capacity Fee per EDU = \$27,419
 - Average Area of Single-Family Residence: 2,496 square feet

Proposed Fee = \$10.98 per square foot

OVERVIEW OF MISCELLANEOUS USER FEES

- Miscellaneous User Fees
 - Recover District's expenses for service to customers not included in sewer rates.
 - Fees are set based on staff time and materials required.

PROPOSED MISCELLANEOUS USER FEES

- Miscellaneous Fees = Staff Time + Equipment Costs
 - Staff Time = fully burdened rate of each staff member x hours worked to provide service associated with the fee.
 - Equipment costs = direct costs of materials or supplies associated with providing the service associated with the fee.

PROPOSED MISCELLANEOUS USER FEES

- Fully Burdened Rates Used to Calculate Labor Costs

Position Title	Annual Salaries & Benefits	Overhead Rate	Hours	Fully Burdened Hourly Rate
a	b	c	d	$e = b*(1+c)/d$
Administrative Services Manager	\$193,085	5.21%	2,080	\$98
Inspector	\$191,475	5.21%	2,080	\$97
District Manager	\$370,049	5.21%	2,080	\$187

PROPOSED MISCELLANEOUS USER FEES

Miscellaneous User Fees	District	Administrative	Inspector	Total	Equipment	Total	Current
	Manager	Services					
	Hours	Manager	Hours	Cost	Cost	Fee	Fee
	\$187 /hour	Hours	\$98 /hour				
			\$97 /hour				
Permit Administrative Fee	\$0.00	\$49.00	\$0.00	\$49.00	\$0.00	\$49.00	\$50.00
Sewer Inspection Fee - Each Occurrence							
Single Family Residence	\$46.75	\$0.00	\$97.00	\$143.75	\$10.00	\$153.75	\$50.00
All Others (per 100 lineal feet) ¹	\$46.75	\$0.00	\$97.00	\$143.75	\$10.00	\$153.75	\$50.00
Public Sewer Construction Permit (per 100 lineal feet)	\$46.75	\$186.00	\$0.00	\$232.75	\$0.00	\$232.75	\$50.00
Additional Trip Fee (if applicant not ready for inspection)	\$0.00	\$0.00	\$48.50	\$48.50	\$0.00	\$48.50	\$50.00

Proposed new fee for plan review for new development

- Fee: subject to consultant review fees

PROPOSED MISCELLANEOUS USER FEES

- Comparison to Existing Fees.

Miscellaneous User Fees	Current Fee	Proposed Fee	\$ Change
Permit Administrative Fee	\$50.00	\$49.00	(\$1.00)
Sewer Inspection Fee - Each Occurrence			
Single Family Residence ¹	\$50.00	\$153.75	\$103.75
All Others (per 100 lineal feet) ²	\$50.00	\$153.75	\$103.75
Public Sewer Construction Permit (per 100 lineal feet)	\$50.00	\$232.75	\$182.75
Additional Trip Fee (if applicant not ready for inspection)	\$50.00	\$48.50	(\$1.50)

Callouts noted in draft report.

NEXT STEPS

- Obtain Board Feedback.
- Proceed based on Board direction.



DISCUSSION WITH BOARD

**SANITARY DISTRICT
of MARIN COUNTY**



SANITATION DISTRICT No. 5

Sewer Capacity and Miscellaneous User Fees Study

Draft Report – July 12, 2024



This page intentionally left blank for double-sided printing purposes.

DRAFT

590 Ygnacio Valley Road, Suite 105
Walnut Creek, California 94596
Telephone: 925/977-6950

Northern California
www.hfh-consultants.com

July 12, 2024

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

Subject: Sewer Capacity and Miscellaneous User Fees Study – Draft Report

Dear Tony Rubio:

HF&H is pleased to submit this report from our study of the Sanitation District No. 5's (District's) sewer capacity and miscellaneous user fees. The report summarizes the analysis that was conducted to develop the recommended fees.

Thank you for the opportunity to assist the District with this study. We express our appreciation to staff for their support of our analysis.

Sincerely,

HF&H CONSULTANTS, LLC

Rick Simonson
Senior Vice President

This page intentionally left blank

DRAFT

TABLE OF CONTENTS

I. EXECUTIVE SUMMARY	3
Background.....	3
Findings and Recommendations	3
Current Capacity Fees.....	3
Proposed Capacity Fees	4
Current Miscellaneous User Fees.....	4
Additional Inspections Proposed Miscellaneous User Fees	4
Implementation.....	5
II. INTRODUCTION	6
Capacity Fees.....	6
Miscellaneous Fees	6
Study Process.....	6
Report Organization.....	6
III. CAPACITY FEES	7
Existing Capacity Fees.....	7
Methodology	7
Facilities that Benefit Growth.....	7
Value of Facilities	8
Capacity in Facilities	8
Calculation of Proposed Fees	9
Facilities included in Calculation.....	9
Value of Facilities	9
Capacity of Facilities	10
Capacity Fees.....	11
Implementation.....	12
Capacity Fee Comparison	13
IV. MISCELLANEOUS USER FEES.....	14
Existing Miscellaneous User Fees.....	14
Methodology	14
Fee Comparison.....	15

APPENDIX

- Appendix A. Fixed Asset Listing
- Appendix B. Capital Improvement Projects
- Appendix C. Schedule of Capacity Fee Charges

TABLE OF FIGURES

Figure 1-1. Current Sewer Capacity Fees.....	4
Figure 1-2. Proposed Sewer Capacity Fees	4
Figure 1-3. Proposed Sewer Capacity Fees for ADUs	4
Figure 1-4. Proposed Miscellaneous User Fees for Sewer Services	5

Figure 3-1. Current Capacity Fees..... 7
Figure 3-2. Facility Costs Recovered by Capacity Fees 9
Figure 3-3. Existing Sewer Treatment System Value.....10
Figure 3-4. Existing Sewer Collection System Value.....10
Figure 3-5. Existing Sewer System Value.....10
Figure 3-6. Added System Value from CIP11
Figure 3-7. Estimated Future Connections based on Remaining Capacity11
Figure 3-8. Connection Fee Calculation12
Figure 3-9. Proposed Sewer Capacity Fees12
Figure 3-10. Proposed Sewer Capacity Fees for ADUs.....12
Figure 3-11. Residential Capacity Fee Comparison13
Figure 4-1. Fully Burdened Hourly Rates15
Figure 4-2. Calculation of Proposed Miscellaneous User Fees15
Figure 4-3. Summary of Miscellaneous User Fees.....16

GLOSSARY

ADU – Accessory Dwelling Unit

CIP - Capital Improvement Program.

District – Sanitation District No. 5

DU – Dwelling Unit, in reference to the number of physical residences served by a sewer connection.

EDU – Equivalent Dwelling Unit in reference to the current sewer service charges.

FY - Fiscal Year.

GPD - Gallons Per Day.

PAYGo - Pay-As-You-Go, in reference to funding capital improvements from cash rather than from borrowed sources such as bonds or loans.

RCN – Replacement Cost New

RCNLD – Replacement Cost New Less Depreciation

SF – Square Feet

ACKNOWLEDGEMENTS

Board of Directors

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

City Staff

Tony Rubio, General Manger

Burke, Williams, Sorenson, LLP

Ben Stock, General Counsel
Mariam Sleiman, Associate

HF&H Consultants, LLC

Rick Simonson, Senior Vice President
Gabe Sasser, PE, Project Manager
Alex Santos, Senior Associate

DRAFT

LIMITATIONS

This document was prepared solely for the Sanitation District No. 5 in accordance with the contract between the District and HF&H and is not intended for use by any other party for any other purpose.

In preparing this study, we relied on information from the District, which we consider accurate and reliable. Our analysis is based on the best available information at the time of the study.

Rounding differences caused by stored values in electronic models may exist.

This document represents our understanding of relevant laws, regulations, and court decisions but should not be relied upon as legal advice. Questions concerning the interpretation of legal authorities referenced in this document should be referred to a qualified attorney.

DRAFT

**SANITARY DISTRICT
of MARIN COUNTY**



**SEWER CAPACITY AND MISCELLANEOUS USER FEES
STUDY**

DRAFT

DRAFT

I. EXECUTIVE SUMMARY

BACKGROUND

Sanitary District No. 5 of Marin County (District) provides collection and treatment of wastewater to residential & commercial customers located in the Town of Tiburon, the City of Belvedere, and to unincorporated Paradise Cove. The District receives supplemental revenues from capacity fees and miscellaneous user fees. The District requested HF&H Consultants (HF&H) to review its current schedule of sewer capacity fees and miscellaneous user fees. This report summarizes the analysis conducted to update existing fees.

New development connecting to the District's sewer system is charged one-time capacity fees at the time of connection. The capacity fee is based on the reasonable cost per connection, or, a fair estimate of the costs incurred by the District to allow for an additional connection to the sewer system. The reasonable cost is derived based on the value of a connection specific to the collection system and treatment facilities serving parcels.

Existing residents and commercial customers pay for the District's service according to the District's schedule of sewer rates. Existing and prospective customers who require additional office and field services are charged user fees based on the District's adopted schedule found in Chapter 3.05 of the District's Code.

In 2014, Sanitation District No. 5 (District) last updated its connection fees to prioritize capacity and rehabilitation improvement projects to be performed as part of its capital improvement program (CIP). Additionally, the District last updated sewer fees in 2014 to better account for increased costs for installing, altering, or repairing sewer facilities.

The following discussion summarizes HF&H's findings and recommendations.

FINDINGS AND RECOMMENDATIONS

Current Capacity Fees

The District charges a connection fee to all new sewer connections. Using the California's Plumbing Code, new connections are charged on a per fixture unit basis. Fixture units are a standardized way to measure the load on a sewer system to ensure proper design and capacity. Loads vary by plumbing appliance (e.g. sinks, toilets, showers). A typical residential sewer connection is assumed to provide capacity for 30 fixture units. Thus, the fee associated with one Equivalent Dwelling Unit (EDU) is calculated for 30 fixture units. However, all capacity fees are calculated according to the actual number of fixture units at each property, as defined by Section 3.05.660 of the District's Code.

Figure 1-1 summarizes the existing connection fees by zone. While the District no longer distinguishes sewer service charges by zone, the existing connection fees reflect the value of capacity for a sewer connection in each zone, established during the previous study. The fees were last increased in 2014 and have not been changed to keep pace with inflationary increases.

Figure 1-1. Current Sewer Capacity Fees

Capacity Fee	Current Rates	
	per Fixture Unit	per EDU
Paradise Cove	\$434	\$13,032
Tiburon	\$922	\$27,668
Belvedere	\$1,278	\$38,346

Proposed Capacity Fees

It is recommended that the District adopt the terminology of capacity fees in place of “connection fees.” The terms are synonymous. However, the term “capacity fee” more accurately reflects what the fee is attributable to. Increases to the District’s capacity fees are recommended to reflect the current value of capacity provided by the sewer systems to new connections and projected costs to increase capacity to accommodate growth. The recommended sewer Capacity Fees are shown in **Figure 1-2**. The proposed fees reflect the shared value of capacity provided to all customers. **Figure 1-3** reflects the proposed fee for Accessory Dwelling Units (ADUs). This rate was determined by dividing the proposed rate per EDU by the average area of an existing single-family dwelling unit in Tiburon and Belvedere, 2,496 livable square feet. Appendix C provides a schedule of capacity charges with the proposed rates per fixture unit.

Figure 1-2. Proposed Sewer Capacity Fees

Capacity Fee	Proposed Rates	
	per fixture unit	per EDU
Paradise Cove	\$914	\$27,419
Tiburon	\$914	\$27,419
Belvedere	\$914	\$27,419

Figure 1-3. Proposed Sewer Capacity Fees for ADUs

Capacity Fee	Proposed Rate
ADU (per sq ft)	\$10.98

Current Miscellaneous User Fees

Current miscellaneous user fees for sewer service are provided on the District website under permits & inspections. Existing miscellaneous user fees analyzed in this study include all the following entries:

- Permit Administrative Fee
- Sewer Inspection Fee
- Public Sewer Construction Permit
- Additional Trip Fee
- Additional Inspection Fee

Additional Inspections Proposed Miscellaneous User Fees

Existing miscellaneous user fees require updating to reflect the District’s current cost of providing existing and prospective customers with these additional office and field services. **Figure 1-4** includes the recommended miscellaneous user fees for supplemental sewer services provided by the District.

Figure 1-4. Proposed Miscellaneous User Fees for Sewer Services

Miscellaneous User Fees	Current Fee	Proposed Fee	\$ Change
Permit Administrative Fee	\$50.00	\$49.00	(\$1.00)
Sewer Inspection Fee - Each Occurrence			
Single Family Residence ¹	\$50.00	\$153.75	\$103.75
All Others (per 100 lineal feet) ²	\$50.00	\$153.75	\$103.75
Public Sewer Construction Permit (per 100 lineal feet)	\$50.00	\$232.75	\$182.75
Additional Trip Fee (if applicant not ready for inspection)	\$50.00	\$48.50	(\$1.50)

¹Residential inspections for single-family dwellings have a current fee of \$50 per residential building sewer installation. The proposed fee would be \$153.75 per residential building inspection.

²Applies to Commercial, Industrial, Church, School, Multiple Dwelling, Public, and Other Users, per 3.05.690 (2). Commercial inspection fees are charged based on a rate of \$50 per 100 lineal feet of sewer line installed, with a minimum inspection fee of \$100. Inspections spanning greater than 100 lineal feet are charged at a current rate of \$50.00 per 100 lineal feet. The proposed fee would be \$153.75 per 100 lineal feet of sewer line installed for Commercial customers and would be pro-rated.

Implementation

To keep up with inflationary cost increases, once the District has adopted updated capacity fees based on the findings of this study, we recommend the District adjust the capacity fees on an annual basis, starting on July 1, 2025, and in each year thereafter, in accordance with any changes in regional construction costs. Specifically, the amount of the adjustment shall be based on the June over June construction cost changes according to the “Construction Cost Index” for the San Francisco Bay Area, as reported monthly in the Engineering News Record. The District should plan on conducting detailed capacity fee studies approximately every five years in keeping with industry practice, which will reflect other changed conditions, such as capital improvement program assumptions and retired debt service.

Similarly, we recommend the adopted miscellaneous user fees be increased to ensure fees keep pace with the costs the District incurs. Commencing on July 1, 2025, and on July 1 of each fiscal year thereafter, the proposed miscellaneous user fees should be administratively revised and increased annually by a factor equal to the net change in average District salaries and benefits costs for that fiscal year. Such net change is measured by dividing the average budgeted District salary and benefit costs for the fiscal year in which the change is to become effective by the average District salary and benefit costs for the prior fiscal year. The average budgeted District salary and benefit costs for any fiscal year shall be determined by dividing the total budgeted salary and benefit costs by the expected total number of full-time equivalent employees for that fiscal year..

II. INTRODUCTION

CAPACITY FEES

Capacity fees, also called connection fees, are a type of development impact fee that public agencies may impose as a condition of development under the authority of California Government Code Section 66000 et seq., the Mitigation Fee Act. The purpose of these fees is to ensure that development pays its fair share of the costs associated with providing system capacity. Capacity fees are a one-time charge paid prior to a physical connection being made. The Act requires that capacity fees be based on the value of facilities in existence at the time a charge is imposed and new public facilities to be acquired or constructed in the future that are of proportional benefit to new development.

The purpose of this report is to document that the conditions have been met to establish that the District's capacity fees are reasonably related to the District's costs of providing capacity in its sewer systems for new development.

MISCELLANEOUS FEES

Existing and prospective customers who require additional and unique office and field services, beyond the services covered by sewer service charges, are charged miscellaneous user fees according to the District's Sanitary Code. Such fees account for the costs of materials, supplies, and labor hours of District personnel required to perform the work associated with the fee. The purpose of this report is to document the calculation and justification for each miscellaneous user fee administered by the District.

While miscellaneous user fees are not subject to the requirements of Proposition 218 or the Mitigation Fee Act, they are subject to Proposition 26, which mandates that the fees cannot exceed the District's costs of providing the service or product. Therefore, this report seeks to establish that the District's miscellaneous user fees for sewer service are reasonable and do not exceed the cost of service.

STUDY PROCESS

In 2023 the District requested HF&H to perform a capacity fees and miscellaneous fees study to establish new fees for 2024. The study has two goals. First, the study seeks to ensure the District's capacity fees are recovering development's fair share of the costs of existing facilities and future facilities. Second, the study seeks to update and modify the District's miscellaneous user fees. The updated fees will ensure all miscellaneous fees and permits for such utility services not funded through sewer service charges and will adequately recover the costs the District incurs to provide these additional services.

REPORT ORGANIZATION

The report is divided into the following sections: Capacity Fees and Miscellaneous User Fees.

A Glossary of technical terms and acronyms is provided following the Table of Contents.

III. CAPACITY FEES

EXISTING CAPACITY FEES

New customers connecting to the District’s sewer system are charged a one-time fee at the time of connection to reimburse current rate payers for costs they incurred to provide capacity in the sewer system for future growth. New customers may be subjected to additional costs to connect that are not covered by the District’s capacity fees, such as sewer construction costs.

The District’s current capacity fees were last updated in 2014. **Figure 3-1** summarizes the current sewer capacity fees by zone. Paradise Cove connections are charged \$434 per fixture unit while Tiburon and Belvedere connections are charged \$922 and \$1,278 per fixture unit, respectively. While the District plans to no longer distinguish sewer service charges by zone, the existing connection fees reflect the value of capacity for a sewer connection in each zone, established during the previous study. A typical residential sewer connection is assumed to provide capacity for 30 fixture units. Thus, the fee associated with one Equivalent Dwelling Unit (EDU) is calculated for 30 fixture units. However, all capacity fees are calculated according to the number of fixture units at each property, as defined by Section 3.05.660 of the District’s Code.

Figure 3-1. Current Capacity Fees

Capacity Fee	Current Rates	
	per Fixture Unit	per EDU
Paradise Cove	\$434	\$13,032
Tiburon	\$922	\$27,668
Belvedere	\$1,278	\$38,346

Note: One EDU is equal to 30 fixture units.

METHODOLOGY

Three steps are required to determine the reasonable costs that can be recovered with capacity fees: (1) facilities that benefit growth must be identified, (2) the cost of those facilities must be derived, and (3) the capacity provided by those facilities must be determined. The approach used in this report to address each of these steps is described below.

Facilities that Benefit Growth

Capacity fees are used to recover growth’s fair share of the costs of existing facilities that were funded by rate payers and that provide capacity for growth. Capacity fees can also be used to recover growth’s fair share of the costs of future capital improvements that are identified in a facilities master plan or similar capital improvement plan. The combination of the existing and future facilities comprises the facilities that will be needed to serve existing and future customers within the foreseeable planning horizon.

The inventory of the existing sewer system was compiled by the District as of June 30, 2023. The inventory categorizes facilities by description (i.e., pump stations, sewer manholes, sewer lines, land, and buildings). Whereas the value of facilities funded on a pay-as-you-go (PAYGo) basis can include the full cost once the facilities are placed in service, debt-funded facilities should be handled differently to ensure that rate

payers are reimbursed for their costs (i.e., their cumulative debt service payments) and that new connections do not pay for both the construction cost and then the subsequent cost of debt service through their rates.

The future capital improvements were developed by the District and constitute PAYGo capital projects that are budgeted for the next ten years. Future facilities will provide capacity for growth as well as benefit existing ratepayers by improving reliability and upgrading facilities. Therefore, the value of future facilities will be shared proportionally among both the existing customer base and future development.

The combination of the existing and future facilities represents all infrastructure that will be required to meet demands within the near term. Additional facilities introduced will be included in future updates. There will also be other facilities that are currently projected for future construction that are modified or replaced by other facilities. Again, changes like this can be reflected in future updates to the facility inventory and capacity fees.

Value of Facilities

The determination of reasonable costs begins by determining the value of the facilities. The maximum value, replacement cost new (RCN), is the amount that it would cost the District to construct its facilities today. This value represents the original cost escalated from the construction date based on construction cost inflation. By escalating the value, rate payers are compensated for having constructed capacity for growth, if and when development chooses to connect.

After the RCN value is determined, deductions may be appropriate. The most common deduction is for depreciation, which leads to a replacement cost new less depreciation (RCNLD) value. Depreciation serves as a proxy for the maintenance and appreciation in value that the rate payers are entitled to recover since the facility was constructed; however, it is typically the case that substantial maintenance was deferred. To account for this and to accurately reflect the reasonable cost, it is reasonable to exclude some or all depreciation. The amount of depreciation that should be deducted is subject to judgment. This analysis calculates the RCNLD value by fully depreciating the existing infrastructure value. As such, this analysis provides a conservative valuation of existing facilities.

Capital facilities are typically funded either directly from rate revenue on a PAYGo basis or from borrowed funds, such as bonds or loans. When borrowed funds are used, it is reasonable for rate payers to be reimbursed for the debt service they have retired but not for the outstanding debt. Hence, in the case of debt-funded infrastructure, it is appropriate to reduce the value of the existing facilities, represented by RCNLD, by the outstanding debt associated with those facilities.

The value of projected capital improvements is added to the RCNLD calculated value for the existing facilities to include projects that are in the planning stages. A list of capital improvements can be found in Appendix B.

Capacity in Facilities

The capacity of the facilities should correspond to the facilities that are included in determining the value of capacity. The capacity fee represents the unit cost of capacity, made up of two components, the value of existing capacity and the value of future capacity. The value of the existing capacity unit cost is determined by dividing the value of the facilities by the current number of connections served. In this

way, the capacity fee is the average cost paid by today’s connections. In order to join the system, new connections need to pay the average cost so that they are at the same level of capital participation as existing connections and thereby have fully reimbursed existing connections so that all connections have borne an equivalent cost. The capacity fee should not be viewed as the cost of a share of the facilities. Paying a capacity fee does not convey an ownership share in the facilities. Paying a capacity fee only provides reimbursement to those who bore the cost of providing capacity for future connections.

The value of the future capacity is determined by dividing the value of the future facilities that will provide further capacity by the combined sum of the existing capacity and the future capacity. All customers, both existing and future, will benefit from the extensions made to the system to support greater capacity. Existing customers will fund construction of future facilities through sewer rates designed to meet capital project needs. In turn, sewer rates will be offset by capacity fee revenues collected from development to reduce the amount of ratepayer-funding needed.

CALCULATION OF PROPOSED FEES

Facilities included in Calculation

Capacity fees are used to recover growth’s fair share of the costs of existing facilities that were funded by ratepayers and that provide capacity for growth. Growth can occur anywhere within the service area. Hence, the facilities required to serve the District’s current customers are the same facilities that provide service for growth.

The capacity fee also includes projected capital improvements that benefit growth, using a capital improvement plan from the most recent rate study, spanning FY 2024-25 through FY 2032-33.

Figure 3-2 summarizes the current and planned facilities that are included in the capacity fee calculation.

Figure 3-2. Facility Costs Recovered by Capacity Fees

Type of Facility
Pump Station Structures
Sewer Lines
Manholes
Plant Structures
Treatment/Collection
Mechanical - Plant
Odor Control
Mechanical Equipment

Value of Facilities

Figure 3-3 summarizes the various assets that comprise the District’s treatment system value, totaling \$19,435,926. The District’s existing sewer system was valued by using the District’s fixed asset listing and escalating the original construction costs to current year costs using the Engineering News Record Construction Cost Index as of December 2023. Depreciation for each asset group category is based on the age and useful life of the type of facility, for purposes of calculating RCNLD. For this study, HF&H assigned

service lives for each asset based on industry standards¹. **Figure 3-4** provides a summary of the value of the collection facilities, with an estimated cost of \$22,809,943. **Figure 3-5** shows the total system value that includes collection assets, treatment assets, and reserves.

Figure 3-3. Existing Sewer Treatment System Value

Assets	System Value
Treatment	
Main Plant - Existing	\$21,684,309
Paradise Plant - Existing	3,565,430
	<hr/>
	\$25,249,738
Vehicles & Office	
Vehicles & Office Equipment	\$267,760
Debt Service	
Treatment Debt Service	(\$6,081,572)
Total Treatment	\$19,435,926

Figure 3-4. Existing Sewer Collection System Value

Assets	System Value
Sewer Lines - Existing	\$18,879,353
Pump Stations - Existing	\$3,930,590
Total Collection	\$22,809,943

Figure 3-5. Existing Sewer System Value

Assets	System Value
	RCNLD
Treatment	\$19,435,926
Collection	22,809,943
Reserves	10,725,066
Total	\$52,970,935

Capacity of Facilities

The capacity in the District’s wastewater system is governed by its treatment plant capacity. Each treatment plant is subject to the permitted capacities associated with the San Francisco Bay Regional Water Quality Control Board permit. The existing connections were factored into the system capacity. The District’s sewer service charges are placed on the tax roll through Marin County. The District is able to confirm a total of 3,779 EDUs currently being served by the District.

Using the budgeted plan of CIP projects, the analysis included the value of the facilities as shown in **Figure 3-6**.

¹ *List of useful Lives and Allocation Parameters*. State Water Resources Control Board, Revenue Program Guidelines, 1998.

Figure 3-6. Added System Value from CIP

Assets	Cost
Treatment	\$11,396,220
Collection	\$15,326,836
CIP Total	\$26,723,056

Facilities added as a result of the capital improvements are calculated to add \$26,723,056 in additional assets. Remaining plant capacity was derived from subtracting current treatment plant flows and wet weather flows from permitted capacity. Assuming average water use of 200 gallons per day (GPD) per EDU. This yielded an additional 1,994 EDUs of available capacity remaining in the system, as shown in **Figure 3-7**. The summation of the capacity from existing facilities and capacity added from future facilities is determined in **Figure 3-8**.

Figure 3-7. Estimated Future Connections based on Remaining Capacity

Available Capacity	Paradise Cove	Tiburon/ Belvedere
a Plant Capacity (GPD)	40,000	980,000
b Plant Flow (GPD)	(15,072)	(536,576)
c Wet Weather (GPD)	(290)	(69,287)
d=a+b+c Remaining Capacity (GPD)	24,638	374,137
e Average GPD/EDU	200	200
f=d/e Future Connections (EDUs)	123	1,871

Capacity Fees

The value of the facilities in **Figure 3-5** serves as the basis for the capacity fee. The unit capacity fee is determined by dividing the values in **Figure 3-5** by the total EDUs currently served, as shown below in **Figure 3-8**. The resulting equity buy-in component fee of \$14,016 per EDU comprises the unit value of capacity of the existing facilities. Dividing the capacity and improvements value from **Figure 3-6** by the number of future EDU connections in **Figure 3-7** results in the growth component of the capacity fee. The sum of the growth component, \$13,403, plus the equity buy-in component, yields a total capacity fee of \$27,419 per EDU. Appendix C provides a schedule of capacity charges with the proposed rates per fixture unit.

Figure 3-8. Connection Fee Calculation

Capacity Fee	
System Value	\$52,970,935
Existing EDUs	3,779
Equity-Buy in (per EDU)	\$14,016
Growth CIP	\$26,723,056
Growth EDUs	1,994
Growth (per EDU)	\$13,403
Connection Fee (per EDU)	\$27,419

Figure 3-9. Proposed Sewer Capacity Fees

Capacity Fee (per EDU)	Current Rates	Calculated Rates	\$ Change
Paradise Cove	\$13,032	\$27,419	\$14,387
Tiburon	\$27,668	\$27,419	(\$249)
Belvedere	\$38,346	\$27,419	(\$10,927)

Capacity Fee (per fixture unit)	Current Rates	Calculated Rates	\$ Change
Paradise Cove	\$434	\$914	\$480
Tiburon	\$922	\$914	(\$8)
Belvedere	\$1,278	\$914	(\$364)

The proposed fees reflect the value across the District’s system, unifying the capacity fee methodology across all service areas. Consequently, the changes from the current fees to the proposed capacity fees vary. Previous fees assessed to connections in Paradise Cove will increase while fees assessed to connection in Tiburon or Belvedere will decrease relative to the fees previously assessed.

The fees for ADUs were calculated based on the average area of an existing single-family dwelling unit in Tiburon and Belvedere, 2,496 livable square feet, based on the County Assessor’s data. ADUs will be charged capacity fees in accordance with Government Code, Section 65852.2(f)(5).

Figure 3-10. Proposed Sewer Capacity Fees for ADUs

Capacity Fee	Proposed Rate
ADU (per sq ft)	\$10.98

Implementation

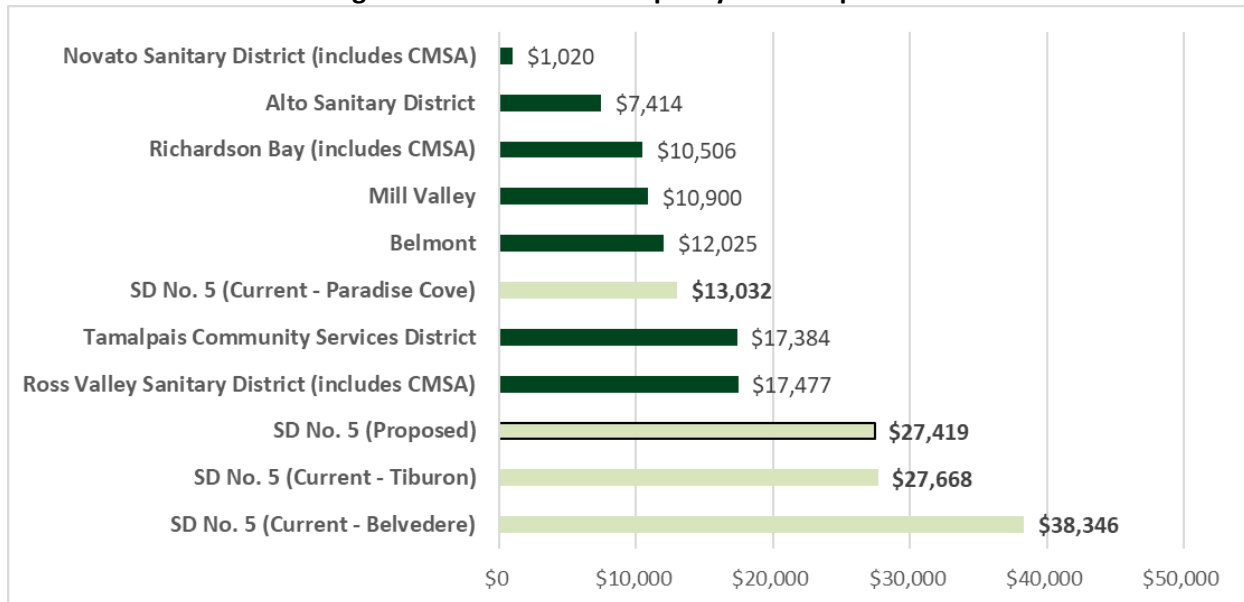
Once the District has adopted updated capacity fees based on the findings of this study, we recommend that the sewer capacity charges shall automatically increase starting on July 1, 2025, and in each year thereafter, in accordance with any changes in regional construction costs. Specifically, the amount of the adjustment shall be based on June over June construction cost changes according to the “Construction Cost Index” for the San Francisco Bay Area, as reported monthly in the Engineering News Record. The District should plan on conducting detailed capacity fee studies approximately every five years in keeping

with industry practice, which will reflect other changed conditions, such as capital improvement program assumptions and retired debt service.

CAPACITY FEE COMPARISON

Figure 3-11 compares the District’s existing and proposed capacity fees with other neighboring agencies. We have compared the District’s proposed single-family residential capacity fee per EDU.

Figure 3-11. Residential Capacity Fee Comparison



The District’s current capacity fees charged for Tiburon and Belvedere connection are higher than all other neighboring agencies that were surveyed. With the proposed fee, the capacity fee charged to District customers exceeds all other capacity fees assessed by other agencies surveyed. There are multiple factors that can lead to differences in capacity fees such as the size of the agency, when the capacity fee was updated last, and whether the capacity fee includes existing facilities, future facilities, or both. Agencies also have the discretion to set their capacity fees lower than the calculated amount as a means of balancing the recovery of growth-related costs between capacity fees and rates or to encourage development. These differences should be considered as the District compares the proposed capacity fees with neighboring agencies.

IV. MISCELLANEOUS USER FEES

EXISTING MISCELLANEOUS USER FEES

Current miscellaneous user fees for sewer service are provided in the District's Sanitary Code, Title 3. Sewer Use, effective July 1, 2022. Current miscellaneous user fees analyzed in this study include all the following entries, including the purpose for collection of the fee:

Permit Administrative Fee – A fee is required for the District staff's time to issue the permit, record information into the District's electronic database, review plans and specifications, and perform administrative duties required to issue the permit.

Sewer Inspection Fee – An inspection fee is required for the District's efforts to ensure proper installation/construction that meet District requirements for sewer installations.

Public Sewer Construction Permit – A fee shall be paid for inspecting the installation of public sewer mains consisting of extensions of the existing public sewer facilities of the District. The District's Sanitary Code states, "no person shall construct, extend or connect to any Public Sewer without first obtaining a written Permit from the District and paying all fees and connection charges."

Additional Trip Fee – A fee shall be paid when an applicant has called for an inspection and is not prepared. This accounts for the time spent by the inspector to travel to and from the inspection site.

Additional Inspections – All sewer construction work, lateral sewers, plumbing, and drainage systems shall be inspected by the District to ensure compliance with any and all regulatory requirements.

METHODOLOGY

The miscellaneous user fees calculated are the summation of the personnel costs and material costs. The personnel costs are the product of the fully burdened (e.g., salaries, benefits, and overhead) hourly rates for the District staff positions required to perform the service associated with each fee.

Figure 4-1, summarizes the calculation of fully-burdened hourly rates by position type. The hourly rates for these fees and charges include the direct salaries and benefits of employees plus overhead costs. Overhead costs include personnel costs that support District operations such as administration, management, and customer service. Overhead costs also include non-personnel overhead associated with functions that support the District's operations and overhead staff. The overhead rate was provided by the District.

Figure 4-1. Fully Burdened Hourly Rates

Position Title	Annual Salaries & Benefits	Overhead Rate	Hours	Fully Burdened Hourly Rate
a	b	c	d	$e = b*(1+c)/d$
Administrative Services Manager	\$193,085	5.21%	2,080	\$98
Inspector	\$191,475	5.21%	2,080	\$97
District Manager	\$370,049	5.21%	2,080	\$187

To calculate the proposed fees for each service, the District provided the estimates of time spent by each staff position to provide the requested service, as well as the material costs for each fee. **Figure 4-2** summarizes the proposed fee, by service, based on these calculations.

Figure 4-2. Calculation of Proposed Miscellaneous User Fees

Miscellaneous User Fees	Administrative Services			Total Personnel Cost	Equipment Cost	Total Proposed Fee	Current Fee
	District Manager Hours \$187 /hour	Manager Hours \$98 /hour	Inspector Hours \$97 /hour				
Permit Administrative Fee	\$0.00	\$49.00	\$0.00	\$49.00	\$0.00	\$49.00	\$50.00
Sewer Inspection Fee - Each Occurrence							
Single Family Residence	\$46.75	\$0.00	\$97.00	\$143.75	\$10.00	\$153.75	\$50.00
All Others (per 100 lineal feet) ¹	\$46.75	\$0.00	\$97.00	\$143.75	\$10.00	\$153.75	\$50.00
Public Sewer Construction Permit (per 100 lineal feet)	\$46.75	\$186.00	\$0.00	\$232.75	\$0.00	\$232.75	\$50.00
Additional Trip Fee (if applicant not ready for inspection)	\$0.00	\$0.00	\$48.50	\$48.50	\$0.00	\$48.50	\$50.00

¹Note: Current fee has a \$100 minimum. No minimum is included in the proposed fee.

FEE COMPARISON

Figure 4-3, on the following page, summarizes the existing fee versus the proposed fee for each service.

Figure 4-3. Summary of Miscellaneous User Fees

Miscellaneous User Fees	Current Fee	Proposed Fee	\$ Change
Permit Administrative Fee	\$50.00	\$49.00	(\$1.00)
Sewer Inspection Fee - Each Occurrence			
Single Family Residence ¹	\$50.00	\$153.75	\$103.75
All Others (per 100 lineal feet) ²	\$50.00	\$153.75	\$103.75
Public Sewer Construction Permit (per 100 lineal feet)	\$50.00	\$232.75	\$182.75
Additional Trip Fee (if applicant not ready for inspection)	\$50.00	\$48.50	(\$1.50)

¹Residential inspections for single-family dwellings have a current fee of \$50 per residential building sewer installation. The proposed fee would be \$153.75 per residential building inspection.

²Applies to Commercial, Industrial, Church, School, Multiple Dwelling, Public, and Other Users, per 3.05.690 (2). Commercial inspection fees are charged based on a rate of \$50 per 100 lineal feet of sewer line installed, with a minimum inspection fee of \$100. Inspections spanning greater than 100 lineal feet are charged at a current rate of \$50.00 per 100 lineal feet. The proposed fee would be \$153.75 per 100 lineal feet of sewer line installed for Commercial customers and would be pro-rated.

ORDINANCE NO. ~~2014-02-(A)~~2024-XX

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

AN AMENDED ORDINANCE REGULATING THE USE OF PUBLIC AND PRIVATE SEWERS AND DRAINS, THE INSTALLATION AND CONNECTION OF BUILDING SEWERS, THE INSTALLATION OF SEWER LATERALS AND PUBLIC SEWER MAIN EXTENSIONS, PROVIDING PERMITS AND FIXING FEES FOR THE INSTALLATION AND CONNECTION OF SANITARY SEWERS, REGULATING THE DISCHARGE OF WATERS AND WASTES INTO THE PUBLIC SEWER SYSTEM, AND PROVIDING PENALTIES FOR THE VIOLATION OF THE PROVISIONS THEREOF.

The Sanitary Board of Sanitary District No. 5 of Marin County, California, does ordain as follows:

ARTICLE I. DEFINITIONS

Sec. 100. District shall mean Sanitary District No. 5 of Marin County, California.

Sec. 101. Town shall mean the Town of Tiburon

Sec. 102. City shall mean the City of Belvedere.

Sec. 103. County shall mean the County of Marin, California.

Sec. 104. Board shall mean the Sanitary Board of said District.

Sec. 105. District Engineer shall mean the Engineer appointed by and acting for the Board and shall be a Registered Civil Engineer.

Sec. 106. District Inspector shall mean the Inspector acting for the Board and may be a contractor hired by the District, the District Inspector or any other individual appointed by the District Manager.

Sec. 107. District Secretary shall mean the Secretary of the Board.

Sec. 108. Person shall mean any human being, individual, firm, company, partnership, association, private or public or Municipal Corporation, the United States of America, the State of California, and any district, political subdivision, governmental agency and mandatory thereof.

Sec. 109. Permit shall mean any written authorization required pursuant to this or any other regulation of District.

Sec. 110. Building shall mean any structure or vessel used for human habitation or a place of business, recreation or other purpose containing sanitary facilities. For the purpose of

establishing the Basic Connection Charge, as herein provided, each Unit is deemed a separate Building.

Sec. 111. Applicant shall mean the Person making application for a Permit and shall be the owner of premises to be served by the Sewer for which a Permit is requested, or his authorized agent.

Sec. 112. Contractor shall mean an individual, firm, corporation, partnership or association duly licensed by the State of California to perform the type of work to be done under the Permit.

Sec. 113. Street shall mean any public highway, road, street, avenue, alley, way, public place, public easement or right of way.

Sec. 114. Sewage Works shall mean all facilities owned or controlled by District for collecting, pumping, treating and disposing of sewage.

Sec. 115. Sewage shall mean any and all waste substances, liquid or solid, associated with human habitation or which contains or may be contaminated with human or animal excreta or excrement, offal, or any feculent matter.

Sec. 116. Industrial Waste shall mean any and all liquid or solid waste substance, not Sewage, from any producing, manufacturing or processing operation of whatever nature.

Sec. 117. Sewer shall mean a pipe or conduit for carrying Sewage.

Sec. 118. Public Sewer shall mean a Sewer lying within a Street and which is controlled by or under the jurisdiction of the District.

Sec. 119. Combined Sewer shall mean a Sewer receiving both surface runoff and Sewage.

Sec. 120. Sanitary Sewer shall mean a Sewer which carries Sewage and to which storm, surface and ground waters are not intentionally admitted.

Sec. 121. Storm Sewer or Storm Drain shall mean a pipe or conduit, which carries storm and surface or ground waters and drainage, but excludes Sewage and polluted Industrial Waste.

Sec. 122. Main Sewer shall mean a Public Sewer designed to accommodate more than one Lateral Sewer.

Sec. 123. Lateral Sewer shall mean that portion of any Sewer beginning at the plumbing or drainage outlet of any Building or industrial facility and terminating at the Main Sewer.

Sec. 124. Private Sewer shall mean a Sewer serving one or more Buildings or industrial facilities that is not connected with a Public Sewer. Examples of Private Sewers include, but are not limited to: septic tanks, cesspools, anaerobic tanks, chemical processes, privies, privy vaults, seepage pits, and any other facility intended or used for the disposal of Sewage.

Sec. 125. Outside Sewer shall mean a Sanitary Sewer beyond the limits of the District not subject to the control or jurisdiction of District.

Sec. 126. Sewage Treatment Plant shall mean any arrangement of devices and structures used for treating Sewage.

Sec. 127. Garbage shall include any or all of the following: garbage, swill, refuse, cans, bottles, papers, vegetable matter, carcasses of dead animals, offal, trash, rubbish and radioactive waste material.

Sec. 128. Fixture Unit shall mean fixture unit load values for drainage piping and shall be computed from Chapter 4 of the ~~2013~~ 2022 California Uniform Plumbing Code adopted herein.

Sec. 129. Unit shall mean the place of residence for a single family. When property is improved for multi-family purposes, it shall include the number of Units that the facilities thereon provide in number facilities for single families. When such improvements are for other than residential purposes, the number of Units shall be determined by dividing the total number of persons regularly using or occupying said premises by three. When said property is unimproved and subdivided, each single lot shall be a Unit. When unimproved property is not subdivided, it shall be deemed to have the number of lots that would be allowed for the zoning district in which the property is located as provided in the general plan and zoning regulations of the Town, City, or County, as applicable. When said property is a trailer court, trailer park or mobile home park, it shall be deemed to have the number of Units for which spaces are provided.

Sec. 130. Additional Definitions. For the purpose of this Ordinance additional terms not defined herein shall have the meaning indicated in Chapter 2 of the ~~2022~~ ~~2013~~ California Uniform Plumbing Code as adopted herein.

ARTICLE II. GENERAL PROVISIONS

Sec. 201. Rules and Regulations. The following rules and regulations respecting Sewer construction and disposal of Sewage and drainage of Buildings and connection to the Sewage Works of the District are hereby adopted, and all work in respect thereto shall be performed as herein required and not otherwise.

Sec. 202. Purpose. This Ordinance is intended to provide rules and regulations for the use and construction of Sewer facilities hereafter installed, altered or repaired within the District. This Ordinance shall not apply retroactively and, in the event of an alteration or repair hereafter made, it shall apply only to the new materials and methods used therein.

Sec. 203. Short Title. This Ordinance shall be known as the “SANITARY CODE OF SANITARY DISTRICT NO. 5 OF MARIN COUNTY”.

Sec. 204. Posting and Publication. The adoption of this ordinance shall be entered in the minutes of the Board, shall be published once in the Ark, a newspaper of general circulation, printed and published in the District, within one (1) week following its passage and adoption, and shall take effect and be in force and effect immediately upon the expiration of one week of publication.

Sec. 205. Violation Unlawful. Following the effective date of this Ordinance, it shall be unlawful for any Person to connect to, construct, install or provide, maintain and use any other means of Sewage disposal from any Building in the District except by connection to a Public Sewer in the manner provided in this Ordinance.

Sec. 206. Relief on Application. When any Person by reason of special circumstances, is of the opinion that any provision of this Ordinance is unjust or inequitable as applied to his premises, he may make written application to the Board, stating the special circumstances, citing the provision complained of, and requesting suspension or modification of that provision as applied to his premises.

If such application be approved, the Board may, by resolution, suspend or modify the

provision complained of, as applied to such premises, to be effective as of the date of the application and continuing during the period of the special circumstances.

Sec. 207. Relief on Own Motion. The Board may, on its own motion, find that by reason of special circumstances any provision of this Ordinance should be suspended or modified as applied to a particular premise and may, by resolution, order such suspension or modification for such premises during the period of such special circumstances, or any part thereof.

Sec. 208. District Inspector, Compensation. The Board shall employ some fit and qualified person or persons to perform the duties of inspecting the installation, connection, maintenance and use of all Side Sewers, Public Sewers, Private Sewer and facilities in connection therewith in the District, to be known as the District Inspector.

Sec. 209. Permits and Fees. No Public Sewer or other Sewage facility within a Street shall be installed, altered or repaired within the District until a Permit for the work has been obtained from the District and all fees paid in accordance with the requirements of Article IX of this Ordinance.

ARTICLE III. USE OF PUBLIC SEWERS REQUIRED

Sec. 301. Disposal of Wastes. It shall be unlawful for any Person to place, deposit, or permit to be deposited in any unsanitary manner upon public or private property within the District, or in any area under the jurisdiction of said District, any Sewage, Garbage, or other objectionable waste.

Sec. 302. Treatment of Wastes Required. It shall be unlawful to discharge to any stream or watercourse any Sewage, industrial wastes, or other polluted waters, except where suitable treatment has been provided in accordance with provisions of this Ordinance.

Sec. 303. Unlawful Disposal. Except as herein provided, it shall be unlawful to construct or maintain any Private Sewer.

Sec. 304. Occupancy Prohibited. No Building, industrial facility or other structure shall be occupied until the owner of the premises has complied with all rules and regulations of District.

Sec. 305. Sewer Connection, When Mandatory. Following the effective date of this Ordinance, it shall be unlawful for any person to connect to, construct, install, provide, maintain and use any other means of sewage disposal in said District, except connection with the Sewage Works of the District in the manner provided in this Ordinance.

ARTICLE IV. PRIVATE SEWAGE DISPOSAL

Sec. 401. Sewer Not Available. Where a Public Sewer is not available to satisfy the provisions of Sec. 305, the Lateral Sewer shall be connected to a Private Sewer complying with the provisions of this Ordinance. A Public Sewer is available if a Main Sewer is located within 400 feet, as measured on a horizontal plane, from the closest edge of any Building on a property. However, a Public Sewer is not considered available if another parcel under separate ownership blocks access to the Main Sewer stub out.

Sec. 402. Permit Required. Before commencement of construction of a Private Sewer the owner shall first obtain a written Permit signed by the District Secretary. The application for such Permit shall be made on a form furnished by the District, which the Applicant shall supplement by any plans, specifications, and other information as deemed necessary by the District Secretary. A Permit and inspection fee shall be paid to the District at the time the application is filed in accordance with the provisions of this Ordinance.

Sec. 403. Inspection Required. A permit for a Private Sewer shall not become effective until the installation is completed to the satisfaction of the District Inspector. He shall be allowed to inspect the work at any stage of construction and, in any event, the Applicant for the Permit shall notify the District Inspector when the work is ready for final inspection, and before any underground portions are covered. The final inspection shall be made within forty-eight (48) hours, Sundays and Holidays excluded, of the receipt of the notice by the District Inspector.

Sec. 404. Design Requirements. The type, capacities, location and layout of a Private Sewer shall comply with all recommendations of the Department of Public Health of the State of California, the Health Officer of County, and any other applicable regulatory authority including, but not limited to, the Building Department of City, Town, or County, as applicable. No Permit shall be issued for any Private Sewer employing subsurface soil absorption facilities

where the characteristics of the property do not indicate sufficient soil absorption qualities. No Private Sewer shall be permitted to discharge to any Public Sewer or any stream or watercourse.

Sec. 405. Abandonment of Facilities. At such time as a Public Sewer becomes available to a property served by a Private Sewer, as defined in Section 401, a direct connection shall be made to the Public Sewer in compliance with the ordinances, rules and regulations of District, and any Private Sewer facilities shall be abandoned and filled with suitable material as determined by the District Inspector.

Sec. 406. Cost of Maintenance by Owner. The owner shall operate and maintain the Private Sewer in a sanitary manner at all times, at no expense to the District.

Sec. 407. Additional Requirements. No statement contained in this Article shall be construed to interfere with any additional requirements that may be imposed by any law, ordinance, rule or regulation or by the Health Officer of the County, the Building Inspector of City, Town, or County, or any other applicable regulatory authority..

Sec. 408 Additional Enforcement Measures. In addition to all other authority the District has to enforce this and other ordinances and regulations, the District may seek to compel connection to an available Public Sewer as required by Sections 303 and 405, (1) as a condition on the issuance of a building permit for the real property where the proposed addition or improvement (or cumulative additions or improvements through multiple projects over the prior 3 years) has a value of \$50,000 or greater and (2) when the real property is offered for sale. The District shall notify the City, Town, and County of the connection requirement of Sections 303 and 405 so that issuance of a building permit for non-compliant real property may be conditioned upon connection to the Public Sewer and abandonment of the Private Sewer. If non-compliant real property is sold without connection to the Public Sewer and abandonment of the existing Private Sewer, the District may require the new owner of the property to connect to the Public Sewer and abandon the Private Sewer.

ARTICLE V. UNIFORM PLUMBING CODE

Sec. 501. Uniform Plumbing Code Adopted. All that certain plumbing code, entitled, "California Plumbing Code 2013", based on the 2012 Uniform Plumbing Code, copies of which are on file in the office of the District for use and examination by the public, except

such sections therein as are shown to be omitted, amended, or added thereto, in said copies, is hereby adopted as the UNIFORM PLUMBING CODE OF SANITARY DISTRICT NO. 5 OF MARIN COUNTY, to which reference is hereby made and is hereby adopted by reference as if set forth in full herein.

Sec. 502. Administrative Authority. Wherever the term “Administrative Authority” is used in the Uniform Plumbing Code of Sanitary District No. 5 of Marin County it shall be construed to mean only those persons duly authorized by the Board to administer the code as follows:

Administration of the code and enforcement of regulations thereof shall be under the direction of the Board.

Main Sewers and Lateral Sewers outside of the building plumbing and drainage system shall be inspected by the District Inspector.

The interpretation of technical provisions of this Ordinance, review of plans and specifications required thereby, determination of the suitability of alternate materials and types of construction and the development of rules and regulations covering unusual conditions not inconsistent with the requirements of this Ordinance, shall be made by the District Engineer.

ARTICLE VI. LATERAL SEWERS AND CONNECTIONS

Sec. 601. Permit Required. In accordance with Article IX of this Ordinance no person shall construct a Lateral Sewer or make a connection with any Public Sewer without first obtaining a written Permit from the District and paying all fees and connection charges as required therein. In addition all applicants shall provide proof that proposed Side-Lateral Sewer has been reviewed by the appropriate City, Town, or County agency and that a valid permit for the construction and installation of such Side-Lateral Sewer has been issued by such agency.

Sec. 602. Construction Requirements. Construction of Lateral Sewers, when subject to the jurisdiction of District, shall be in accordance with the requirements of the Uniform Plumbing Code of Sanitary District No. 5 of Marin County and all other requirements of the District. Construction plans shall include recommended backfilling, type of backfill material and compaction of backfill as recommended by a licensed soils engineer.

Sec. 603. Minimum Size and Slope. The minimum size of Sewers shall be in accordance with the Uniform Plumbing Code of Sanitary District No. 5 of Marin County and District Standard Specifications, as said code and specifications are heretofore or hereafter adopted by the District.

Sec. 604. Separate Sewers. No two adjacent lots fronting on the same street shall be permitted to join in the use of the same Lateral Sewer. Every Building or industrial facility must be separately connected with a Public Sewer if such Public Sewer exists in the street upon which the property abuts or in an easement which will serve said property. However, one or more buildings located on property belonging to the same owner may be served with the same Lateral Sewer during the period of said ownership. Upon the subsequent subdivision and sale of a portion of said lot the portion not directly connected with such Public Sewer shall be separately so connected with a Public Sewer, and it shall be unlawful for the owner thereof to continue to use or maintain such indirect connection.

Sec. 605. Cleanouts. Cleanouts in Sewers subject to the jurisdiction of the District shall be provided in accordance with the Uniform Plumbing Code of Sanitary District No. 5 of Marin County. Cleanouts shall be the same diameter as the Sewer. All cleanouts shall be maintained watertight and shall be constructed in accordance with the specifications established by the District.

Sec. 606. Sewer Too Low. Whenever a Lateral Sewer is too low to permit gravity flow to the Public Sewer, Sewage carried by such Lateral Sewer shall be lifted by artificial means, approved by the District Engineer, and discharged to the Public Sewer at the expense of the owner.

Sec. 607. Connection to Public Sewer. The connection of a Lateral sewer into the Public Sewer shall be made in accordance with the specifications for such connections established by the District. The connection to the Public Sewer shall be made in the presence of the District Inspector or the District Engineer, and under his supervision and direction. Any damage to the Public Sewer shall be repaired at the cost of the applicant to the satisfaction of the District Inspector or District Engineer.

Sec. 608. Protection of Excavation. All excavations for a Lateral Sewer installation shall be adequately guarded with barricades or lights so as to protect the public from hazard. Streets sidewalks, parkways and other property disturbed in the course of the work shall be restored in a manner satisfactory to the District, the City and the County, or any other person having jurisdiction thereover.

Sec. 609. Maintenance of Lateral Sewer. Lateral Sewers shall be maintained by the owner(s) of the property(s) served thereby.

Sec. 610. Lateral Sewer Inspection Upon Connection Permit Application. As part of any Application for a connection Permit for residential and commercial structures, the owner shall provide the District with a current report and video, not older than one year, and conducted by a Licensed Contractor, of the entire Lateral Sewer serving the structure. The report and video shall include a written and graphic description of the owner's Lateral Sewer, and a compact disc containing photographs of any notable features of the Lateral Sewer. Based on the information contained in the report, the District may require repairs or modifications of the Lateral Sewer. In the event that a Lateral Sewer is shared by multiple properties, the District will notify all of the affected properties of their shared responsibility of the Lateral Sewer, absent a maintenance agreement between the properties the property owners shall be jointly and severally liable for the repairs of the shared Lateral Sewer

Sec. 611. Events Requiring a Lateral Sewer Inspection – All Properties. A property owner shall have the Lateral Sewer of his property inspected and provide the District with a report and video as described in Section 610, and have any necessary repairs to the Sewer Lateral made, upon the occurrence of any of the following events:

(a) Additions or Improvements. Prior to the issuance of a County, City, or Town building permit for an addition or new improvement on the real property where said addition or improvements (or cumulative additions or improvements through multiple projects over three (3) years) have a value of \$50,000 or greater. The District shall notify the City, Town, and County of this requirement so that issuance of a building permit is conditioned upon the requirement of a Lateral Sewer inspection and any necessary repairs.

(b) Transfer of Property Title. Where the sale of any real property with

Sewer improvements is proposed, the seller shall have the Lateral Sewer inspected prior to transfer of property title. The responsibility for any repair of a Lateral Sewer is an issue between the buyer and the seller. Should the seller fail to have the inspection conducted and any necessary repairs made prior to the sale of the property, the District shall require the new owner to conduct an inspection and/or make any necessary repairs to the Lateral Sewer.

(c) Repair of Main Sewer or Road Resurfacing On or Near Road Where Lateral Sewer Connects to Main Sewer. Whenever the District is replacing or conducting a repair of a Main Sewer, or whenever the City, Town, or County is carrying out road resurfacing, on or near the road where the Lateral Sewer connects to the Main Sewer. When the work is being carried out by the District, the District will notify owners of the work and the need for an inspection and any necessary repair so that any remedial work on the Lateral Sewer can be completed prior to the construction. Where an owner refuses to have the inspection conducted, the District may conduct an inspection and the owner shall be responsible for the costs of such inspection. The District shall require the owner to carry out any necessary repairs.

(d) Exceptions. The following are exceptions to the requirement for inspection described above:

(i) An owner otherwise required to perform an inspection under Section 611 shall not be required to perform such inspection if the owner (or the owner's predecessor-in-interest) has originally installed or has replaced his property's Lateral Sewer within the twenty (20) years prior to the date of application for a building permit, listing the property for sale, or the road work or sewer repair.

(ii) An owner otherwise required to perform an inspection under Section 611 shall not be required to perform such inspection if the owner has conducted such inspection and completed any necessary repairs within three (3) years prior to the date the inspection would otherwise be required.

(iii) The owner shall provide proof of any prior Lateral Sewer replacement, inspection, and repair in the form of a certificate, paid bill, or other sufficient documentation that ensures such prior replacement, repair, or inspection. The form and content of the document or proof must be deemed sufficient by the District or its authorized

representative

Sec. 612 Installation of Backflow Check Valve Device. As part of any Application for a connection permit for residential and commercial structures, the owner shall install a backflow check valve device, approved by the District, on their Lateral Sewer within two (2) feet of the structure. Property owners shall own the backflow device and its maintenance and replacement shall be the sole obligation of the property owner and any successor in interest. Owners who choose not to install the device for any reason, including the owner's belief that the device is unnecessary or too difficult to install, must submit a letter to the District Manager for consideration. The letter will state the owner will hold the District harmless for any and all damages arising from the owner's sanitary sewer overflows/backflows.

Sec. 613 Sanitary Sewer Lateral Overflows and Stoppages. The District has the authority and responsibility to mitigate all private lateral Sanitary Sewer overflows. Therefore, if a Sanitary Sewer overflow occurs, the District will first attempt to contact the owner(s) of the private Lateral Sewer, residential or commercial, before the District or its contractor clears or repairs the stoppage. If the District cannot contact the owner(s), the District or its contractor will attempt to clear or repair the overflow and will invoice the owner(s) for the work performed by the District or its contractor. When the Lateral Sewer is used by multiple residents, the owners of the Lateral Sewer will negotiate among themselves with respect to apportioning the cost of the clearing or repair. The District will be held harmless for the condition of all private sewer laterals as a result of the clearing or repair.

ARTICLE VII. PUBLIC SEWER CONSTRUCTION

Sec. 701. Permit Required. In accordance with Article IX of this Ordinance, no Person shall construct, extend or connect to any Public Sewer without first obtaining a written Permit from the District and paying all fees and connection charges and furnishing bonds as required therein. The provisions of this section requiring Permits shall not be construed to apply to contractors constructing Sewers and appurtenances under contracts awarded and entered into by District.

Sec. 702. Plans, Profiles and Specifications Required. The Application for a Permit for Public Sewer construction shall be accompanied by complete plans, profiles and

specifications, complying with all applicable ordinances, rules and regulations of District, prepared by a Registered Civil Engineer showing all details of the proposed work based on an accurate survey of the ground. Plans shall include recommended backfilling, type of backfill material and compaction of backfill as recommended by a licensed soils engineer. The Application, together with the plans, profiles and specifications shall be examined by the District Engineer who shall within ten (10) days approve them as filed or , require them to be modified as he deems necessary for proper installation. After examination by the District Engineer, the Application, plans, profiles and specifications shall be submitted to the Board at its next regular meeting for its consideration. When the Board. is satisfied that the proposed work is proper and the plans, profiles and specifications are sufficient and correct, it shall order the issuance of a Permit predicated upon the payment of all connection charges, fees and furnishing bonds as required by the District. The Permit shall prescribe such terms and conditions as the Board finds necessary in the public interest.

Sec. 703. Subdivisions. The requirements of Sections 701 and 702 of this Ordinance shall be fully complied with before any final subdivision map of properties lying in unincorporated areas within the District shall be approved by the Board. The final subdivision map shall provide for the dedication for public use of all streets, easements or rights of way in which public Sewer lines are to be constructed. If a final subdivision map of a tract is recorded and the work of constructing Sewers to serve the tract is not completed within the time limit allowed in the permit, the Sanitary Board may extend the time limit or may complete the work and take appropriate steps to enforce the provisions of the bond furnished by the subdivider.

Sec. 704. Easements or Rights of Way. In the event that an easement is required for the extension of the public Sewer or the making of connections, the Applicant shall procure and have accepted by the Board a proper easement or grant of right of way sufficient in law to allow the laying and maintenance of such extension or connection.

Sec. 705. Persons Authorized to Perform Work. Only properly licensed contractors shall be authorized to perform the work of Public Sewer construction within the District. All terms and conditions of the Permit issued by the District to the Applicant shall be binding on the

contractor. The requirements of this section shall apply to ~~Side-Lateral~~ Sewers installed concurrently with Public Sewer construction.

Sec. 706. Grade Stakes. Grade and line stakes shall be set by a Registered Civil Engineer prior to the start of work on any Public Sewer construction. The contractor shall be responsible for accurately transferring grades to grade bars and sewer invert.

Sec. 707. Compliance with Local Regulations. Any person constructing a Sewer within a Street shall comply with all state, County, City, and Town laws, ordinances, rules and regulations pertaining to the cutting of pavement, opening, barricading, lighting and protecting of trenches, backfilling and repaving thereof, and shall obtain all permits and pay all fees required by the agency and/or department having jurisdiction prior to the issuance of a Permit by the District.

Sec. 708. Protection of Excavation. The Applicant shall maintain such barriers, lights and signals as are necessary to give warning to the public at all times that a sewer is under construction and of each dangerous condition to be encountered as a result thereof. He shall also likewise protect the public in the use of the sidewalk against any such conditions in connection with the construction of the Sewer. Streets, sidewalks, parkways and other property disturbed in the course of the work shall be reinstalled in a manner satisfactory to the District, the City, the Town, and the County or any other person or entity having jurisdiction there over.

Sec. 709. Design and Construction Standards. Minimum standards for the design and construction of Sewers within the District and subject to the jurisdiction of the District shall be in accordance with the STANDARD SPECIFICATIONS AND DRAWINGS FOR SEWER CONSTRUCTION of 2014 heretofore or hereafter adopted by the District, copies of which are on file in the District office. The District Engineer may permit modifications or may require higher standards where unusual conditions are encountered.

“As-built” drawings showing the actual location of all mains, structures, Ys, laterals and cleanouts shall be filed with the District before final acceptance of the work.

Sec. 710. Completion of Sewer Required. Before any acceptance of any Sewer line by the District and prior to the admission of any Sewage into the system, the Sewer line shall be tested and shall be complete in full compliance with all requirements of the STANDARD

SPECIFICATIONS AND DRAWINGS FOR SEWER CONSTRUCTION of 2014 and to the satisfaction of the District Engineer.

ARTICLE VIII. USE OF PUBLIC SEWERS

Sec. 801. Drainage into Sanitary Sewers Prohibited. No leaders from roofs and no surface drains for rain water shall be connected to any Sanitary Sewer. No surface or subsurface drainage, rain water, storm water, seepage, cooling water or unpolluted industrial process waters shall be permitted to enter any Sanitary Sewer by any device or method whatsoever.

Sec. 802. Use of Storm Sewers Required. Storm water and all other unpolluted drainage shall be discharged to such Sewers as are specifically designated as Combined Sewers or Storm Sewers, or to a natural outlet approved by the Town or City.

Sec. 803. Types of Wastes Prohibited. Except as hereinafter provided, no person shall discharge or cause to be discharged any of the following described waters or wastes to any Public Sewer:

- (a) Any liquid or vapor having a temperature higher than 150° F.
- (b) Any water or waste which may contain more than 100 parts per _____ million, by weight, of fat, oil or grease.
- (c) Any gasoline, benzene, naptha, fuel oil or other flammable or _____ explosive liquid, solid or gas.
- (d) Any Garbage that has not been shredded to such a degree that all _____ particles will be carried freely under the flow conditions normally _____ prevailing in Public Sewers, with no particle greater than one-half _____ inch in any dimension.
- (e) Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, _____ feathers, tar, plastics, wood, paunch manure, or any other solid or _____ viscous substance capable of causing obstruction to the flow in _____ Sewers or other interference with the proper operation of the _____ Sewage Works.
- (f) Any waters or wastes having a ph lower than 6.0 or higher than 8.0 _____ or having any other corrosive property capable of causing damage

_____ or hazard to structures, equipment and personnel of the Sewage
_____ Works.

(g) Any waters or wastes containing a toxic or poisonous substance in
_____ sufficient quantity to injure or interfere with any sewage treatment
_____ process, constitute a hazard to humans or animals, or create any
_____ hazard in the receiving waters of the Sewage Treatment Plant.

(h) Any waters or wastes containing suspended solids of such
_____ character and quantity that unusual attention or expense is required
_____ to handle such materials at the sewage treatment plant.

(i) Any noxious or malodorous gas or substance capable of creating a
_____ public nuisance.

(j) Any septic tank sludge.

Sec. 804. Interceptors Required. Grease, oil and sand interceptors shall be provided when the District determines that they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the District Engineer, and shall be so located as to be readily and easily accessible for cleaning and inspection.

Sec. 805. Maintenance of Interceptors. All grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times.

Sec. 806. Preliminary Treatment of Wastes. The admission into the Public Sewers of any waters or wastes having (a) a 5 day Biochemical Oxygen Demand greater than 300 parts per million by weight, or (b) containing more than 350 parts per million by weight of suspended solids, or (c) containing any quantity of substance having the characteristics described in Section 803, or (d) having an average daily flow greater than two percent of the average daily Sewage flow of the District, shall be subject to the review and approval of the District Engineer. Where necessary in the opinion of the District Engineer, the owner shall provide, at his expense, such preliminary treatment as may be necessary to (a) reduce the Biochemical Oxygen Demand to 300 parts per million and the suspended solids to 350 parts per million by weight, or (b) reduce

objectionable characteristics or constituents to within the maximum limits provided for in Section 803, or (c) control the quantities and rates of discharge of such waters or wastes.

Plans, specifications, and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the District Engineer, the Water Resources Control Board of the State of California, and any other agency with regulatory jurisdiction and no construction of such facilities shall be commenced until said approvals are obtained in writing.

Sec. 807. Maintenance of Pretreatment Facilities. Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.

Sec. 808. Control Manholes. When required by the District Engineer, the owner of any property served by a Lateral Sewer carrying industrial wastes shall install a suitable control manhole in the Lateral Sewer to facilitate observation, sampling and measurement of wastes. Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the District Engineer. The manhole shall be installed by the owner at his expense, and shall be maintained by him so as to be safe and accessible at all times.

Sec. 809. Measurements and Tests. All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in Sections 803 and 806 shall be determined in accordance with standard methods and shall be determined at the control manhole provided for in Section 808, or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the Public Sewer to the point at which the Lateral Sewer is connected.

Sec. 810. Special Agreements - Private Facilities. No statement contained in this article shall be construed as preventing any special agreement or arrangement between the District and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the District for treatment, subject to payment therefor by the industrial concern and subject to such terms and conditions as might be required by District.

Sec. 811. Special Agreements - Public Facilities. No statement contained in this article shall be construed as preventing any special agreement or arrangement between the District and any other public corporation or entity, whereby the District undertakes to provide for the construction, acceptance, maintenance or operation of facilities for the collection, pumping or other means of transmission of sewage from the public agencies pursuant to any appropriate legal authorization or pursuant to cooperation, joint powers, or other similar agreement.

Sec. 812. Swimming Pools. It shall be unlawful for any person to discharge the contents of a swimming pool into a Sanitary Sewer except in the manner specified herein. The size of pipe carrying discharge water shall not be larger than two inches and shall not be under a head to exceed twenty (20) feet. If the water is discharged by pumping, the rate of flow shall not exceed one hundred (100) gallons per minute. Each swimming pool discharging to a Sanitary Sewer shall be equipped with an approved separator to preclude any possibility of a backflow of Sewage into the swimming pool or piping system.

ARTICLE IX. PERMITS AND FEES

Sec. 901. Permit Required. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any Public Sewer or appurtenance or perform any work on any plumbing or drainage system under the jurisdiction of the District, including additions to or modifications of plumbing facilities within a building, without first obtaining a written Permit from the District.

Sec. 902. Application for Permit. Any Person, legally entitled to apply for and receive a Permit, shall make such application on forms provided by the District for that purpose. He shall give a description of the character of the work proposed to be done and the location, ownership, occupancy and use of the premises in connection therewith. The District Engineer may require plans, specifications or drawings and such other information as he may deem necessary. If the District Engineer determines that the plans, specifications, drawings, descriptions or information furnished by the Applicant is in compliance with the ordinances, rules and regulations of the District, the Secretary shall issue the permit applied for upon payment of the required fees as hereinafter fixed.

Sec. 903. Compliance with Permit. After approval of the application, evidenced by the issuance of a Permit, no change shall be made in the location of the Sewer, the grade, materials or other details from those described in the Permit or as shown on the plans and specifications for which the Permit was issued, except with written permission from the District, the District Engineer, or other authorized representatives.

Sec. 904. Agreement. The Applicant's signature on an application for any Permit as set forth in Section 905 hereof, shall constitute an agreement to comply with all of the provisions, terms and requirements of this and other ordinances, rules and regulations of the District, and with the plans and specifications he has filed with his application, if any, together with such corrections or modifications as may be made or permitted by the District, if any. Such agreement shall be binding upon the Applicant and may be altered only by the District upon the written request for the alteration from the Applicant.

Sec. 905. Classes of Permits. There shall be six (6) classes of Permits, as follows:

- (a) Single family residential sewer Permit;
- (b) Trailer court and multiple dwelling sewer Permit;
- (c) Commercial, industrial, church, school, public and other user

sewer Permit;
- (d) Public sewer construction Permit;
- (e) Private sewage disposal Permit; and
- (f) Force main connection Permit.

Sec. 906. Fees - Annexation Charges. The owner or owners of lands within areas proposed to be annexed to the District shall deposit with the District Secretary a sum to be fixed by the District Secretary, prior to commencement of proceedings by the Board on the proposed annexation. The amount to be fixed by the District Secretary shall be in a sum estimated to equal the engineering, legal and publication costs and all other charges which may be incurred by the District in preparing and examining maps, legal descriptions, and other documents in relation thereto, and other expenses regularly incurred in connection therewith. Should the amount of the deposit exceed the costs incurred by the District the excess shall be refunded to the owner or owners following the conclusion of the final hearing on the proposed annexation. Should the

amounts of the deposit be insufficient to pay such costs incurred by the District the owner or owners shall advance such additional sums as shall be necessary to pay said costs prior to the final hearing on the proposed annexation.

Sec. 907. Basic Connection Charge. A basic connection charge is hereby established for the privileges of connecting to the Sanitary Sewer system of the District. Except as hereinafter provided, a separate basic charge shall be made for each Building. In the event of dispute as to whether a structure constitutes a new Building or an addition to an existing Building, the determination of the Sanitary Board shall be final.

Before any addition to or modification of plumbing facilities is undertaken which will result in a change in the number of plumbing fixtures by which the amount of the basic connection charge is calculated, as hereinafter set forth, a permit for such addition or modification shall first be obtained from the District upon payment to the District of an amount equal to the difference between the charge based upon the original number of units and that based upon the total number of original plus proposed units.

A Building which is accessory to a single family dwelling, such as a guest house or servants' quarters, is to be considered as a part of the single family dwelling rather than as a separate Building if such accessory Buildings are served by the same lateral as the single family dwelling.

The amount of charge shall be computed on the basis of the number of plumbing fixtures within or about each Building as said fixtures comprise fixture units. The number of fixture units shall be computed from Chapter 4 of the 20~~22~~²⁴ California Uniform Plumbing Code. The method of arriving at the charge per fixture unit and the application of a "diminishing use factor thereof is particularly set forth in Exhibit "A" attached hereto and incorporated by reference herein.

Sec. 908. Fees - Connection Charges. In addition to any other charges established by the ordinances, rules and regulations of the District, there shall be collected, prior to connection to the Sanitary Sewer system of the District, special connection charges, as follows:

(a) Assessment Connection Charge: For any parcel, Unit or lot, or part of said property, lying within the present boundaries of said District or hereafter annexed to said

District, which abuts on or can be directly served by any existing Main Sewer or Sanitary Sewer facilities of the District, constructed pursuant to special assessment proceedings, additional connection charges to be paid prior to the issuance of a Permit for connection in any such areas are hereby established as follows:

(i) Where said facilities constructed pursuant to special assessment proceedings consist of collection mains, together with major interceptor mains and/or any other Sanitary Sewer facilities, an additional connection charge shall be collected, in a sum to be computed by the District Engineer, as said property's share of the cost of the existing Sewer facilities of the District to be used by said property. Said sum shall be the equivalent of the cost to similar properties within the District which have paid for said facilities so to be used. Said sum shall include all costs incident to the installation of such facilities, together with interest charges thereon. Said sum shall not include any amounts for which bonds of the District are then outstanding and to which said property is or shall become subject.

(b) Special Connection Charge: For any parcel, Unit or lot, or part of said property which abuts on or can be directly served by any existing Main Sewer or Sanitary Sewer facilities of said District constructed pursuant to special agreement, wherein the District has agreed to reimburse to the party making the original installation a share of the cost of original construction attributable to parcels of property later connecting to said main or facilities, special connection charges in addition to any other charges established by the District, which must be paid prior to the issuance of a Permit for connection are hereby established as follows:

(i) Where said facilities constructed pursuant to special agreement consist of collection mains together with trunk mains and/or any other sanitary sewerage facility, an additional special connection charge shall be collected in a sum to be computed by the District Engineer as said property's share of the cost of the sewer mains and other Sanitary Sewer facility of the District, constructed pursuant to special agreement, to

be used by said property. Said sum shall be equivalent to the pro rata share of the cost of the installation made pursuant to the special agreement which would have been paid by said property for the facilities so to be used if said property had contributed its equitable share to the original cost of construction. Said sum shall include all costs incident to the installation of such mains and facilities.

Sec. 909. Special Connection Charges. In addition to any other charges established herein, the District may establish special connection charges for any Sewer connection when, in the opinion of the Board, the circumstances of such connection necessitate the establishment of unusual conditions or necessitate the payment of charges over and above those established herein.

Sec. 910. Sewer Permit and Inspection Charges. Permit and inspection charges are hereby established as follows:

(a) Single Family Residence: A fee of Fifty Dollars (~~\$50.00~~153.75) shall be paid to the District for inspecting each single family residential building sewer installation.

(b) Commercial, Industrial, Church, Trailer Court, Multiple Dwelling, School, Public and Other Users: A fee of Fifty Dollars (~~\$50.00~~153.75) per one hundred (100) lineal feet of Sewer for inspecting said Sewer installation shall be paid to the District for each Lateral Sewer installation serving commercial, industrial, church, trailer court, multiple dwelling, school, public and other users, with a minimum of One Hundred Dollars (~~\$100.00~~153.75) for said inspection. Where such property is to be developed for commercial and industrial uses such as, in the opinion of the District Secretary, will necessitate the conduct of special analyses of the effect of the installation on the Sewage effluent, the Person seeking a Permit for such installation shall provide the District with any such analyses as the District may require at the sole cost and expense of the Person seeking such Permit.

(c) Public Sewer Construction Permit: A fee of Fifty Dollars (~~\$50.00~~232.75) per one hundred (100) lineal feet of Sewer for inspecting said Sewer installation, with a One-two Hundred thirty two Dollar and seventy five cents (~~\$100.00~~232.75) minimum

inspection fee, shall be paid to the District for the issuance of a Permit and inspecting the installation of Public Sewer mains consisting of extensions of the existing Public Sewer facilities of the District. Should the District Secretary deem that the fee provided herein is, or may be, inadequate to pay all of the costs and expenses of the District, he may decline to issue a Permit until the Board has reviewed the application for the Permit. The Board may determine that the Permit be subject to payment of fees in an amount fixed by the District in the estimated cost of all engineering, legal, inspection and other costs which may be incurred by the District required to insure compliance with this Ordinance and all other applicable rules and regulations. If the fee so collected shall be in excess of the actual costs to the District, any surplus shall be refunded to the Applicant, upon completion and satisfactory compliance with the Permit and all applicable rules and regulations. If the fee so established is less than the actual costs to the District the Applicant shall pay the excess costs to the District prior to acceptance of the Sewer facilities by the District.

(d) Connection to Force Main: A fee shall be paid to the District for issuing a Permit and inspecting any work which includes connection of the Sewer to a force main under the jurisdiction of the District in the same manner as provided in Sec. 909(c) hereof.

(e) Additional Fees: The above fees are for initial inspection only. If the Applicant has called for inspection and is not ready for inspection an additional fee of ~~Fifty Dollars~~ Forty Eight Dollars and fifty cents (\$48.50) per inspection for additional calls shall be paid.

(f) Administrative Fee: An administrative fee of ~~\$4950~~ will be charged to each Applicant requesting a Permit. The administrative fee covers the District's cost to issue the permit, recording all information into the District's electronic database, review plans and specifications, and accounting and additional administrative duties required to issue a permit.

Sec. 911. Bond - Public Sewer Construction. Prior to the issuance of a Permit for Public Sewer construction the Applicant shall furnish to the District a faithful performance bond or cash in the amount of the total estimated cost of the work. Said bond shall be in the minimum amount of One Thousand Dollars (\$1000.00) and shall be secured by a surety or sureties satisfactory to the District. The cash deposit or faithful performance bond shall be conditioned

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

upon the performance of the terms and conditions of the Permit and shall guarantee the correction of faulty workmanship and the replacement of defective materials for a period of one (1) year after the date of the District's acceptance of the work.

Sec. 912. Disposition of Fees. All fees collected on behalf of the District shall be deposited with the District Secretary who shall place said funds in the depository of the District.

Sec. 913. All Work to be Inspected. All Sewer construction work, Lateral Sewers, plumbing and drainage systems shall be inspected by an Inspector of the District, the City, the Town, the County, as applicable, and any other agency or entity having jurisdiction there over, to insure compliance with any and all regulatory requirements. No Sewer shall be covered at any point until it has been inspected and passed for acceptance. No Sewer shall be connected either directly or indirectly to the District's Public Sewer system until the work covered by appropriate Permit has been completed, inspected and approved. All Sewers shall be tested for leakage in the presence of the appropriate Inspector and shall be cleaned of all debris accumulated from construction operations. If the test proves satisfactory, the Inspector shall issue a certificate of satisfactory completion.

Sec. 914. Notification. It shall be the duty of the Person doing the work authorized by Permit to notify the office of the District in writing that said work is ready for inspection. Such notification shall be given not less than forty eight (48) hours before the work is to be inspected. It shall be the duty of the Person doing the work to make sure that the work will stand the tests required by the District before giving the above notification.

Sec. 915. Condemned Work. When any work has been inspected and the work condemned and no certification of satisfactory completion given, a written notice to that effect shall be given instructing the owner of the premises, or the agent of such owner, to repair the Sewer or other work authorized by the Permit in accordance with the ordinances, rules and regulations of the District. An additional fee for re-inspection will be charged for each subsequent inspection. Said additional fee shall be in an amount sufficient to reimburse all District costs and expenses attributable to each re-inspection.

Sec. 916. All Costs Paid by Owner. All costs and expenses incident to the installation and connection of any Sewer or other work for which a Permit has been issued shall

be borne by the owner. The owner shall indemnify the District from any loss or damage that may directly or indirectly be occasioned by the work.

Sec. 917. Outside Sewers. Permission shall not be granted to connect any lot or parcel of land outside the District to any Public Sewer in or under the jurisdiction of the District unless a Permit therefor is obtained. The Applicant shall first enter into a contract in writing whereby he shall bind himself, his heirs, successors and assigns to abide by all ordinances, rules and regulations in regard to the manner in which such Sewer shall be used, the manner of connecting therewith, and the plumbing and drainage in connection therewith and also shall agree to pay all fees required for securing the permit and a monthly fee in the amount set by the District for the privilege of using such Sewer.

Sec. 918. Permit Optional. The granting of such permission for an outside Sewer in any event shall be optional with the Board.

Sec. 919. Special Outside Agreements. Where special conditions exist relating to an outside Sewer, they shall be the subject of a special contract between the applicant and the District.

Sec. 920. Street Excavation Permit. A separate Permit must be secured from the City, Town, or County, as applicable, or any other person or entity having jurisdiction there over by owners or contractors intending to excavate in a public street for the purpose of installing Sewers or making Sewer connections.

Sec. 921. Liability. The District and its officers, agents and employees shall not be answerable for any liability or injury or death to any person or damage to any property arising during or growing out of the performance of any work by any such Applicant. The Applicant shall be answerable for, and shall save the District and its officers, agents and employees harmless from any liability imposed by law upon the District or its officers, agents or employees, including all costs, expenses, fees and interest incurred in defending same or in seeking to enforce this provision. Applicant shall be solely liable for any defects in the performance of his work or any failure which may develop therein.

Sec. 922. Time limit on Permits. If work under a Permit be not commenced within six (6) months from the date of issuance or if after partial completion the work be discontinued

for a period of one (1) year, the Permit shall thereupon become void and no further work shall be done until a new Permit shall have been secured. A new fee shall be paid upon the issuance of said new Permit.

ARTICLE X. ENFORCEMENT

Sec. 1001. Violation. Any Person found to be violating any provision of this or any other ordinance, rule or regulation of the District, except Sections 710 and 1101 hereof, shall be served by the District Secretary or other authorized person with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. Said time limit shall be not less than two (2) nor more than seven (7) working days. The offender shall, within the period of time stated in such notice, permanently cease all violations. All persons shall be held strictly responsible for any and all acts of agents or employees done under the provisions of this or any other ordinance, rule or regulation of the District. Upon being notified by the District Secretary of any defect arising in any Sewer or of any violation of this Ordinance, the Person(s) having charge of said work shall immediately correct the same.

Sec. 1002. Public Nuisance. Continued habitation of any Building or continued operation of any industrial facility in violation of the provisions of this or any other ordinance, rule or regulation of the District is hereby declared to be a public nuisance. The District may cause proceedings to be brought for the abatement of the occupancy of the Building or industrial facility during the period of such violation.

Sec. 1003. Disconnection. As an alternative method of enforcing the provisions of this or any other ordinance, rule or regulation of the District, the District Engineer shall have the power to disconnect the user or subdivision from the Sewer system of the District. Upon disconnection the District Engineer shall estimate the cost of disconnection from and reconnection to the system, and such user shall deposit the cost, as estimated, of disconnection and reconnection before such user is reconnected to the system. The District Engineer shall refund any part of the deposit remaining after payment of all costs of disconnection and reconnection.

Sec. 1004. Public Nuisance Abatement. During the period of such disconnection, habitation of such premises by human beings shall constitute a public nuisance, whereupon the

District shall cause proceedings to be brought for the abatement of the occupancy of said premises by human beings during the period of such disconnection. In such event, and as a condition of reconnection, there is to be paid to the District a reasonable attorney's fee and cost of suit arising in said action.

Sec. 1005. Means of Enforcement Only. The District hereby declares that the foregoing procedures are established as a means of enforcement of the terms and conditions of its ordinances, rules and regulations, and not as a penalty.

Sec. 1006. Punishment for Violation of Prohibited Discharges: Misdemeanor. Section 6523 of the Health and Safety Code of the State of California provides that the violation of an ordinance, rule or regulation of a sanitary district by any person is a misdemeanor punishable by fine not to exceed One Thousand Dollars (\$1000), imprisonment not to exceed 30 days, or both. Each and every connection or occupancy in violation of the ordinances, rules and regulations of the District shall be deemed a separate violation and each and every day or part of a day a violation of the ordinance, rule or regulation continues shall be deemed a separate offence hereunder and shall be punishable as such.

Sec. 1007. Liability for Violation. Any person violating any of the provisions of the ordinances, rules or regulations of the District shall become liable to the District for any expense, loss or damage occasioned by the District by reason of such violation.

ARTICLE XI. MISCELLANEOUS PROVISIONS

Sec. 1101. Protection from Damage. No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the District Sewage Works. Any person violating this provision shall be subject to the penalties provided by law.

Sec. 1102. Powers and Authorities of Inspectors. The officers, inspectors, engineer and any duly authorized employees of the District shall wear or carry an official badge of office or other evidence establishing his position as such, and upon exhibiting the proper credentials and identification shall be permitted to enter in and upon any and all Buildings, industrial facilities and properties for the purposes of inspection, re-inspection, observation, measurement,

sampling, testing or otherwise performing such duties as may be necessary in the enforcement of the provisions of the ordinances, rules and regulations of the District.,

Sec. 1103. Separability. If any section, subsection, sentence, clause or phrase of this Ordinance or the application thereof to any person or circumstance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance or the application of such provision to other persons or circumstances. The Board hereby declares that it would have passed this Ordinance or any section, subsection, sentence, clause or phrase hereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared to be unconstitutional.

Sec. 1104. Repeal of Inconsistent Ordinances. Ordinance Nos. 1, 2, 4, 4A, 5, 6, 7, 8, 12, 14, 70-01, 70-02, 73-01, 93-02, 96-01, 2007-02, 2010-01, 2014-02, 2014-02(a) and any other ordinances or parts of ordinances inconsistent herewith are hereby repealed.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of an amended ordinance passed and adopted at a regular meeting of the Sanitary Board of Sanitary District No. 5 of Marin County, California, duly held on the 15th day of ~~August~~April 2024~~0~~, by the following vote of the members thereof:

AYES, in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

Approved

Attest:

~~Catharine Benediktsson~~Omar Arias-Montez
Snyder
President, Board of Directors

Richard
Secretary, Board of Directors

Formatted: Space After: 6 pt, Line spacing: Multiple 1.18 li

SANITARY DISTRICT NO. 5 OF MARIN COUNTY
SANITARY CODE

EXHIBIT "A"
SCHEDULE OF BASIC CONNECTION CHARGES
[\(updated connection fee schedule\)](#)

Enter table with the total fixture units per building computed from the Uniform Plumbing Code of Sanitary District No. 5 of Marin County. The corresponding amount is the basic connection charge.

The connection charge for total fixture units of more than 900 is computed at the same rate of charge as those in the table and may be obtained at the offices of the District.



Civil and Sanitary Consultants

June 28, 2024

Mr. Tony Rubio, District Manager/Chief Plant Operator
 Sanitary District No. 5
 P.O. Box 227
 Tiburon, CA 94920

**Re: 2024 Sewer Rehabilitation Project
 Proposal for Engineering Services**

Dear Tony:

In response to your request Nute Engineering is pleased to submit the following proposal for the preparation of plans and specifications for rehabilitation of various sewers in the Tiburon and Belvedere service zones, for the 2024 Sewer Rehabilitation Project.

Similar to the recent 2022 Sewer Rehabilitation Project, the sewers selected for rehabilitation and improvement are sewers within easements and streets for the Tiburon zone and a combination of street sewers and easement sewers for the Belvedere zone. All of these sewers have been found to have various defects discovered as a result of closed-circuit televising and the District’s daily maintenance reports. Rehabilitation of these clay sewers can be accomplished by pipebursting the existing sewer with a pulled pipe breaking head. Attached to the breaking head is the end of a new high density polyethylene pipe (HDPE). This new pipe is pulled in by winch to completely replace the clay sewer pipe. Sometimes the older existing pipe condition is such that the contractor may have to dig down and clear collapsed pipe sections to facilitate successful pipe bursting. For determining this, the contractor pre-videos the existing sewer. Finally, new pipe connections and laterals are reinstated at the sewer manholes and the finished pipe is tested. Normally, all new sewers are connected to the existing manhole. Each existing manhole will be assessed and determined if they are in good condition.

The 2024 Sewer Rehabilitation Project will address approximately 4,138 linear feet (LF). In the Tiburon zone, the project will consist of pipebursting approximately 2,760 LF of sewer lines. In the Belvedere zone, the project will consist of pipebursting approximately 1,378 LF of sewer lines.

The following is the list of sewers selected for the 2024 Sewer Rehabilitation Project:

Tiburon – Various Locations

MH 231 to MH 230	27 Tara Hill Rd easement	311 LF
MH 183 to MH 179	Marinero Circle easement	165 LF
MH 184 to MH 183	15 Acela Dr easement	242 LF
MH 194 to MH 193	14 Acela Dr easement	161 LF
MH 275 to MH 274	83 Mt Tiburon easement	195 LF
MH 274 to MH 273	83 Mt Tiburon easement	201 LF
MH 273 to MH 272	81 Mt Tiburon easement	177 LF
MH 272 to MH 271	35 Mt Tiburon easement	185 LF

MH 257 to MH 256	239 Roundhill easement	50	LF
MH 256 to MH 255	239 Roundhill easement	123	LF
MH 255 to MH 254	237 Roundhill easement	115	LF
MH 31B to MH 31A	1994 Centro West easement	84	LF
MH 31A to MH 31	10 Tower Point easement	305	LF
MH 32 to MH 31	2036 Paradise Dr	201	LF
MH 79 to MH 78A	430 Ridge Rd easement	187	LF
MH 78A to MH 78	420 Ridge Rd	58	LF
TOTAL TIBURON FOOTAGE		2,760	LF

Belvedere – Various Locations

MH CB9 to MH CB8	3 Briton Ave easement	224	LF
MH FC5 to MH FC4	137 Golden Gate	104	LF
MH FC4 to MH FC3	205 Golden Gate	166	LF
MH RB1 to BT	202 Beach Rd easement	304	LF
MH ND13 to MH ND12	138 Madrona	154	LF
MH ND12 to MH ND11	101 Bella Vista	109	LF
MH ND11 to MH ND10	11 Toyon	213	LF
MH ND10 to MH ND10A	11 Toyon easement	104	LF
TOTAL BELVEDERE FOOTAGE		1,378	LF

In addition, we intend to meet with Public Works staff for both the Town of Tiburon and City of Belvedere to discuss expected paving restoration requirements. Recent changes to the Uniform Standards All Cities and County of Marin for the trench paving requirements are being adopted by the respective Public Works Departments.

SCOPE OF WORK

The scope of work to prepare for rehabilitation of the sewers listed above will consist of the following:

Schedule A Services – Preparation of Plans and Specifications

1. Prepare plan drawings showing the sewer line location, spot repair locations and sewers to be pre-televised by the contractor.
2. Prepare plan drawings showing the sewer lines to be pipeburst.
3. Prepare contract documents and technical specifications for the project.
4. Walk through all project alignments with District staff to cross check constructability of sewers.
5. Confer with the Town of Tiburon and City of Belvedere regarding traffic control requirements necessary for this work, and pavement restoration, if any, and incorporate these requirements in the plans and specifications.
6. Based on the construction plans and specifications, prepare a final estimate of the project construction cost.

7. Assist the District at one (1) public pre-bid meeting related to the bidding process, prepare addenda and review the bid documents for responsiveness.
8. Attend one (1) meeting with staff to review the project.

Schedule B Services – Engineering Services During Construction

1. Review Contractor's submittals and shop drawings.
2. Review and respond to Contractor's Request for Information
3. Render advice on the conduct of the construction work.
4. Evaluate proposals from the Contractor for modifications to the contract work and prepare change orders to the contract for the District's approval.
5. Prepare monthly progress billings.

SERVICES NOT INCLUDED IN THIS PROPOSAL

It is understood that the following services are outside the scope of this proposal and will need to be provided by others as necessary or advisable.

1. Soil engineering services are not included at this time because this is a pipeburst project, and only requires soil compaction testing on the sewer segments which end in open trenching within paved streets. Soil boring's have not been conventionally done for the pipeburst projects. Based on recent projects, the full extent of paving required by the Public Works departments of Tiburon and Belvedere has not been known until the construction period. Because of this, it has been difficult to estimate the construction period costs for soil compaction. Therefore, we recommend the District utilize Miller Pacific Engineering Group independently on a time and materials basis, during the construction period.
2. A daily Construction Observer will be provided by the District. Nute Engineering will not provide a Construction Observer.
3. Hazardous materials investigations, assessment or removal.
4. Determining the exact location of sewer laterals.
5. Locating or potholing of underground utilities or showing utilities on the plans.
6. Field topographical surveys to determine manhole locations or elevations. Boundary surveys to determine property lines.
7. Environmental review or preparation of an environmental impact report of the project.
8. Necessary permit applications and application fees.
9. Legal services in connection with the project.

- 10. Acquisition of rights of ways, rights of entries or permits.
- 11. Printing of plans and specifications for bidding purposes and for the Contractor's use.
- 12. Clerical time to send bid documents out to bidders.
- 13. Preparation of As Built drawings.

ENGINEERING FEE

We propose to do all the work on a time and materials basis to be billed according to the Schedule of Hourly Rates attached hereto as Attachment A. The following are budgets for the engineering fees for the various schedules outlined above:

Schedule A - Preparation of Plans and Specifications	\$41,196
Schedule B - Engineering Services During Construction	<u>\$13,280</u>
	\$54,476

Very truly yours,

NUTE ENGINEERING

By: 
Mark T. Wilson, PE

Attachment A – Schedule of Hourly Rates
Attachment B – Project Estimating Sheet



ATTACHMENT A

2024 HOURLY RATE SCHEDULE

OFFICE PERSONNEL	HOURLY RATE
Principal Engineer	\$279
Senior Engineer	\$228
Engineer III	\$215
Engineer II	\$202
Engineer I	\$178
Field Representative*	\$196
Assistant Engineer II	\$140
Assistant Engineer I	\$129
Engineering Technician II	\$185
Engineering Technician I	\$164
1-Person Survey Crew w/Robotic Total Station	\$262
Office Surveyor	\$216
CAD Drafter II	\$171
CAD Drafter I	\$149
Technical Administrative Support	\$128
Clerical	\$109
 LITIGATION SERVICES	
Court Appearance/Deposition	391.00

*Field Representative for construction is a Prevailing Wage category as required by the California Department of Industrial Relations.

REIMBURSABLE EXPENSES

Sub-consultants will be charged at 1.10 times cost. Charges for reproductions, blueprinting, outside computer services, rental of special equipment, delivery, express mail, insurance certificates (where client requires to be listed as an additional insured) and meals and lodging will be charged at 1.10 times cost. Mileage and technology charges are included in the hourly rates. Nute Engineering reserves the right to adjust its hourly rate structure for all ongoing contracts.

EFFECTIVE DATE: January 1, 2024

**ATTACHMENT B
SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2024 SEWER REHABILITATION PROJECT
PROPOSAL FOR ENGINEERING SERVICES
PROJECT ESTIMATING SHEET**

Description	Rate \$/Hr	Senior Engineer	Engineer II	CAD Drafter I	Tech Admin Support	TOTAL
Schedule A Services – Design and Prepare Plans and Specifications						
1. Prepare plan drawings showing sewer line, spot repair and sewers to televise		2	6	24	1	
2. Prepare plan drawings showing sewer lines to pipeburst		2	26	96	1	
3. Prepare contract documents and technical specifications		4	20		20	
4. Perform site visit of alignments for constructability x-check		6	6	8		
5. Confer with Town of Tiburon and City of Belvedere re traffic control, paving		2	4			
6. Prepare a final estimate of the project construction cost		2	6		2	
7. Attend one (1) meeting with staff to review the project			3			
8. Assist District at one (1) public meeting related to bidding process			3			
	Hours	18	74	128	24	
	Cost	\$4,104	\$14,948	\$19,072	\$3,072	\$41,196
Schedule B Services – Engineering Services During Construction						
1. Review Contractor's submittals and shop drawings		4	6		8	
2. Review and respond to Contractor's Request for Information					8	
3. Render advice on the conduct of the construction work		4	6		8	
4. Evaluate proposed Contractor modifications and prepare change orders		4	6	12	8	
5. Prepare monthly progress billings					8	
	Hours	12	18	12	40	
	Cost	\$2,736	\$3,636	\$1,788	\$5,120	\$13,280
						\$54,476



**** PRESS RELEASE ****

**SAN FRANCISCO REGIONAL WATER QUALITY CONTROL
BOARD ISSUES PERMIT REQUIRING NUTRIENT
REDUCTIONS TO BAY AREA WASTEWATER AGENCIES**

Infrastructure improvements to cost \$11B+ regionally

FOR IMMEDIATE RELEASE

July 15, 2024

CONTACT:

Lorien Fono

Executive Director, BACWA

lfono@bacwa.org

(510) 684-2993

San Francisco Bay Area, CA - Last Wednesday, the San Francisco Regional Water Quality Control Board voted to approve a [Nutrient Watershed Permit](#) for 40 Bay Area wastewater facilities that requires steep reductions for nutrient levels in treated wastewater discharged to the San Francisco Bay over the next ten years. Nutrients, such as nitrogen and phosphorus, are products from human waste, detergents and other community water uses. These nutrients travel with other sewage to Bay Area wastewater agencies. Along with impacts related to climate change, the San Francisco Bay has been studied to determine if nutrient reduction will prevent future mortality of fish. Specifically, the Regional Board's new permit requires dischargers to reduce dry season total inorganic nitrogen loads to San Francisco Bay by 40 percent regionwide compared to 2022 loads.

Facility upgrades required to meet the Regional Board's new nutrient load reduction requirements will represent the most significant simultaneous investment of public money in wastewater treatment infrastructure across the Bay Area region since the inception of the Clean Water Act in the 1970s. The necessary upgrades are estimated to cost Bay Area residents and businesses more than \$11 billion dollars. This could translate to a yearly cost increase of several hundred dollars per Bay Area household. As of yet, there are no federal or state funds set aside to defray these costs for Bay Area residents and businesses.

"The Regional Board's action today will trigger 40 facilities to construct billions of dollars in infrastructure upgrades within 10 years," said Lorien Fono, Executive Director of the Bay Area Clean Water Agencies. Fono further states it will cost Bay Area wastewater ratepayers substantially to meet this narrow window of compliance, "While the public wastewater agencies who discharge to the San Francisco Bay are deeply committed to protecting the San Francisco

Bay, we believe for a price tag this large for Bay Area residents, the best approach is for the Regional Board to extend the compliance schedule to allow agencies to build multi-benefit recycled water projects that add to the region's water supply while simultaneously reducing nutrient loads."

"Whenever possible, Bay Area clean water agencies want to pursue strategic no-regrets upgrades and multi-benefit projects that use innovative technologies to lower costs, reduce greenhouse gas emissions, or enhance shoreline resilience or water supply," says Jackie Zipkin, Chair of BACWA and General Manager of the East Bay Dischargers Authority, a joint powers authority managing wastewater for over 1 million East Bay residents.

Nutrient reduction projects are very costly and require careful planning because wastewater treatment plants must operate 24 hours a day, and those operations must continue throughout construction. To date, 14 of the 40 regional wastewater facilities have already enhanced nutrient removal, and several more are implementing upgrades to reduce nutrients further. The 10-year compliance schedule required by the new permit will make implementing large and complex projects, including multi-benefit water recycling options, difficult. The Water Board adopted a resolution concurrent with the permit adoption directing their staff to explore avenues to extend the Compliance Schedule.

"The current compliance timeline will disincentivize innovative projects in favor of traditional gray infrastructure and projects that can be completed quickly, even if they are not the best for the community," says Fono. "The Regional Board has pledged to work with the State Water Resources Control Board to allow for longer compliance timelines so that we can create a coordinated regional plan that maximizes benefits to people and the environment while managing rate increases."

About BACWA

BACWA is a joint powers agency, formed under the California Government Code by the five largest wastewater treatment agencies in the San Francisco Bay Area. BACWA represents more than 50 clean water agencies who collect more than 400 million gallons of wastewater daily and provide sanitary sewer services to more than 7.1 million people.

BACWA is dedicated to working with our members, state and federal regulatory agencies, and non-governmental organizations to improve and enhance the San Francisco Bay environment. We provide technical expertise, financial support, and a public utility perspective to ensure that regulations affecting our members are well-informed, thoughtful, and effective.

###

CalPERS Reports Preliminary 9.3% Investment Return for 2023-24 Fiscal Year

July 15, 2024

Communications & Stakeholder Relations

Contact: Office of Public Affairs

(916) 795-3991 - newsroom@calpers.ca.gov

SACRAMENTO, Calif. – CalPERS today reported a preliminary net return of 9.3% on its investments for the 12-month period ending June 30, 2024. Assets as of that date were valued at \$502.9 billion.

The investment return outpaced the discount rate of 6.8%, comparable to an assumed rate of return and a policy marker established by the CalPERS Board of Administration. It was also a notable improvement from the two most recent fiscal years, where investment returns were influenced by a variety of economic and geopolitical challenges.

When using the preliminary net return of 9.3% to assess long-term obligations, the overall estimated funded status of the Public Employees' Retirement Fund (PERF) stands at 75%.

"Our investing strategy was well positioned to take advantage of improving economic conditions over the past 12 months," said CalPERS Chief Executive Officer Marcie Frost. "Meeting or exceeding our long-term investing goals is crucial for providing the retirement benefits that our 2 million members and their families are counting on."

Public equity investments, comprising 41.9% of the PERF, led the way among asset classes with an estimated 17.5% return.

The private debt asset class, established in 2022, also performed strongly. Its estimated return was 17%.

Fixed income and private equity reported returns of 3.7% and 10.9%, respectively. Real assets reported a negative return for FY 2023-24.

"Our team remains focused on executing on our long-term investment strategy, building a diversified portfolio to navigate markets and mitigate volatility over our multi-generational investment horizon," said Interim Chief Investment Officer Dan Bienvenue.

1 Year Return of June 30, 2024

Asset Class	Net Rate of Return (in percent)
PERF	9.3
Public Equity	17.5
Income	3.7

Asset Class	Net Rate of Return (in percent)
Private Equity*	10.9
Real Assets*	-7.1
Private Debt*	17.0

**Private market asset valuations lag one quarter and are as of March 31, 2024.*

Updated long-term return rates reflect the addition of recent lower investment returns in the calculation. Preliminary total fund annualized returns for the five-year period ending June 30, 2024, stood at 6.6%; the 10-year period at 6.2%; and the 20-year period at 6.7%.

The 30-year return rate rose slightly to 7.7%.

Preliminary net returns are an early snapshot of the CalPERS portfolio. CalPERS investment and finance staff and outside experts will review the portfolio's performance in the next few months to determine the final fiscal year returns for 2023-24.

The ending value of the PERF for FY 2023-24 will be based on additional factors beyond investment returns, including employer and employee contributions, monthly payments to retirees, and various investment fees.

Once finalized, fiscal year performance returns are used to set contribution levels for the State of California and school districts in the 2025-26 fiscal year and for contracting counties, cities, and special districts in the 2026-27 fiscal year.

Under the current provisions of the CalPERS Asset Liability Management process, investment returns that exceed the established 6.8% discount rate require the Board of Administration to review whether to lower the rate for future years. This process is included in the CalPERS Funding Risk Mitigation Policy.

Media Advisory

A news media availability via Zoom to discuss fiscal year investment returns with CalPERS senior leaders will be held Monday, July 15 at 12:45 p.m. PDT. Credentialed media can send an email to newsroom@calpers.ca.gov for login information.

About CalPERS

For more than nine decades, CalPERS has built retirement and health security for state, school, and public agency members who invest their lifework in public service. Our pension fund serves more than 2 million members in the CalPERS retirement system and administers benefits for more than 1.5 million members and their families in our health program, making us the largest defined-benefit public pension in the U.S. For more information, visit www.calpers.ca.gov.

Updated: July 15, 2024