

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, May 16th, 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 April 18th ,2024 Regular Board Meeting Minutes Meeting Budget Workshop Minutes
2. Review and receive all electronic fund transfers (EFTs) and approve warrants from April 12th, 2024, through May 9th, 2024, (JP Morgan Chase Bank, check no.10533 through check no. 10592, all transactions totaling \$378,432.15) and receive April 2024 payroll, in the sum of \$136,232.93 (Rubio)
3. Receipt of Financial Reports for May 2024 (Rubio)

MANAGEMENT REPORTS:

4. District Manager Summary Report (Rubio)

NEW BUSINESS:

5. Consideration of adoption of Resolution No. 2024-05: Determination of Appropriations Limit for the Ad Valorem Receiving Service Area (Tiburon) of Sanitary District No. 5 of Marin County for Fiscal Year 2024-2025 (Rubio) – Action

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

a. Public Comment

b. Set Hearing for Consideration of Adoption of Fiscal Year 2024-2025 Final Budget at Regular Board Meeting on June 20th, 2024 (Rubio) – Action

7. Consideration of adoption of Resolution No. 2024-06 A resolution approving and adopting Fiscal Year 2024-2025 SD5 Final Reserve/Fund Policy (Rubio) – Action

8. Consideration of approval of FY2024- 2025 SD5 Final Strategic Plan (Rubio)- Action

9. Review of Bid Results for the Digester Cleaning and Rehabilitation Project and Authorize the District Manager to Accept Lowest Bid from GSE Construction Company Inc., in the amount of \$2,514,400 (two million, five hundred fourteen thousand, four hundred dollars only) for the FY24-25 Digester Cleaning and Rehabilitation Project, and provide authorization to the District Manager to Issue a Notice of Award to the Contractor and upon receipt of required contract documents issue a notice to proceed (Rubio) – Action

10. Review and consideration of approval of SD5 Registration with CLASS (California Cooperative Liquid Assets Securities System) for the future investment of District funds. (Rubio) – Action

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

11. Capital Improvement Program Committee (Moody/Carapiet)

12. Finance & Fiscal Oversight Committee (Benediktsson/Carapiet)

13. Governance Committee (No Meeting)

14. Personnel Committee (Carapiet/Snyder)

OTHER BUSINESS:

ENVIRONMENTAL:

CORRESPONDENCE:

INFORMATIONAL ITEMS:

15. Letter of support for Water Systems PFAS Liability Protection Act (HR7944) to the Honorable Jared Huffman

CLOSED SESSION:

ADJOURNMENT:

The Board will be asked to adjourn the meeting to a Regular Board Meeting on May 16, 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

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, April 18th, 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
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PURSUANT TO THE RALPH M. BROWN ACT, ALL VOTES SHALL BE BY ROLL CALL DUE TO DIRECTOR SNYDER TELECONFERENCE FROM 10 Pomander Walk Belvedere CA 94920 & DIRECTOR BENEDIKTSSON FROM 2352 Mar East Street Tiburon CA 94920

ROLL CALL: Omar Arias Montez, Richard Snyder, Catherine Benediktsson, (Tod Moody (5:10pm))

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 March 21st,2024 Regular Board Meeting Minutes & April 11, 2024 Special Board Meeting Budget Workshop Minutes
2. Review and receive all electronic fund transfers (EFTs) and approve warrants from March 15th, 2024, through April 11th, 2024, (JP Morgan Chase Bank, check no.10478 through check no. 10532, all transactions totaling \$337,237.68) and receive March 2024 payroll, in the sum of \$192,846.88 (Rubio)
3. Receipt of Financial Reports for March 2024 (Rubio)

Motion to approve consent calendar
(M/S Snyder/Benediktsson 3-0-2-0)
Ayes: Arias-Montez, Snyder, Benediktsson
Noes: None
Absent: Carapiet, Moody
Abstain: None

MANAGEMENT REPORTS:

4. District Manager Summary Report (Rubio)
Manager provided summary report and answered questions from the board.

NEW BUSINESS:

5. Consideration of adoption of Resolution No 2024-01: A Resolution of the Governing Body of Sanitary District No.5 of Marin County, proposing a regularly scheduled election to be held in this jurisdiction; requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department (Rubio) – Action

Motion to adopt Resolution 2024-01 A Resolution of the Governing Body of Sanitary District No.5 of Marin County, proposing a regularly scheduled election to be held in this jurisdiction; requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department

(M/S Snyder/Benediktsson 3-0-2-0)

Ayes: Arias-Montez, Snyder, Benediktsson

Noes: None

Absent: Carapiet, Moody

Abstain: None

6. Consideration of Adoption of Resolution No. 2024-02: A Resolution Providing for the Collection by the County of Marin of a Sewer Service Charge in the Amount of \$2,033.00 for the Base Rate Parcels per each EDU and \$1,534.00 for the Ad Valorem Credited Parcels per each EDU, plus a \$2.00 Collection Fee per Parcel of Sanitary District No. 5 of Marin County for the Fiscal Year 2024-2025 (Rubio) – Action

Motion to Adopt Resolution No. 2024-02: A Resolution Providing for the Collection by the County of Marin of a Sewer Service Charge in the Amount of \$2,033.00 for the Base Rate Parcels per each EDU and \$1,534.00 for the Ad Valorem Credited Parcels per each EDU, plus a \$2.00 Collection Fee per Parcel of Sanitary District No. 5 of Marin County for the Fiscal Year 2024-2025

(M/S Snyder/Benediktsson 3-0-2-0)

Ayes: Arias-Montez, Snyder, Benediktsson

Noes: None

Absent: Carapiet, Moody

Abstain: None

7. Review and Consideration of Approval of new Job Descriptions and Titles for the positions of Administrative Services Manager and Administrative Assistant/Board Secretary, both of which will be classified exempt positions, Effective July 1, 2024 (Rubio) Action

Motion to Approve new Job Descriptions and Titles for the positions of Administrative Services Manager and Administrative Assistant/Board Secretary, both of which will be classified exempt positions, Effective July 1, 2024

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

Ayes: Arias-Montez, Snyder, Benediktsson, Moody

Noes: None

Absent: Carapiet

Abstain: None

8. Review and Consideration of Approval of Resolution No. 2024-03: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the updated Employee Benefits Plan for Unrepresented Employees of Sanitary District No. 5 of Marin County, Effective July 1, 2024 (Rubio) – Action

Motion to Approve Resolution No. 2024-03: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the updated Employee Benefits Plan for Unrepresented Employees of Sanitary District No. 5 of Marin County, Effective July 1, 2024

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

Ayes: Arias-Montez, Snyder, Benediktsson, Moody

Noes: None

Absent: Carapiet

Abstain: None

9. Review and Consideration of Approval of SD5 Organization Chart and Publicly Available Pay Scale for FY2024-2025 and Resolution No. 2024-04: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Annual Cost of Living Increase (3.7%) for All Sanitary District No. 5 of Marin County Employees - Represented, Unrepresented, both Effective July 1, 2024 (Rubio) – Action

Motion to Approve SD5 Organization Chart and Publicly Available Pay Scale for FY2024-2025 and Resolution No. 2024-04: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Annual Cost of Living Increase (3.7%) for All Sanitary District No. 5 of Marin County Employees - Represented, Unrepresented, both Effective July 1, 2024

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

Ayes: Arias-Montez, Snyder, Benediktsson, Moody

Noes: None

Absent: Carapiet

Abstain: None

10. Review and consideration of approval of SD5 Registration with CLASS (California Cooperative Liquid Assets Securities System) for the future investment of District funds. (Rubio) – Action

No action taken- Direction given

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

11. Capital Improvement Program Committee (Moody/Carapiet)
12. Finance & Fiscal Oversight Committee (Benediktsson/Carapiet)
13. Governance Committee (No Meeting)
14. Personnel Committee (Carapiet/Snyder)

OTHER BUSINESS:

ENVIRONMENTAL:

15. 3rd Nutrient Watershed NPDES Draft Permit-Draft Permit is open for public comments

CORRESPONDENCE:

INFORMATIONAL ITEMS:

CLOSED SESSION:

ADJOURNMENT: 6:01pm

The Board will be asked to adjourn the meeting to a Regular Board Meeting on May 16, 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

April 12 through May 9, 2024

05/09/24

Date	Num	Name	Memo	Amount
JP Morgan Chase - Primary 7399				
05/01/2024	EFT	CalPERS (Health Premium)	EFT Health Premium, Cust #4163206459 - May 2024	-24,076.24
04/22/2024	EFT	CalPERS (457 Def Comp)	SD5 EE + ER 457 Contributions - 4/15/24	-3,828.31
05/02/2024	EFT	CalPERS (457 Def Comp)	SD5 EE + ER 457 Contributions - 4/30/24	-4,078.31
05/09/2024	10533	Access Answering Service	Answering Service - May 2024	-75.90
05/09/2024	10534	Air Technology West	service & repair of plant air compressor & dryer	-1,573.34
05/09/2024	10535	Alameda Electrical Distributors, Inc.	Stmt Date 4/30/24	-3,197.75
05/09/2024	10536	Alhambra	drinking water service - Apr 2024	-234.36
05/09/2024	10537	Alliant Insurance Services	auto insurance maverick, endorsement	-29.00
05/09/2024	10538	Amazon Capital Services (Amazon Busin...	Accounting stamp, ceiling tiles, battery backup	-559.26
05/09/2024	10539	BAAQMD	Fac ID 1523, Renewal #697288, renewal term 6/1/24-...	-23,283.00
05/09/2024	10540	Balf, Abigail (v)	mileage reimb, D2 Certification, Lab Analyst 1 appli...	-1,384.66
05/09/2024	10541	Banshee Networks, Inc.	computer services - Mar 2024	-1,672.32
05/09/2024	10542	Brelje and Race Laboratories, Inc.	Main Plant samples submitted - Mar 2024	-1,380.00
05/09/2024	10543	California Service Tool	tools	-479.57
05/09/2024	10544	Caltest Analytical Laboratory	Main Plant Lab Monitoring - Mar 2024	-5,348.95
05/09/2024	10545	Caltronics Business Systems, Inc.	copier base rate & usage charge, Mar 2024	-205.56
05/09/2024	10546	Center For Hearing Health, Inc.	annual audiometric testing	-720.00
05/09/2024	10547	Cintas Corporation	weekly supplies - Apr 2024	-140.00
05/09/2024	10548	Collodi, Pete (v)	mileage reimb, CWEA Collection Certification Rene...	-277.28
05/09/2024	10549	Comcast Business (Internet) *9465	8155300110149465	-687.88
05/09/2024	10550	DKF Solutions Group, LLC	Review confined space policy, respiratory protectio...	-2,105.00
05/09/2024	10551	East Bay Muni Utility District	BACC Participation Fee	-799.20
05/09/2024	10552	Fastenal Company	supplies - Mar & Apr 2024	-3,955.11
05/09/2024	10553	Goodman Building Supply Co.	Stmt Date 4/25/24	-573.36
05/09/2024	10554	Grainger	dessicant breathers, assorted hose clamps	-858.20
05/09/2024	10555	Harrington Industrial Plastics LLC	mixer static PVC	-544.92
05/09/2024	10556	HDR Engineering Inc	Digester Cleaning & Rehab Project, Dec 2023-Mar 2...	-50,791.91
05/09/2024	10557	HF&H Consultants, LLC	2022 Sewer Rate Study - Mar 2024	-3,240.00
05/09/2024	10558	Jill Kalehua, DMMS	Accounting Services - Apr 2024	-2,595.00
05/09/2024	10559	JPR Systems Inc	MSA Calibration - Aug 2023	-2,183.75
05/09/2024	10560	Larry Walker Associates, Inc.	ROWD and Permit Renewal - Mar 2023	-152.50
05/09/2024	10561	Marin Municipal Water District	2/7/24-4/5/24 - monthly bill for (5) accounts	-2,123.44
05/09/2024	10562	Marin Resource Recovery Center	C & D Material - Apr 2024	-104.00
05/09/2024	10563	Mill Valley Refuse Serv (Garbage) *2945	monthly garbage - Apr 2024	-270.53
05/09/2024	10564	MISCOwater	repair parts for SBS transfer pump	-345.67
05/09/2024	10565	Nute Engineering Corp.	Engineering Services: Cove Rd Pump Station Impro...	-1,026.00
05/09/2024	10566	Pacific Gas & Electric	2908031411-4, 3/20/24-4/18/24	-25,765.54
05/09/2024	10567	PAN-PACIFIC SUPPLY COMPANY	neoprene ring gasket	-196.69
05/09/2024	10568	Pape Material Handling	diagnose and repaired carriage assembly	-926.11
05/09/2024	10569	PLATT Electric Supply	Stmt Date 4/25/24	-9,552.72
05/09/2024	10570	Rosser, John M. (v)	mileage reimb, tick spray for work in field/hills	-153.06
05/09/2024	10571	Roy's Sewer Service, Inc.	sewer service - Apr 2024, and one from Dec 2023	-36,087.50
05/09/2024	10572	Royal Wholesale	(6) Limit switch 600v	-2,406.78
05/09/2024	10573	Salazar, Ignacio G. (v)	CWEA AC24 Annual Conference & Expo, 4/9-4/12/24	-92.20
05/09/2024	10574	Screechfield-Lablue, Pierce L. (v)	State Water Resources Control Board Exam, 1/10/24	-122.10
05/09/2024	10575	Slembrouck-Many Corporation	annual testing & certification: fire alarm panel & em...	-929.90
05/09/2024	10576	Special Dist Risk Mgmt Authority (SDRM...	VOID: Basic Life, ADD, LTD, Dental & Vision - June ...	0.00
05/09/2024	10577	Streamline	Steamline Web member, annual website subscriptio...	-2,400.00
05/09/2024	10578	T-Mobile	#996374146, 2/28/24-3/25/24	-105.47
05/09/2024	10579	U.S. Bank cc *3611	Stmt Date 4/25/24	-3,542.13
05/09/2024	10580	Univar Solutions	chemicals	-9,736.48
05/09/2024	10581	USABlueBook	Stmt Date 4/3/24, and some invoices from Feb 2023, ...	-2,547.20
05/09/2024	10582	Verizon Wireless	Main Plant telephones - 3/9/24-4/8/24	-577.91
05/09/2024	10583	Waste Management, Redwood Landfill	garbage service - Mar 2024	-944.17
05/09/2024	10584	Water Environment Federation	annual membership - A. Balf ID 18024134, 4/1/24-3/3...	-166.00
05/09/2024	10585	Dotto Glass Inc	glass sliding doors & walls for Plant Office	-23,340.00
05/09/2024	10586	Frank A. Olsen Company	4" swing check & 4" plug valves	-6,779.33
05/09/2024	10587	Lystek International Limited	biosolids, 7.23 - Apr 2024	-694.01
05/09/2024	10588	Mid America (AUL Health Benefit Trust)	HRA Retiree, monthly reimb for 2024, July - Dec 2024	-31,791.48
05/09/2024	10589	Mountain General Engineering LLC	demo top of pump station and re-pipe, Contract #0076	-18,200.00
05/09/2024	10590	Owen Equipment LLC	rodder line, 3/4	-1,844.58

05/09/24

Sanitary District No.5 of Marin County
Warrant List Summary
April 12 through May 9, 2024

Date	Num	Name	Memo	Amount
05/09/2024	10591	Redwood Painting Co.	coating of headworks, all drive units, wet weather pi...	-52,943.00
05/09/2024	10592	Special Dist Risk Mgmt Authority (SDRM... #7665, June 2024		-1,687.51
Total JP Morgan Chase - Primary 7399				-378,432.15
TOTAL				-378,432.15

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
EFT	Check	05/01/2024	CalPERS (Health Premium)	EFT Health Premium, Cust #4163206459 - M...	JP M...	
				Inv #1000 000 17486932, Active Employee He...	8020...	-22,952.55
				Inv #1000 000 17486932, Retiree Health - Ma...	8022...	-1,123.69
TOTAL						-24,076.24
EFT	Check	04/22/2024	CalPERS (457 Def Comp)	SD5 EE + ER 457 Contributions - 4/15/24	JP M...	
				SD5 EE + ER 457 Contributions - 4/15/24	8008...	-3,828.31
TOTAL						-3,828.31
EFT	Check	05/02/2024	CalPERS (457 Def Comp)	SD5 EE + ER 457 Contributions - 4/30/24	JP M...	
				SD5 EE + ER 457 Contributions - 4/30/24	8008...	-4,078.31
TOTAL						-4,078.31
10533	Bill Pmt...	05/09/2024	Access Answering Service	Answering Service - May 2024	JP M...	
31979	Bill	05/05/2024		Answering Service - May 2024	8510...	-75.90
TOTAL						-75.90

05/09/24

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10534	Bill Pmt...	05/09/2024	Air Technology West	service & repair of plant air compressor & ...	JP M...	
10142	Bill	04/01/2024		service & repair of plant air compressor & drye...	7022...	-1,067.01
10233	Bill	04/23/2024		service & repair of plant air compressor & drye...	7022...	-506.33
TOTAL						-1,573.34
10535	Bill Pmt...	05/09/2024	Alameda Electrical Distrib...	Stmt Date 4/30/24	JP M...	
S579...	Bill	04/11/2024		Tib pump station #4 panel/service. PO 753069	7011...	-1,423.45
S579...	Bill	04/12/2024		galv nipples & elbows. PO 753069	7027...	-388.00
S579...	Bill	04/16/2024		Main Plant supplies. PO 753069	7021...	-447.60
S578...	Bill	04/18/2024		Tib pump station #4. PO 753069	7011...	-567.77
S579...	Bill	04/23/2024		Tib pump station #4 parts. PO 753069	7011...	-370.93
TOTAL						-3,197.75
10536	Bill Pmt...	05/09/2024	Alhambra	drinking water service - Apr 2024	JP M...	
1201...	Bill	04/26/2024		drinking water service - Apr 2024	8541...	-234.36
TOTAL						-234.36

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10537	Bill Pmt...	05/09/2024	Alliant Insurance Services	auto insurance maverick, endorsement	JP M...	
2642...	Bill	04/24/2024		auto insurance maverick, endorsement	6033...	-29.00
TOTAL						-29.00
10538	Bill Pmt...	05/09/2024	Amazon Capital Services (...)	Accounting stamp, ceiling tiles, battery bac...	JP M...	
1CW...	Bill	04/30/2024		Accounts Payable Invoice Approval Stamp, P...	6047...	-48.01
1RG...	Bill	04/30/2024		(4) APC UPS Battery Backup Surge Protector,...	6047...	-272.75
1DPT...	Bill	04/30/2024		(12) ceiling tiles for office. PO TR Office Ceilin...	6047...	-238.50
TOTAL						-559.26
10539	Bill Pmt...	05/09/2024	BAAQMD	Fac ID 1523, Renewal #697288, renewal ter...	JP M...	
T168...	Bill	04/02/2024		Fac ID 1523, renewal term 6/1/24-6/30/24, 1 m...	7062...	-1,940.25
				Fac ID 1523, renewal term 7/1/24-6/1/25, 11 m...	7062...	-21,342.75
TOTAL						-23,283.00
10540	Bill Pmt...	05/09/2024	Balf, Abigail (v)	mileage reimb, D2 Certification, Lab Analys...	JP M...	
4/8/24	Bill	04/08/2024		mileage reimb - Apr 5, 6, 7 2024	6018...	-132.66
4/16/24	Bill	04/16/2024		CWEA Lab Analyst Grade 1 Application	6020...	-192.00

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
5/1/24	Bill	05/01/2024		D2 Certification Renewal	6020...	-60.00
5/1/24	Bill	05/01/2024		Certificate Incentive - Lab Analyst Grade 1	8005...	-1,000.00
TOTAL						-1,384.66
10541	Bill Pmt...	05/09/2024	Banshee Networks, Inc.	computer services - Mar 2024	JP M...	
16221	Bill	04/15/2024		computer services - Mar 2024	8510...	-1,672.32
TOTAL						-1,672.32
10542	Bill Pmt...	05/09/2024	Brelje and Race Laboratori...	Main Plant samples submitted - Mar 2024	JP M...	
155594	Bill	04/26/2024		Main Plant samples submitted - Mar 2024	7051...	-1,380.00
TOTAL						-1,380.00
10543	Bill Pmt...	05/09/2024	California Service Tool	tools	JP M...	
S579...	Bill	04/23/2024		tools. PO 753069	7021...	-479.57
TOTAL						-479.57
10544	Bill Pmt...	05/09/2024	Caltest Analytical Laborat...	Main Plant Lab Monitoring - Mar 2024	JP M...	
718725	Bill	04/11/2024		Main Plant Lab Monitoring - Mar 2024	7051...	-5,348.95
TOTAL						-5,348.95

05/09/24

Sanitary District No.5 of Marin County
Warrant List Detail
April 12 through May 9, 2024

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10545	Bill Pmt...	05/09/2024	Caltronics Business Syste...	copier base rate & usage charge, Mar 2024	JP M...	
4049...	Bill	04/11/2024		Konica Minolta/KON-C308, usage charge, 3/2/...	6047...	-119.83
				Konica Minolta/KON-C280, usage charge, 3/2/...	6047...	-0.02
				base rate charge plus tax, 3/2/24-4/1/24	6047...	-85.71
TOTAL						-205.56
10546	Bill Pmt...	05/09/2024	Center For Hearing Health,...	annual audiometric testing	JP M...	
20599	Bill	03/08/2024		annual audiometric testing, PO 953258	8515...	-720.00
TOTAL						-720.00
10547	Bill Pmt...	05/09/2024	Cintas Corporation	weekly supplies - Apr 2024	JP M...	
4188...	Bill	04/05/2024		weekly - scraper & towels	7023...	-35.00
4189...	Bill	04/12/2024		Weekly - scraper & towels	7023...	-35.00
4190...	Bill	04/19/2024		Weekly - scraper & towels	7023...	-35.00
4190...	Bill	04/26/2024		Weekly - scraper & towels	7023...	-35.00
TOTAL						-140.00

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10548	Bill Pmt...	05/09/2024	Collodi, Pete (v)	mileage reimb, CWEA Collection Certificati...	JP M...	
4/11/24	Bill	04/11/2024		mileage reimb - Apr 8, 2024	6018...	-56.28
4/15/24	Bill	04/15/2024		CWEA Collections Certification Renewal	6018...	-221.00
TOTAL						-277.28
10549	Bill Pmt...	05/09/2024	Comcast Business (Intern...	8155300110149465	JP M...	
Bill D...	Bill	04/26/2024		Cable, Internet, Voice - May 2024	8530...	-687.88
TOTAL						-687.88
10550	Bill Pmt...	05/09/2024	DKF Solutions Group, LLC	Review confined space policy, respiratory ...	JP M...	
22143	Bill	04/15/2024		consulting: re: confined space policy, Feb 2024	8515...	-607.50
				consulting re: Respiratory Protection policy, M...	8515...	-877.50
22169	Bill	05/01/2024		consulting re: CBT development & review, Mar...	8515...	-270.00
				Training Link Subscription - May 2024	8515...	-350.00
TOTAL						-2,105.00
10551	Bill Pmt...	05/09/2024	East Bay Muni Utility District	BACC Participation Fee	JP M...	
8042...	Bill	03/28/2024		Bay Area Chemical Consortium chemical bid p...	6025...	-799.20
TOTAL						-799.20

Sanitary District No.5 of Marin County

Warrant List Detail

April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10552	Bill Pmt...	05/09/2024	Fastenal Company	supplies - Mar & Apr 2024	JP M...	
CAP...	Bill	03/06/2024		parts. PO 754220	7022...	-20.38
CAP...	Bill	03/20/2024		spears ball valves. PO 754222	7022...	-1,127.62
CAP...	Bill	04/03/2024		1" tank adapter CPVC. PO 749494	7022...	-327.56
CAP...	Bill	04/10/2024		large latex gloves, 50 ct. PO 848140	8515...	-213.90
CAP...	Bill	04/17/2024		in line CPVC ball check valves. PO 749499	7022...	-441.40
CAP...	Bill	04/25/2024		10 Fire Extinguishers. PO 848145	8515...	-751.84
CAP...	Bill	04/25/2024		fender washers, stud anchors, strut nuts, strut ...	7021...	-858.51
CAP...	Bill	04/25/2024		10 pack, Med latex gloves. PO 848140	8515...	-213.90
TOTAL						-3,955.11
10553	Bill Pmt...	05/09/2024	Goodman Building Supply ...	Stmt Date 4/25/24	JP M...	
Clos ...	Bill	04/25/2024		parts/supplies for plant, Inv 1122, PO 749493	7021...	-347.33
				door stopper, stainless steel pan, Inv 1636, P...	6047...	-21.20
				pest control supplies, In 2331, PO 848143	7028...	-43.57
				key blanks, Inv 2482, PO TR041824	6047...	-76.67
				supplies, Inv 2762, PO 848627	7021...	-73.57
				gorilla glue, Inv 2917, PO 754052	7021...	-11.02
TOTAL						-573.36

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10554	Bill Pmt...	05/09/2024	Grainger	dessicant breathers, assorted hose clamps	JP M...	
9085...	Bill	04/15/2024		desiccant breathers, PO 195199	7024...	-734.49
9099...	Bill	04/25/2024		assorted hose clamps. PO 754053	7022...	-123.71
TOTAL						-858.20
10555	Bill Pmt...	05/09/2024	Harrington Industrial Plasti...	mixer static PVC	JP M...	
0060...	Bill	04/11/2024		mixer static PVC. PO 195196	7022...	-544.92
TOTAL						-544.92
10556	Bill Pmt...	05/09/2024	HDR Engineering Inc	Digester Cleaning & Rehab Project, Dec 20...	JP M...	
1200...	Bill	05/01/2024		Digester Cleaning & Rehab Project, Dec 2023-...	6017...	-50,791.91
TOTAL						-50,791.91
10557	Bill Pmt...	05/09/2024	HF&H Consultants, LLC	2022 Sewer Rate Study - Mar 2024	JP M...	
9721...	Bill	04/22/2024		2022 Sewer Rate Study - Mar 2024	6017...	-3,240.00
TOTAL						-3,240.00

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10558	Bill Pmt...	05/09/2024	Jill Kalehua, DMMS	Accounting Services - Apr 2024	JP M...	
Apr 2...	Bill	05/01/2024		Accounting Services - Apr 2024	6008...	-2,595.00
TOTAL						-2,595.00
10559	Bill Pmt...	05/09/2024	JPR Systems Inc	MSA Calibration - Aug 2023	JP M...	
33143	Bill	04/10/2024		MSA Calibration - Aug 2023. PO 955707	8515...	-2,183.75
TOTAL						-2,183.75
10560	Bill Pmt...	05/09/2024	Larry Walker Associates, I...	ROWD and Permit Renewal - Mar 2023	JP M...	
0011...	Bill	04/16/2024		ROWD and Permit Renewal - Mar 2023	7061...	-152.50
TOTAL						-152.50
10561	Bill Pmt...	05/09/2024	Marin Municipal Water Dist...	2/7/24-4/5/24 - monthly bill for (5) accounts	JP M...	
100098	Bill	04/10/2024		Service #7810, Service Address 2001 Paradis...	8541...	-1,801.45
138856	Bill	04/10/2024		Service #36898, Service Address Mar West St...	8541...	-79.54
424791	Bill	04/10/2024		Service #41054, Service Address Cove Rd, 2/...	8541...	-79.54
424793	Bill	04/10/2024		Service #27862, Service Address Golden Gate...	8541...	-79.54
558095	Bill	04/10/2024		Service #27861, Service Address San Rafael ...	8541...	-83.37
TOTAL						-2,123.44

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10562	Bill Pmt...	05/09/2024	Marin Resource Recovery ...	C & D Material - Apr 2024	JP M...	
1408...	Bill	04/16/2024		C & D material, 4/16/24. PO 848624	7028...	-54.00
1408...	Bill	04/24/2024		min C & D material. PO 848626	7028...	-50.00
TOTAL						-104.00
10563	Bill Pmt...	05/09/2024	Mill Valley Refuse Serv (Ga...	monthly garbage - Apr 2024	JP M...	
Stmt ...	Bill	04/01/2024		Garbage Service, Apr 2024	7028...	-270.53
TOTAL						-270.53
10564	Bill Pmt...	05/09/2024	MISCOwater	repair parts for SBS transfer pump	JP M...	
2989...	Bill	01/26/2024		repair parts for SBS transfer pump. PO 749468	7022...	-345.67
TOTAL						-345.67
10565	Bill Pmt...	05/09/2024	Nute Engineering Corp.	Engineering Services: Cove Rd Pump Stati...	JP M...	
27170	Bill	04/08/2024		Engineering Services: Cove Rd Pump Station I...	6017...	-1,026.00
TOTAL						-1,026.00

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10566	Bill Pmt...	05/09/2024	Pacific Gas & Electric	2908031411-4, 3/20/24-4/18/24	JP M...	
Stmt ...	Bill	04/26/2024		Stmt Date 4/26/24	8542...	-17,632.40
				Stmt Date 4/26/24	8543...	-3,475.89
				Stmt Date 4/26/24	8544...	-4,657.25
TOTAL						-25,765.54
10567	Bill Pmt...	05/09/2024	PAN-PACIFIC SUPPLY CO...	neoprene ring gasket	JP M...	
2961...	Bill	04/26/2024		neoprene ring gasket, PO 754225	7022...	-196.69
TOTAL						-196.69
10568	Bill Pmt...	05/09/2024	Pape Material Handling	diagnose and repaired carriage assembly	JP M...	
1907...	Bill	04/09/2024		diagnose and repaired carriage assembly	7072...	-926.11
TOTAL						-926.11
10569	Bill Pmt...	05/09/2024	PLATT Electric Supply	Stmt Date 4/25/24	JP M...	
Stmt ...	Bill	04/25/2024		wire connectors, shrink tube, drill bits, Inv 5B5...	7022...	-228.20
				PVC coated conduit fittings, Inv Y879106, PO ...	7022...	-6,220.03
				pump station panels, etc, Inv Y879112, PO 84...	7011...	-1,205.93
				pump station panels, etc, Inv 5C40795, PO 84...	7021...	-218.54

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
				pump station panels, etc, Inv 5C72791, PO 84...	7021...	-1,238.23
				stepladders, Inv 5C88784, PO 848625	7021...	-441.79
TOTAL						-9,552.72
10570	Bill Pmt...	05/09/2024	Rosser, John M. (v)	mileage reimb, tick spray for work in field/h...	JP M...	
4/24/24	Bill	04/24/2024		mileage reimb - Apr 2024	6018...	-117.36
5/1/24	Bill	05/01/2024		reimb: tick spray for CCTV work in hills	8515...	-35.70
TOTAL						-153.06
10571	Bill Pmt...	05/09/2024	Roy's Sewer Service, Inc.	sewer service - Apr 2024, and one from Dec...	JP M...	
226216	Bill	12/27/2023		Maintenance-Spring Cleaning, Tiburon zone. ...	7011...	-31,712.50
227103	Bill	04/10/2024		53 Alcatraz Ave, Belvedere - service call	7011...	-235.00
224624	Bill	04/11/2024	132 Marinero Circle, Tiburon	132 Marinero Circle, Tiburon - bill back customer	7011...	-600.00
227230	Bill	04/18/2024		280 Round Hill Rd-clogged sewer line	7011...	-470.00
224656	Bill	04/22/2024		Beach Rd & Tiburon Blvd: vactor truck & crew,...	7011...	-2,600.00
227278	Bill	04/26/2024		2 Santa Ana Ct, clogged sewer line	7011...	-470.00
TOTAL						-36,087.50
10572	Bill Pmt...	05/09/2024	Royal Wholesale	(6) Limit switch 600v	JP M...	
7914-...	Bill	03/27/2024		(6) Limit switch 600v. PO 848618	7022...	-2,406.78
TOTAL						-2,406.78

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10573	Bill Pmt...	05/09/2024	Salazar, Ignacio G. (v)	CWEA AC24 Annual Conference & Expo, 4/...	JP M...	
4/11/24	Bill	04/11/2024		mileage reimb, CWEA AC24 Annual Conferen...	6018...	-40.20
				meals per diem, CWEA AC24 Annual Confere...	6018...	-45.00
				parking, CWEA AC24 Annual Conference & E...	6018...	-7.00
TOTAL						-92.20
10574	Bill Pmt...	05/09/2024	Screechfield-Lablue, Pierc...	State Water Resources Control Board Exa...	JP M...	
4/2/24	Bill	04/02/2024		State Water Resources Control Board Exam, 1...	6020...	-122.10
TOTAL						-122.10
10575	Bill Pmt...	05/09/2024	Slembrouck-Many Corpora...	annual testing & certification: fire alarm pa...	JP M...	
5472-...	Bill	04/08/2024		annual testing & certification; fire alarm panel ...	8515...	-929.90
TOTAL						-929.90
10576	Bill Pmt...	05/09/2024	Special Dist Risk Mgmt Au...	VOID: Basic Life, ADD, LTD, Dental & Visio...	JP M...	
TOTAL						0.00

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10577	Bill Pmt...	05/09/2024	Streamline	Steamline Web member, annual website su...	JP M...	
6C64...	Bill	05/01/2024		Steamline Web member, annual website subs...	8510...	-200.00
				Steamline Web member, annual website subs...	8510...	-2,200.00
TOTAL						-2,400.00
10578	Bill Pmt...	05/09/2024	T-Mobile	#996374146, 2/28/24-3/25/24	JP M...	
Inv 9...	Bill	03/25/2024		2/28/24-3/25/24, 925-584-8053, service 2/28/...	8531...	-105.47
TOTAL						-105.47
10579	Bill Pmt...	05/09/2024	U.S. Bank cc *3611	Stmt Date 4/25/24	JP M...	
Stmt ...	Bill	04/25/2024		Sign Dynamics, Inv 9263, new Maverick vehicl...	7072...	-271.13
				Viridian Wastewater Consulting LLC, (2) Grad...	6020...	-1,500.00
				Canon, computer printer, PO 848138	6047...	-504.42
				Amazon, food grade minieral oil, gardening glo...	7021...	-29.14
				Zoom subscription, recurring	6025...	-87.97
				3 Day PACP/LACP/MACP Course	6020...	-1,075.00
				Woodlands Market, drinks/snacks 4/11/24	6065...	-74.47
TOTAL						-3,542.13

05/09/24

**Sanitary District No.5 of Marin County
Warrant List Detail
April 12 through May 9, 2024**

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10580	Bill Pmt...	05/09/2024	Univar Solutions	chemicals	JP M...	
5194...	Bill	03/19/2024		chemicals. PO 848133	7024...	<u>-9,736.48</u>
TOTAL						-9,736.48
10581	Bill Pmt...	05/09/2024	USABlueBook	Stmt Date 4/3/24, and some invoices from F...	JP M...	
263111	Bill	02/09/2023		remaining balance due on this invoice. PO 113...	7022...	-439.05
INV0...	Bill	02/12/2024		A321 pH Meter. PO AB48103	7025...	-973.72
INV0...	Bill	02/15/2024		HACH buffer, eye saline concentrate. PO AB8...	7025...	-354.38
INV0...	Bill	04/04/2024		(2) Sludge Judge Ultra Complete. PO 848139	7025...	-560.50
INV0...	Bill	04/25/2024		HACH pH Buffer. PO 848148	7025...	<u>-219.55</u>
TOTAL						-2,547.20
10582	Bill Pmt...	05/09/2024	Verizon Wireless	Main Plant telephones - 3/9/24-4/8/24	JP M...	
9961...	Bill	04/08/2024		Main Plant telephones - 3/9/24-4/8/24	8531...	<u>-577.91</u>
TOTAL						-577.91
10583	Bill Pmt...	05/09/2024	Waste Management, Redw...	garbage service - Mar 2024	JP M...	
0110...	Bill	04/01/2024		Main Plant Sludge Disposal - Mar 2024	7029...	<u>-944.17</u>
TOTAL						-944.17

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10584	Bill Pmt...	05/09/2024	Water Environment Federa...	annual membership - A. Balf ID 18024134, 4...	JP M...	
3/31/24	Bill	03/31/2024		annual membership - A. Balf ID 18024134, 4/1...	6025...	-41.50
				annual membership - A Balf ID 18024134, 7/1/...	6025...	-124.50
TOTAL						-166.00
10585	Bill Pmt...	05/09/2024	Dotto Glass Inc	glass sliding doors & walls for Plant Office	JP M...	
240084	Bill	04/30/2024		glass sliding doors & walls for Plant Office	9510...	-23,340.00
TOTAL						-23,340.00
10586	Bill Pmt...	05/09/2024	Frank A. Olsen Company	4" swing check & 4" plug valves	JP M...	
253257	Bill	05/07/2024		4" swing check & 4" plug valves. PO 749486	9305...	-6,779.33
TOTAL						-6,779.33
10587	Bill Pmt...	05/09/2024	Lystek International Limited	biosolids, 7.23 - Apr 2024	JP M...	
153-8...	Bill	04/30/2024		biosolids, 7.23 - Apr 2024	7029...	-694.01
TOTAL						-694.01

05/09/24

**Sanitary District No.5 of Marin County
Warrant List Detail
April 12 through May 9, 2024**

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10588	Bill Pmt...	05/09/2024	Mid America (AUL Health ...	HRA Retiree, monthly reimb for 2024, July -...	JP M...	
July-...	Bill	04/30/2024		HRA Retiree, monthly reimb for 2024, July - D...	8022...	<u>-31,791.48</u>
TOTAL						-31,791.48
10589	Bill Pmt...	05/09/2024	Mountain General Engineri...	demo top of pump station and re-pipe, Con...	JP M...	
00080	Bill	04/26/2024		demo top of pump station and re-pipe, Contrac...	9305...	<u>-18,200.00</u>
TOTAL						-18,200.00
10590	Bill Pmt...	05/09/2024	Owen Equipment LLC	rodder line, 3/4	JP M...	
Stmt ...	Bill	04/30/2024		rodder line, 3/4. PO DL749503 service charge, late, 4/30/24 stmt	7011... 6066...	<u>-1,834.84</u> -9.74
TOTAL						-1,844.58
10591	Bill Pmt...	05/09/2024	Redwood Painting Co.	coating of headworks, all drive units, wet w...	JP M...	
7015...	Bill	05/07/2024		coating of headworks, all drive units, wet weat...	9201...	<u>-52,943.00</u>
TOTAL						-52,943.00

Sanitary District No.5 of Marin County
Warrant List Detail
 April 12 through May 9, 2024

05/09/24

Num	Type	Date	Name	Memo	Acco...	Paid Amount
10592	Bill Pmt...	05/09/2024	Special Dist Risk Mgmt Au...	#7665, June 2024	JP M...	
H451...	Bill	05/06/2024		Basic Life & ADD, LTD, Dental & Vision - June...	8020...	-1,687.51
TOTAL						-1,687.51

Sanitary District No.5 of Marin County
Annual Budget vs Actual Expenses
 July 1, 2023 through May 9, 2024

	Jul 1, '23 - May ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5000 · Property Taxes / AD VALOREM				
5001.2 · TEETER	963,637.24	905,000.00	58,637.24	106.5%
5002 · UNSEC	18,240.70	15,000.00	3,240.70	121.6%
5003 · PUNS / PRIOR UNSECURED	1,102.41	1,500.00	-397.59	73.5%
5004 · REDEMPTION / RDMPT	253.58	0.00	253.58	100.0%
5006 · SPLU	1,208.75	0.00	1,208.75	100.0%
5041 · SUPSEC	14,689.94	20,000.00	-5,310.06	73.4%
5043 · SECU	247.96	0.00	247.96	100.0%
5046 · Excess ERAF	372,415.20	255,314.00	117,101.20	145.9%
5280 · HOPTR	3,022.73	3,000.00	22.73	100.8%
5483 · Other tax	-3,983.14	7,000.00	-10,983.14	-56.9%
Total 5000 · Property Taxes / AD VALOREM	1,370,835.37	1,206,814.00	164,021.37	113.6%
5007 · Sewer Service Charge				
5007.1 · Sewer Service - Ops	5,272,504.91	4,861,118.00	411,386.91	108.5%
5007.2 · Sewer Service - Cap	0.00	0.00	0.00	0.0%
Total 5007 · Sewer Service Charge	5,272,504.91	4,861,118.00	411,386.91	108.5%
5201 · INTEREST				
5201.1 · Interest County of Marin	565.07	0.00	565.07	100.0%
5201.2 · Interest LAIF	260,114.32	100,000.00	160,114.32	260.1%
Total 5201 · INTEREST	260,679.39	100,000.00	160,679.39	260.7%
5900.10 · Paradise Sewer Line Ext. Fees	15,123.77	15,479.10	-355.33	97.7%
5900.3 · Connection Fees				
5900.31 · Collection	149,747.00	200,000.00	-50,253.00	74.9%
5900.34 · Treatment	220,805.00	200,000.00	20,805.00	110.4%
Total 5900.3 · Connection Fees	370,552.00	400,000.00	-29,448.00	92.6%
5900.4 · Permit Inspection & Admin Fees	18,850.00	16,250.00	2,600.00	116.0%
5900.5 · SASM Expense Reimb.	62,272.15	75,000.00	-12,727.85	83.0%
5900.9 · Other Income	0.00	100.00	-100.00	0.0%
Total Income	7,370,817.59	6,674,761.10	696,056.49	110.4%
Gross Profit	7,370,817.59	6,674,761.10	696,056.49	110.4%
Expense				
6000 · Administrative Expenses				
6001 · Advertising	0.00	2,000.00	-2,000.00	0.0%
6002 · Outreach & Newsletter	0.00	0.00	0.00	0.0%
6008 · Audit & Accounting	54,890.78	40,000.00	14,890.78	137.2%
6017 · Consulting Fees	128,622.79	100,000.00	28,622.79	128.6%
6018 · Travel & Meetings				
6018.1 · Meetings & Travel	13,384.30	15,000.00	-1,615.70	89.2%
6018.2 · Standby Mileage Expense Reimb	4,378.85	8,000.00	-3,621.15	54.7%
Total 6018 · Travel & Meetings	17,763.15	23,000.00	-5,236.85	77.2%
6020 · Continuing Education	8,589.96	10,000.00	-1,410.04	85.9%
6021 · County Fees	5,776.19	16,590.00	-10,813.81	34.8%
6024 · Director Fees	6,289.32	9,000.00	-2,710.68	69.9%
6025 · Dues & Subscriptions	35,033.69	33,000.00	2,033.69	106.2%
6026 · Elections	0.00	0.00	0.00	0.0%
6033 · Insurance				
6033.1 · Insurance - SD5 Property	111,326.62	100,000.00	11,326.62	111.3%
6033.2 · Insurance - SD5 Liability	19,585.50	60,000.00	-40,414.50	32.6%
6033.3 · Insurance - SD5 Auto	6,701.87	10,000.00	-3,298.13	67.0%
Total 6033 · Insurance	137,613.99	170,000.00	-32,386.01	80.9%

Sanitary District No.5 of Marin County
Annual Budget vs Actual Expenses
 July 1, 2023 through May 9, 2024

	Jul 1, '23 - May ...	Budget	\$ Over Budget	% of Budget
6039 · Legal	23,463.50	50,000.00	-26,536.50	46.9%
6047 · Office Supplies	15,717.80	11,000.00	4,717.80	142.9%
6056 · Postage	1,109.11	1,300.00	-190.89	85.3%
6059 · Pollution Prevention/Public Edu	1,864.17	5,500.00	-3,635.83	33.9%
6065 · Miscellaneous Expense	12.03	0.00	12.03	100.0%
Total 6000 · Administrative Expenses	436,746.48	471,390.00	-34,643.52	92.7%
7000 · Ops & Maintenance Expenses				
7010 · Pumps & Lines Maintenance				
7011 · Pumps & Lines Maintenance	148,704.03	200,000.00	-51,295.97	74.4%
7013 · Emergency Line Repair	63,844.65	100,000.00	-36,155.35	63.8%
Total 7010 · Pumps & Lines Maintenance	212,548.68	300,000.00	-87,451.32	70.8%
7020 · Main Plant Maintenance				
7021 · Plant Maintenance Supplies	68,565.15	80,000.00	-11,434.85	85.7%
7022 · Plant Maint. Parts & Service	229,515.52	300,000.00	-70,484.48	76.5%
7023 · Janitorial Supplies & Service	4,411.50	10,000.00	-5,588.50	44.1%
7024 · Main Plant Chemicals	142,487.70	165,000.00	-22,512.30	86.4%
7025 · Lab Supplies & Chemicals	15,047.78	25,000.00	-9,952.22	60.2%
7027 · Electrical & Instrument	12,447.95	30,000.00	-17,552.05	41.5%
7028 · Grounds Maintenance	4,987.13	8,000.00	-3,012.87	62.3%
7029 · Main Plant Sludge Disposal	48,276.34	55,000.00	-6,723.66	87.8%
Total 7020 · Main Plant Maintenance	525,739.07	673,000.00	-147,260.93	78.1%
7040 · Paradise Cove Plant Maint				
7041 · Paradise Parts & Service	12,085.55	20,000.00	-7,914.45	60.4%
7042 · Paradise Supplies & Chemicals	4,500.76	6,500.00	-1,999.24	69.2%
7043 · Paradise Sludge Disposal	0.00	3,000.00	-3,000.00	0.0%
Total 7040 · Paradise Cove Plant Maint	16,586.31	29,500.00	-12,913.69	56.2%
7050 · Monitoring				
7051 · Main Plant Lab Monitoring	49,507.50	50,000.00	-492.50	99.0%
7052 · Paradise Cove Monitoring	5,946.30	10,000.00	-4,053.70	59.5%
7053 · Chronic Toxicity	1,857.50	15,000.00	-13,142.50	12.4%
Total 7050 · Monitoring	57,311.30	75,000.00	-17,688.70	76.4%
7060 · Permits/Fees				
7061 · Main Plant NPDES Renewal	19,331.00	0.00	19,331.00	100.0%
7062 · Permits/Fees - General	76,852.73	50,000.00	26,852.73	153.7%
7063 · Paradise Cove Permits/Fees	8,578.75	9,000.00	-421.25	95.3%
7064 · Paradise Cove NPDES Renewal	0.00	0.00	0.00	0.0%
Total 7060 · Permits/Fees	104,762.48	59,000.00	45,762.48	177.6%
7070 · Truck Maintenance				
7071 · Fuel	14,714.69	20,000.00	-5,285.31	73.6%
7072 · Maintenance	5,812.09	30,000.00	-24,187.91	19.4%
Total 7070 · Truck Maintenance	20,526.78	50,000.00	-29,473.22	41.1%
Total 7000 · Ops & Maintenance Expenses	937,474.62	1,186,500.00	-249,025.38	79.0%
8000 · Salaries and Benefits Expenses				
8001 · Salaries	1,310,569.60	1,598,548.00	-287,978.40	82.0%
8003 · Overtime	138,507.40	100,000.00	38,507.40	138.5%
8004 · Standby Pay	75,989.74	80,000.00	-4,010.26	95.0%
8005 · Employee Incentives	22,000.00	60,000.00	-38,000.00	36.7%
8006 · Vacation Buyout	73,848.74	80,000.00	-6,151.26	92.3%
8013 · Payroll Taxes	115,341.06	110,000.00	5,341.06	104.9%
8015 · Payroll/Bank Fees	8,656.90	7,000.00	1,656.90	123.7%
8016 · Car Allowance	8,000.00	6,000.00	2,000.00	133.3%

Sanitary District No.5 of Marin County Annual Budget vs Actual Expenses July 1, 2023 through May 9, 2024

	Jul 1, '23 - May ...	Budget	\$ Over Budget	% of Budget
8019 · PERS Retirement				
8019.05 · PERS Retirement	116,012.10	272,332.00	-156,319.90	42.6%
8019.06 · PERS Retirement - RBP	0.00	0.00	0.00	0.0%
8019.08 · PERS Retirement - CalPERS UAL	928,049.00	0.00	928,049.00	100.0%
Total 8019 · PERS Retirement	1,044,061.10	272,332.00	771,729.10	383.4%
8020 · Employee Health				
8020.05 · Employee Health	271,195.01	290,000.00	-18,804.99	93.5%
8021 · Employee Health Deductions	-4,039.05	0.00	-4,039.05	100.0%
8020 · Employee Health - Other	1,687.51	0.00	1,687.51	100.0%
Total 8020 · Employee Health	268,843.47	290,000.00	-21,156.53	92.7%
8022 · Retiree Health				
8022.05 · Retiree Health	77,873.11	80,144.00	-2,270.89	97.2%
8022.10 · CERBT/OPEB Annual Arc Contribtn	0.00	140,000.00	-140,000.00	0.0%
8022 · Retiree Health - Other	15,017.94	0.00	15,017.94	100.0%
Total 8022 · Retiree Health	92,891.05	220,144.00	-127,252.95	42.2%
8023 · Workers Comp Insurance	52,609.00	58,000.00	-5,391.00	90.7%
Total 8000 · Salaries and Benefits Expenses	3,211,318.06	2,882,024.00	329,294.06	111.4%
8500 · Other Operating Expenses				
8510 · Data/Alarms/IT Supp & Licensing	103,566.20	100,000.00	3,566.20	103.6%
8515 · Safety	70,958.27	60,000.00	10,958.27	118.3%
8520 · Personal Protection/Safety Wear	8,508.75	15,000.00	-6,491.25	56.7%
8530 · Telephone				
8531 · Main Plant Telephones	12,359.91	11,000.00	1,359.91	112.4%
8532 · Paradise Cove Telephones	220.40	500.00	-279.60	44.1%
8533 · Pumps & Lines Telephones	5,542.30	7,000.00	-1,457.70	79.2%
Total 8530 · Telephone	18,122.61	18,500.00	-377.39	98.0%
8540 · Utilities				
8541 · Water	11,962.46	9,000.00	2,962.46	132.9%
8542 · Main Plant Utilities	183,204.16	230,000.00	-46,795.84	79.7%
8543 · Paradise Cove Utilities	33,110.45	22,000.00	11,110.45	150.5%
8544 · Pump Station Utilities	66,060.59	48,000.00	18,060.59	137.6%
Total 8540 · Utilities	294,337.66	309,000.00	-14,662.34	95.3%
Total 8500 · Other Operating Expenses	495,493.49	502,500.00	-7,006.51	98.6%
Total Expense	5,081,032.65	5,042,414.00	38,618.65	100.8%
Net Ordinary Income	2,289,784.94	1,632,347.10	657,437.84	140.3%
Other Income/Expense				
Other Expense				
9100 · Capital Expenditures				
9200 · Main Plant Equipment Capital				
9201 · LED Lighting Upgrades	0.00	0.00	0.00	0.0%
9201.1 · M.P. Roll-Up Doors	59,081.00	75,000.00	-15,919.00	78.8%
9201.2 · M.P. Corrosion Protection	52,943.00	150,000.00	-97,057.00	35.3%
9202 · M.P. Drainage	0.00	0.00	0.00	0.0%
9206 · Infl Dry Weather Pump Rplcmnt				
9206.1 · Dry Weather Primary Cover	0.00	0.00	0.00	0.0%
Total 9206 · Infl Dry Weather Pump Rplcmnt	0.00	0.00	0.00	0.0%
9208 · M.P. Chem Feed Trx Pump Rplcmnt	0.00	0.00	0.00	0.0%
9212 · M.P. Headworks				
9212.2 · M.P. Switchgear Upgrade/Imprvmt	0.00	0.00	0.00	0.0%
Total 9212 · M.P. Headworks	0.00	0.00	0.00	0.0%

Sanitary District No.5 of Marin County
Annual Budget vs Actual Expenses
 July 1, 2023 through May 9, 2024

	Jul 1, '23 - May ...	Budget	\$ Over Budget	% of Budget
9213 · M.P. Digester				
9213.1 · Digester Rehab	53,216.01	600,000.00	-546,783.99	8.9%
Total 9213 · M.P. Digester	53,216.01	600,000.00	-546,783.99	8.9%
9216 · M.P. Secondary Clarifier				
9216.1 · Scum Removal Project FY22-23	0.00	300,000.00	-300,000.00	0.0%
9216 · M.P. Secondary Clarifier - Other	0.00	0.00	0.00	0.0%
Total 9216 · M.P. Secondary Clarifier	0.00	300,000.00	-300,000.00	0.0%
9217 · SD5 Shop Rplcmnt /Ops Control				
9217.1 · FY23-24 Shop Rehab	127,579.23	100,000.00	27,579.23	127.6%
Total 9217 · SD5 Shop Rplcmnt /Ops Control	127,579.23	100,000.00	27,579.23	127.6%
9229.8 · Vehicle Replacement	81,586.51	0.00	81,586.51	100.0%
9200 · Main Plant Equipment Capital - Other	0.00	0.00	0.00	0.0%
Total 9200 · Main Plant Equipment Capital	374,405.75	1,225,000.00	-850,594.25	30.6%
9300 · Pumps & Lines Capital				
9301 · Tiburon Sewer Line Rehab Prog	136,628.57	0.00	136,628.57	100.0%
9303 · CCTV Sewer Project	0.00	250,000.00	-250,000.00	0.0%
9304 · Belvedere Sewer Line Rehab Prog	91,085.72	0.00	91,085.72	100.0%
9305 · Valve/Wet Well Replacements				
9305.2 · Tiburon Wet Well Rehab	0.00	50,000.00	-50,000.00	0.0%
Total 9305 · Valve/Wet Well Replacements	0.00	50,000.00	-50,000.00	0.0%
9306 · PS Pump & Valve Replacements	103,081.47	100,000.00	3,081.47	103.1%
9309 · BPS #1 Generator Replcmnt	0.00	600,000.00	-600,000.00	0.0%
9313 · Manholes/Rodholes	60,617.67	75,000.00	-14,382.33	80.8%
9314.01 · SR Ave Diverter Project	0.00	0.00	0.00	0.0%
9300 · Pumps & Lines Capital - Other	0.00	0.00	0.00	0.0%
Total 9300 · Pumps & Lines Capital	391,413.43	1,075,000.00	-683,586.57	36.4%
9400 · Paradise Cove Capital				
9406 · P.C. Plant Grit Removal	0.00	0.00	0.00	0.0%
9407 · P.C. Pump Replacement	0.00	25,000.00	-25,000.00	0.0%
9408 · P.C. Access Rd Imprvmnts	0.00	100,000.00	-100,000.00	0.0%
9400 · Paradise Cove Capital - Other	0.00	0.00	0.00	0.0%
Total 9400 · Paradise Cove Capital	0.00	125,000.00	-125,000.00	0.0%
9500 · Undesignated Capital				
9510 · Undesignated Cap - M.P.	71,330.53	50,000.00	21,330.53	142.7%
9520 · Undesignated Cap - P.C. Plant	0.00	25,000.00	-25,000.00	0.0%
9530 · Undesignated Cap - P & L	0.00	50,000.00	-50,000.00	0.0%
Total 9500 · Undesignated Capital	71,330.53	125,000.00	-53,669.47	57.1%
9100 · Capital Expenditures - Other	0.00	0.00	0.00	0.0%
Total 9100 · Capital Expenditures	837,149.71	2,550,000.00	-1,712,850.29	32.8%
9700 · Debt Service				
9701 · Zion Bank Loan- Principal	0.00	0.00	0.00	0.0%
9702 · Zion Bank Loan - Interest	0.00	0.00	0.00	0.0%

Sanitary District No.5 of Marin County
Annual Budget vs Actual Expenses
 July 1, 2023 through May 9, 2024

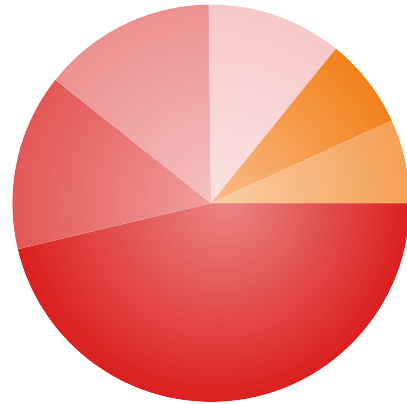
	Jul 1, '23 - May ...	Budget	\$ Over Budget	% of Budget
9730 · Debt Service - MPR Project				
9730.01 · Zion Loan - Principal	610,000.00	610,000.00	0.00	100.0%
9730.02 · Zion Loan - Interest	142,847.99	142,848.00	-0.01	100.0%
9731 · Debt Service MPR Bond Principal	0.00	0.00	0.00	0.0%
9732 · Debt Service MPR Bond Interest	0.00	0.00	0.00	0.0%
9734 · MPR Refi - Principal	0.00	0.00	0.00	0.0%
9735 · MPR Refi - Interest	0.00	0.00	0.00	0.0%
Total 9730 · Debt Service - MPR Project	<u>752,847.99</u>	<u>752,848.00</u>	<u>-0.01</u>	<u>100.0%</u>
Total 9700 · Debt Service	<u>752,847.99</u>	<u>752,848.00</u>	<u>-0.01</u>	<u>100.0%</u>
Total Other Expense	<u>1,589,997.70</u>	<u>3,302,848.00</u>	<u>-1,712,850.30</u>	<u>48.1%</u>
Net Other Income	<u>-1,589,997.70</u>	<u>-3,302,848.00</u>	<u>1,712,850.30</u>	<u>48.1%</u>
Net Income	<u><u>699,787.24</u></u>	<u><u>-1,670,500.90</u></u>	<u><u>2,370,288.14</u></u>	<u><u>-41.9%</u></u>

Account Balances

Account	Balance
*Local Agency Investment Fund	16,456,762.40
*SD5 CalPERS Retirement Trust	71,951.00
*SD5 Operating Reserve	1,200,853.05
*SD5 Operating	4,458,892.36
*SD5 Disaster Recovery Fund	1,000,000.00
*SD5 Capital & CIP Reserve	9,725,065.99
*Debt Service	5,912,877.62
*Debt Service - MPR Project	4,725,652.70
*Zion Loan - Principal	610,000.00
*Zion Loan - Interest	142,847.99
*JP Morgan Chase - Transfer 7522	263,677.97
*JP Morgan Chase - Primary 7399	230,917.64
*Compensated Absences Current	196,007.08
*JP Morgan Chase - Payroll 7506	160,735.43
*OPEB Related Liability	151,288.00
*Retainage Payable	83,555.42
*Pension-related Liabilities	-877,300.00

Expense Breakdown

This year-to-date



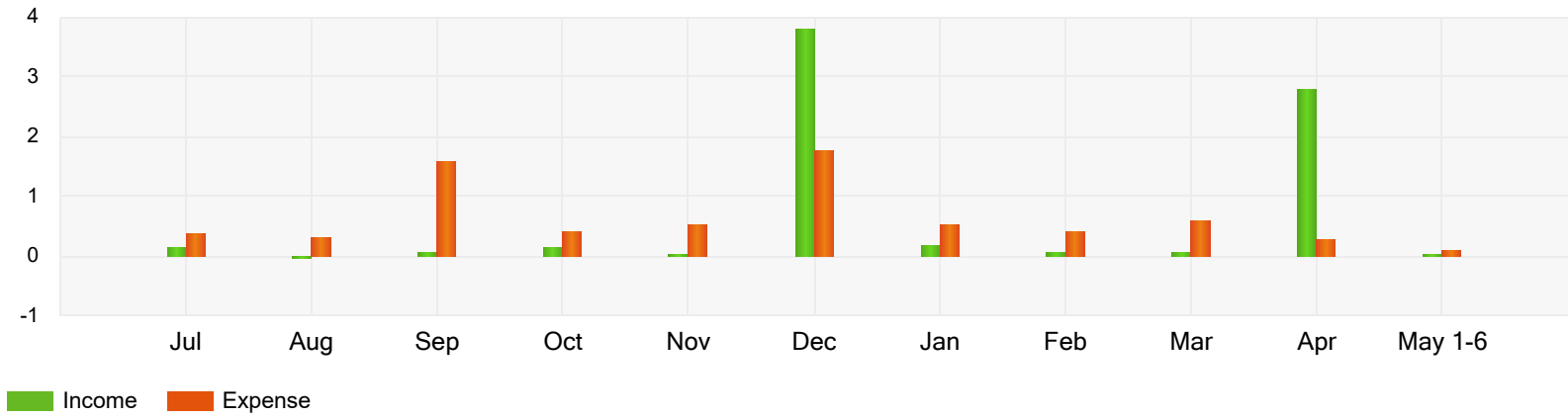
- 8000 · Salaries and Benefits Expenses
- 7000 · Ops & Maintenance Expenses
- 9100 · Capital Expenditures
- 9700 · Debt Service
- 8500 · Other Operating Expenses
- 6000 · Administrative Expenses
- Other Accounts

Total: \$6,846,308.16

Income and Expense Trend

\$ in 1,000,000s

This year-to-date



Overtime hours

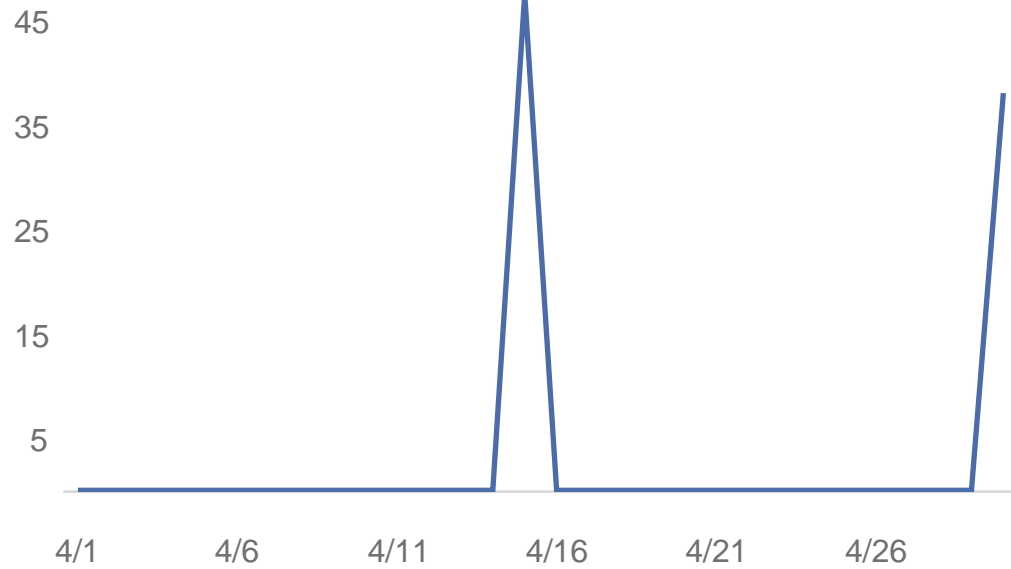


Check date

Apr 1, 2024 - Apr 30, 2024

● My Company

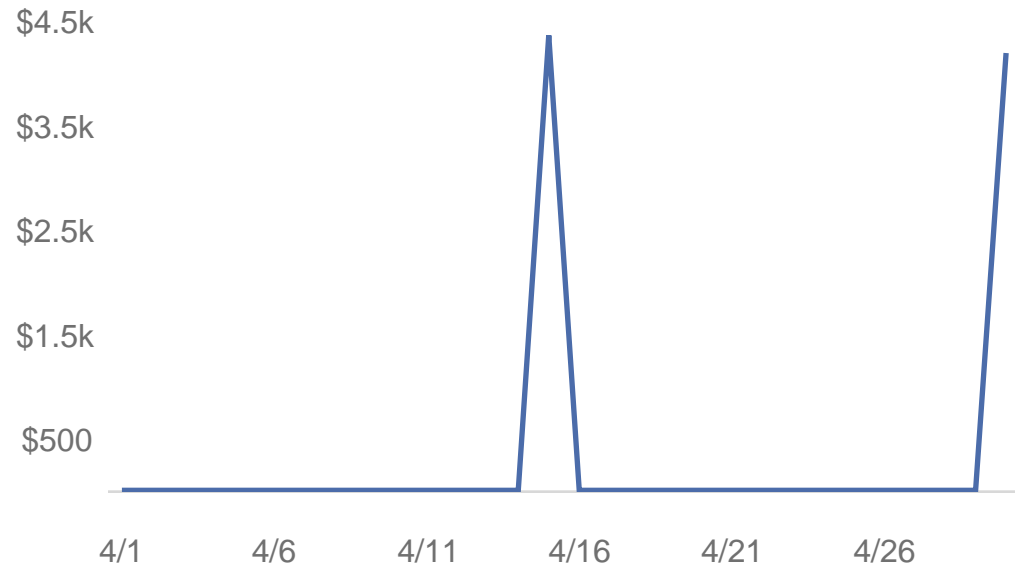
85.5 hrs



Overtime amounts



Check date



Apr 1, 2024 - Apr 30, 2024

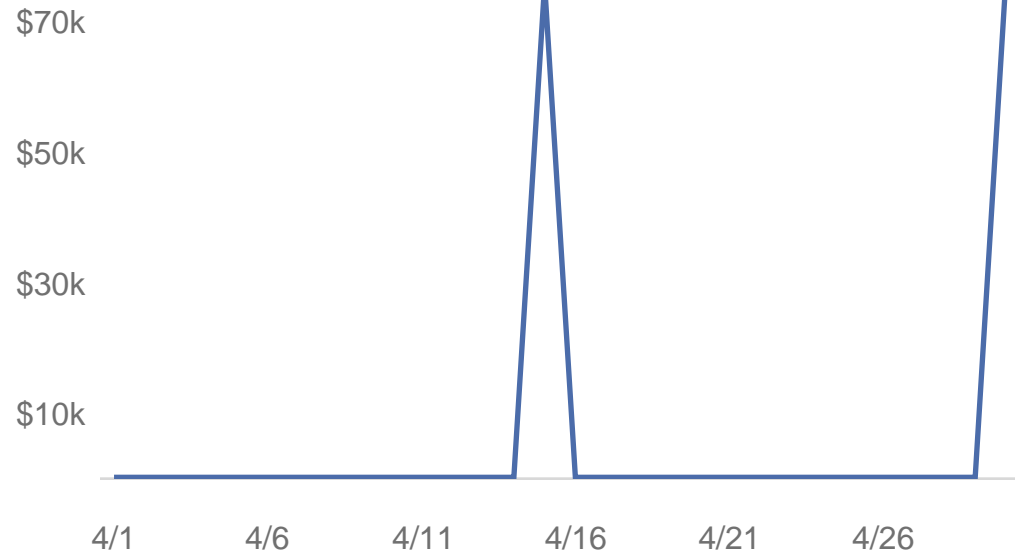
● My Company

\$8,535.38

Labor cost ⓘ



Check date



Apr 1, 2024 - Apr 30, 2024

● My Company

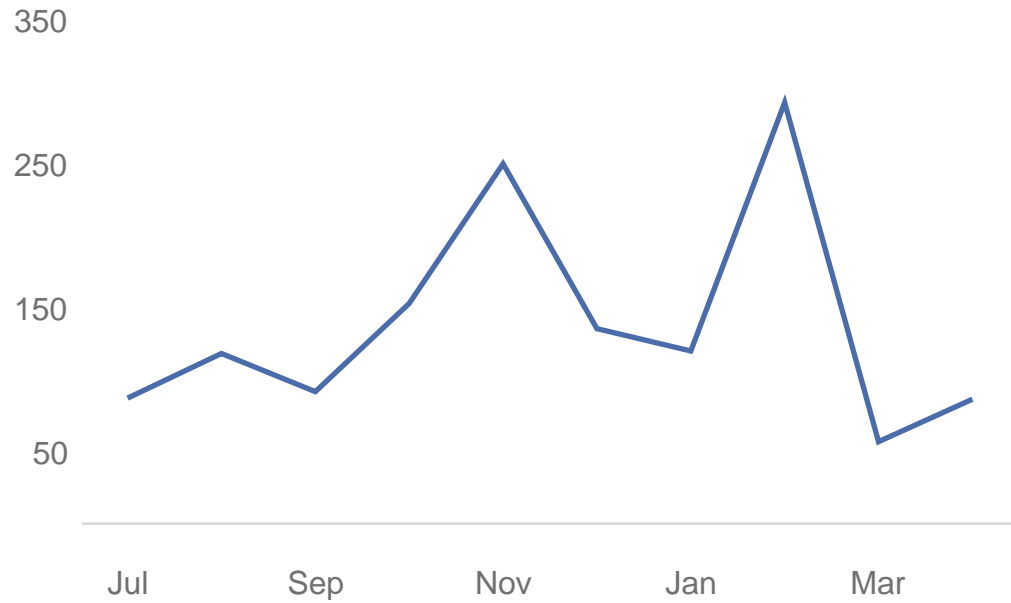
\$151,945.99

Full name	Overtime amounts	Overtime hours
Alvarez, Joel	329.60	3.00
Balf, Abigail	1003.95	15.00
Bilsborough Sr., Chad E	1599.38	17.00
Collodi, Pete		
Cottrell III, Rulon K	1542.51	12.50
Hill, Arlee S		
LaTorre, Daniel P	2580.14	23.00
Rosser, John M	1479.80	15.00
Rubio, Antonio		
Salazar, Ignacio G		
Screechfield-Lablue, Pierce L		
Triola, Joseph		
	8535.38	85.50

Overtime hours



Check date



Jul 1, 2023 - Apr 30, 2024

● My Company

1,381.75 hrs

Overtime amounts



Check date

\$35k

\$25k

\$15k

\$5k

Jul 1, 2023 - Apr 30, 2024

● My Company

\$133,553.30

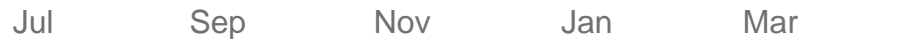
Jul

Sep

Nov

Jan

Mar



Labor cost ⓘ



Check date

\$250k

\$150k

\$50k

Jul

Sep

Nov

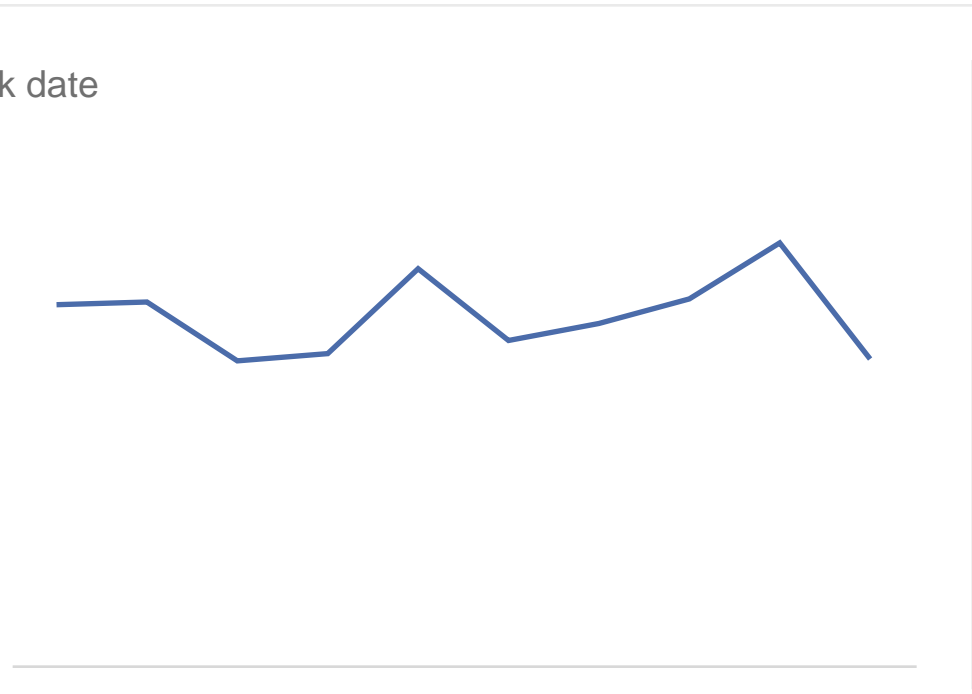
Jan

Mar

Jul 1, 2023 - Apr 30, 2024

● My Company

\$1,735,409.16



Full name	Overtime amounts	Overtime hours
Alvarez, Joel	\$4,840.82	59.00
Balf, Abigail	\$10,013.35	147.00
Bilsborough Sr., Chad E	\$31,279.89	351.00
Collodi, Pete	\$4,244.53	66.00
Cottrell III, Rulon K	\$32,317.92	260.50
Dohrmann, Robin L	\$7,144.08	72.25
Hage, Ross M		
Hill, Arlee S		
LaTorre, Daniel P	\$21,807.58	187.00
Mulloy, Jayne		
Rosser, John M	\$11,411.77	122.00
Rubio, Antonio		
Salazar, Ignacio G	\$781.89	12.50
Screechfield-Lablue, Pierce L	\$698.12	11.50
Triola, Joseph	\$9,013.35	93.00
	\$133,553.30	1381.75

Sanitary District No. 5 of Marin County



District Management Report

April 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: May 16, 2024
To: Board of Directors
From: Tony Rubio, District Manager
Subject: Management Report for April 2024

Fiscal Status

Period Covered: July 1, 2023 –May 9, 2024
Percent of Fiscal Year: 83%
Percent of Budgeted Income to Date: 113.6%
Percent of Budgeted Expenditures to Date: 100.8% (operating only) Includes \$980K UAL

Personnel

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

Regulatory Compliance

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

Summary of Operational Highlights are on the following pages.

Significant Events for the Month of April 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 to be prioritized beginning Fiscal Year 2024
- Connection Fee update work continues with HF&H.
- Appropriations Limit Calculated for 2024/2025
- 2023/2024 Annual Sewer Service Fee Invoices sent to 4 customers not on tax roll (were not previously sent out)

HR and Personnel

- SOP's being created for CalPERS Retirement and 457 Reporting and payments
- Paychex system further being modified in order to pay mileage and employee reimbursements through payroll function

Continuing Education and Safety Training

- Work with DKF solutions on District safety program updates on-going
- Staff provided Plant Tour to official delegation from the City of Wonju, South Korea. (The mayor, council members and senior city staff including their treatment plant CPO). See attached picture at end of report

Collection System Performance

Main Plant Tiburon/Belvedere/Paradise Cove

- No Spill report for month of March to RWQCB on CIWQS
- Rodder and Vactor work continues being performed by staff
- Smal Machine Cleaning ongoing in Tiburon
- 0 Odor complaints for reporting period

Treatment Plant Performance

Paradise Cove WWTP

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

Tiburon Main WWTP:

- Submitted March 2024 Monthly SMR and DMR to the RWQCB on CIWQS.
- DW tanks out of service for cover installation.
- Painting project scheduled to being late April.

Pollution Prevention Activities

- P2 group meeting

Capital Improvement Projects

- 2022 Sewer Rehab - Project complete- awaiting final progress payment from contractor
- Cove Road MCC and Generator replacement project design at 75%
- Digester Cleaning and Rehab project Bids received on April 29, 2024
- Beginning to work on selection of pipe line segments for Sewer Rehab Project FY24/25



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

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April 30, 2024

Dear Fiscal Officer:

Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2024, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2024-25. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2024-25 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

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

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2024.** Please note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

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

/s Richard Gillihan

RICHARD GILLIHAN
Chief Operating Officer

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2024-25 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2024-25	3.62

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2024-25 appropriation limit.

2024-25:

Per Capita Cost of Living Change = 3.62 percent
Population Change = 0.17 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.62 + 100}{100} = 1.0362$

Population converted to a ratio: $\frac{0.17 + 100}{100} = 1.0017$

Calculation of factor for FY 2024-25: $1.0362 \times 1.0017 = 1.0379$

Fiscal Year 2024-25

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2023 to January 1, 2024 and Total Population, January 1, 2024

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	23-24	1-1-23	1-1-24	1-1-24
Marin				
Belvedere	-0.15	2,046	2,043	2,043
Corte Madera	-0.44	9,916	9,872	9,882
Fairfax	-0.38	7,399	7,371	7,371
Larkspur	0.13	12,638	12,655	12,655
Mill Valley	-0.44	13,695	13,635	13,635
Novato	-1.08	51,415	50,861	51,140
Ross	-0.26	2,278	2,272	2,272
San Anselmo	-0.14	12,443	12,426	12,426
San Rafael	-0.45	59,855	59,585	59,585
Sausalito	-0.55	6,894	6,856	6,856
Tiburon	-0.36	8,841	8,809	8,809
Unincorporated	-0.45	62,940	62,656	66,170
County Total	-0.53	250,360	249,041	252,844

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

RESOLUTION NO. 2024-05

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

A RESOLUTION APPROVING THE DETERMINATION OF THE APPROPRIATIONS LIMIT FOR THE TIBURON ZONE OF SANITARY DISTRICT NO. 5 OF MARIN COUNTY FOR FISCAL YEAR 2024-2025

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

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

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

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

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

1. Pursuant to Article XIII B of the California Constitution, the District’s maximum limit for the appropriation of tax proceeds for the fiscal year of 2024-2025 is THREE MILLION, FOUR HUNDRED THIRTY-NINE THOUSAND, ONE HUNDRED FORTY DOLLARS and SIXTY CENTS (\$3,439,140.60).
2. The calculations for the appropriations limit are available in the Administration Office of the District.

* * * * *

I certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Board of Directors of Sanitary District No. 5 of Marin County, California, at a meeting thereof held on the 16th of May, 2024, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

ABSTAIN, Directors:

Approved:

Attest:

Omar Arias- Montez
President, Board of Directors

Richard Snyder
Secretary, Board of Directors

Sanitary District No. 5 of Marin County

Consolidated Budget FY 2024-2025 (preliminary- approved april 11 2024)

	2023-2024 Budget	2023-2024 Actuals	2024-2025 * Budget	% Diff.
Income				
Property Taxes- Ad Valorem	1,206,814	1,370,584	1,258,600	4%
Sewer Service Charge Revenue	4,976,505	5,231,018	6,143,508	23%
Interest	100,000	260,679	200,000	100%
Treatment & Collection Fees	200,000	349,346	400,000	100%
Sewer Line Extension Fees	16,250	17,750	14,040	-14%
Other Income	100	-	100	0%
Connection & Inpsection Permit Fees	32,500	17,750	32,500	0%
SASM Expense Reimbursement	75,000	18,609	75,000	0%
Total Budgeted Income	6,607,169	7,265,736	8,123,748	23%
Expense				
Operating Expenses	5,107,411	5,011,640	5,391,212	6%
Capital Expenses	2,502,790	924,560	7,065,280	182%
Total Budgeted Expenses	7,610,201	5,936,200	12,456,492	64%
Net Ordinary Income	-1,003,032	1,329,536	-4,332,744	332%

* Actual numbers are based on estimates, as of 5.9.2024

2023-2024 Operations Budget	2023-2024 Actuals as of 5/9/2024	2024-2025 Operations Budget	
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Operating Income

Sewer Service Charge - Ops	4,861,118	4,861,118	5,115,266	5.2%
Other User Fees	38,700	0	38,700	0.0%
Interest Earnings	100,000	260,679	200,000	100.0%
Connection & Inspection Permit Fees	32,500	17,750	32,500	0.0%
SASM Expense Reimbursement	75,000	18,609	75,000	0.0%
Other Income	100	0	100	0.0%
Total Income	5,107,418	5,158,156	5,461,570	6.9%

2023-2024 Operations Budget	2023-2024 Actuals as of 5/9/2024	2024-2025 Operations Budget	
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Expense

Administrative Expenses

Advertising	2,000	0	1,000	-100.0%
Audit & Accounting	40,000	54,890	90,000	55.6%
Consulting Fees	100,000	128,622	125,000	20.0%
Travel & Meetings	23,000	17,613	25,000	8.7%
Continuing Education	10,000	8,589	10,000	0.0%
County Fees	16,590	5,776	16,590	0.0%
Directors Fees	9,000	6,289	9,000	0.0%
Dues & Subscriptions	33,000	35,033	35,000	5.7%
Elections	0	0	10,000	0.0%
Insurance PLP General Liability	60,000	19,585	60,000	0.0%
PLP (GL) Rating Ajustments				
PLP (GL) Dividends				
Insurance APIP (Real) Property	100,000	111,326	120,000	16.7%
Insurance Damage - Auto	10,000	6,701	10,000	0.0%
Legal	50,000	23,463	45,000	-11.1%
Office Supplies	11,000	15,941	10,000	-10.0%
Postage	1,300	1,109	1,000	-30.0%
Pollution Prevention	5,500	2,203	5,500	0.0%

Miscellaneous Expense	0	0	0	
Total Administrative	471,390	437,140	573,090	17.7%

2023-2024 Operations Budget	2023-2024 Actuals as of 5/9/2024	2024-2025 Operations Budget	
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Ops & Maintenance Expenses

Pumps & Lines Maintenance

Pumps & Lines Maintenance	200,000	145,273	200,000	0.0%
Emergency Line Repairs	100,000	63,844	100,000	0.0%
Total Pumps & Lines Maintenance	300,000	209,117	300,000	0.0%

Main Plant Maintenance

Plant Maintenance Supplies	80,000	49,265	80,000	0.0%
Plant Maint. Parts & Service	300,000	232,582	300,000	0.0%
Janitorial Supplies & Service	10,000	4,411	10,000	0.0%
Main Plant Chemicals	165,000	142,487	170,000	2.9%
Lab Supplies & Chemicals	25,000	15,047	25,000	0.0%
Electrical & Instrument	30,000	12,447	30,000	0.0%
Grounds Maintenance	8,000	4,987	8,000	0.0%
Main Plant Sludge Disposal	55,000	47,582	60,000	8.3%
Main Plant Outfall	0	0	0	0.0%
Total Main Plant Maintenance	673,000	508,808	683,000	1.5%

Paradise Cove Plant Maintenance

Paradise Parts & Service	20,000	12,085	20,000	0.0%
Paradise Supplies & Chemicals	6,500	4,500	6,500	0.0%
Paradise Sludge Disposal	3,000	0	3,000	0.0%
Total Paradise Cove Plant Maintenance	29,500	16,590	29,500	0.0%

Monitoring

Main Plant Lab Monitoring	50,000	49,507	50,000	0.0%
Paradise Cove Monitoring	10,000	5,946	10,000	0.0%
Dilution Study			0	
Main Plant Chronic Tox Screening	15,000	1,857	15,000	0.0%

Total Monitoring	75,000	57,310	75,000	0.0%
Permits/Fees				
Main Plant NPDES Renewal	0	19,331	0	
Permits/Fees - General	50,000	76,852	53,000	5.7%
Paradise Cove Permits/Fees	9,000	8,578	10,000	10.0%
Paradise Cove NPDES Renewal	0	0	0	0.0%
Total Permits/Fees	59,000	104,761	63,000	6.3%
Truck Maintenance				
Fuel	20,000	14,714	20,000	0.0%
Truck Maintenance	30,000	18,381	30,000	0.0%
Total Truck Maintenance	50,000	33,095	50,000	0.0%
Total Ops & Maintenance Expenses	1,186,500	929,680	1,200,500	1.2%

2023-2024 Operations Budget	2023-2024 Actuals as of 5/9/2024	2024-2025 Operations Budget	
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Salaries & Benefits

Salaries	1,598,545	1,247,872	1,636,799	2.3%
Overtime	100,000	134,324	125,000	20.0%
Standby Pay	80,000	72,010	80,000	0.0%
Employee Incentives	60,000	22,000	25,000	-140.0%
Vacation Buyout	80,000	73,848	80,000	0.0%
Payroll Taxes	110,000	109,962	110,000	0.0%
Deffered Comp Match	65,000	50,000	60,000	-8.3%
Payroll fees	7,000	8,269	8,000	12.5%
Car Allowance	6,000	8,000	8,000	25.0%
PERS Retirement				
PERS Monthly Contributions	272,332	120,458	312,068	12.7%
PERS Replacement Benefit Fund (RLL)	0	0	0	0.0%
PERS UAL Payment	0	928,049	0	0.0%
SD5 Retirement Trust	0	0	68,000	100.0%
Total PERS Retirement	272,332	1,048,507	380,068	28.3%
Employee Health, Dental, Vision, Life Ins., & LTDI	290,000	273,478	297,500	2.5%
Retiree Health	80,144	46,081	75,000	-6.9%
CERBT/OPEB Current Employee Contributions	140,000	0	140,000	0.0%
Workers Comp Insurance	58,000	52,609	45,755	-26.8%
Total Salaries & Benefits	2,947,021	3,146,960	3,071,122	4.0%

	2023-2024 Operations Budget	2023-2024 Actuals as of 5/9/2024	2024-2025 Operations Budget	
Other Operating Expenses				
Data/Alarms/IT Support & Licensing	100,000	104,016	100,000	0.0%
Safety	60,000	72,879	60,000	0.0%
Personal Protection Equipment/Uniforms	15,000	8,508	15,000	0.0%
Telephone				
Main Plant Telephones	11,000	12,359	12,000	8.3%
Paradise Cove Telephones	500	220	1,500	66.7%
Pumps & Lines Telephones	7,000	5,542	7,000	0.0%
Total Telephone	18,500	18,120	20,500	9.8%
Utilities				
Water	9,000	11,962	11,000	18.2%
Main Plant Utilities	230,000	183,204	240,000	4.2%
Paradise Cove Utilities	22,000	33,110	35,000	37.1%
Pump Station Utilities	48,000	66,060	65,000	26.2%
Total Utilities	309,000	294,340	351,000	12.0%
Total Other Operating Expenses	502,500	497,860	546,500	8.1%
Total Operating Expense	5,107,411	5,011,640	5,391,212	5.3%

2023-2024 Capital Budget	2023-2024 Actuals as of 5/9/2024	2024-2025 Capital Budget	
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Capital Income

Ad Valorem Property Tax Income Only

Property Tax Current Secured - Capital	905,000	963,637	910,000	0.6%
Prop Tax Current Unsecured	15,000	18,240	16,000	6.7%
Supplemental Assessment Current	12,000	1,208	20,000	66.7%
Supplemental Assessment Redm		254	100	
Supplemental Unsecured	20,000	14,689	1,000	-95.0%
Prop Tax Prior Unsecured	1,500	1,102	1,500	0.0%
Excess ERAF (Educational Revenue Augmentation Fund)	255,314	372,415	300,000	17.5%
HOPTR	3,000	3,022	3,000	0.0%
Other Tax (Unitary, RR, Misc.)	7,000	-3,983	7,000	0.0%
Total Property Taxes	1,206,814	1,370,584	1,258,600	4.3%

Sewer Service Fees Capital

		369,900	1,028,242	
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Connection Fees

Collection	200,000	137,442	200,000	0.0%
Treatment	200,000	211,904	200,000	0.0%
Total Connection Fees	200,000	349,346	400,000	100.0%
Sewer Line Extension Fees	16,250	17,750	14,040	0.0%
Total Capital Income	1,423,064	2,107,580	2,700,882	89.8%

1.7%

2023-2024 Capital Budget	2023-2024 Actuals as of 5/9/2024	2024-2025 Capital Budget	
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Capital Expenditures

Main Plant Equip Capital Expense

- 92xx - MP HVAC Replacement
- 92xx - Occupancy Improvement Project
- 92xx MP Digester Rehab Project
- Total Main Plant Equip Capital Expense**

	0	30,000	
	0	250,000	
	0	3,000,000	
	0	3,280,000	

Pumps & Lines Capital					
92xx - Book Truck Replacement	0	0	200,000		
93xx Wet Wells Rehabilitation	0	0	0		
9306.0 - PS Pump & Valve Replacement Program	100,000	103,081	100,000		
9309 - Cove Rd. BPS#1 - Rehab Project	0	0	1,500,000		
9313.0 - Man Hole Rehabilitation	0	0	50,000		
93xx - Sewer Line Rehabilitation Project	0	0	1,000,000		
Total Pumps & Lines Capital	0	103,081	2,850,000		
Paradise Cove Capital					
9406.0 - P.C. Access Road Improvements	0	0	0		
9407.1 - P.C. Pump Replacement	25,000	20,701	50,000	100.0%	
Total Paradise Cove Capital	25,000	20,701	50,000	100.0%	
Undesignated Capital					
Undesignated Cap - Main Plant	50,000	47,990	50,000	0.0%	
Undesignated Cap - Paradise Cove Plant	25,000	0	25,000	0.0%	
Undesignated Cap - P&L	50,000	0	50,000	0.0%	
Total Undesignated Capital	125,000	47,990	125,000	0.0%	
Debt Service					
Debt Service - MPR Bond REFI Principal	595,000	595,000	610,000	2.5%	MPR
Debt Service - MPR Bond REFI Interest	157,790	157,790	150,284	-4.8%	MPR
Total Debt Service	752,790	752,790	760,284	1.0%	
Total Capital Expenditures	2,502,790	924,560	7,065,280	64.6%	
Net Capital Income	(1,079,730)	1,183,020	(4,364,400)	250.0%	

ITAL IMPROVEMENT PROGRAM

M.P. Project Description	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	TOTAL
Secondary Clarifier Scum Collector Project											0
Dry Weather Influent Pump					50,000						50,000
Wet Weather Influent Pump			75,000								75,000
M.P. Boiler Replacement						75,000					75,000
Headworks Influent Screen Project				1,000,000							1,000,000
MP Corrosion Protection Project									150,000		150,000
(Utility) Truck Replacement	200,000	75,000					100,000		100,000		475,000
Dewatering Redundancy --Screw Press					300,000						300,000
Aeration Basin Diffuser Upgrade								200,000			200,000
Emergency Generator Replacement					250,000						250,000
MP Occupancy Project	250,000										250,000
Digester Cleaning & Rehabilitation Project	3,000,000						250,000				3,250,000
Odor Control System Rehabilitation			650,000								650,000
Headworks Valve and Check Valve Replacement									100,000		100,000
HVAC Replacement Project	30,000									50,000	30,000
CI2 Flash Mixer		35,000			35,000				35,000		105,000
MPR Bond Refi	760,284	759,784	758,912	757,668	761,052	758,940	761,456	763,476			6,081,572
Undesignated Capital Projects	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
Treatment Plant Total	3,530,000	160,000	775,000	1,050,000	685,000	125,000	400,000	250,000	435,000	100,000	7,460,000

I CAPITAL IMPROVEMENT PROGRAM

CS CIP Project Description	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	TOTAL
Sewer Line Rehabilitation Program	1,000,000	750,000	750,000	750,000	700,000	700,000	700,000	700,000	525,000	525,000	7,100,000
CCTV and I&I Investigation Project										150,000	0
Pump and Valve Replacement Program	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000
Force Main Rehabilitation TPS #5-1303lf 8"											0
Man Hole Rehabilitation	50,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	725,000
TPS #2 Wet Well & Force Main Rehabilitation											0
TPS #3 Wet Well & Force Main Rehabilitation											0
TPS#4 Wet Well & Force Main Rehabilitation											0
TPS #8: Wet Well & Force Main Rehabilitation											0
TPS #6 Wet Well & Force Main Rehabilitation				400,000							400,000
TPS #7 Wet Well & Force Main rehabilitation											0
TPS #9 Wet Well Force Main Rehabilitation		500,000									500,000
BPS #1 Electrical Improvement Project	1,500,000										1,500,000
BPS #2 Force Main&Wet Well Rehabilitation					500,000						500,000
BPS #3 Force Main& Wet Well Rehabilitation Proj						510,000					510,000
BPS #7: Wet Well Rehabilitation			420,000								420,000
BPS#5,#8,#12 Wet Well Rehabilitation Project											0
BPS #9,#10,#11 Wet Well Rehabilitation											0
BPS #13 Force Main Rehabilitation Project											0
BPS #14 Force Main Rehabilitation Project											0
Power Feed Improvement Project (BPS#9,#10,#11)											0
San Rafael Ave Diverter Line Install											0
Portable Pump Replacement		50,000							50,000		100,000
Undesignated Capital Projects	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
Collection System Total	2,700,000	1,525,000	1,395,000	1,375,000	1,425,000	1,435,000	925,000	925,000	800,000	900,000	13,255,000

IT CAPITAL IMPROVEMENT PROGRAM

<i>Paradise Cove Project Description</i>	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	TOTAL
Paradise Sewer Line Rehab Project		100,000	100,000	100,000	100,000	100,000					500,000
Grit Removal Project						50,000					50,000
Plant Grating Replacement- Fiberglass				25,000							25,000
Building Rehabilitation		250,000									250,000
Blower Replacement						20,000					20,000
P Cove Access Improvements											0
Pump Replacement Program	50,000				50,000				50,000		150,000
Paint Treatment Plant							150,000				150,000
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
<i>Paradise Cove Total</i>	75,000	375,000	125,000	150,000	175,000	195,000	175,000	25,000	75,000	25,000	1,395,000

SUMMARY OF CAPITAL IMPROVEMENT PROGRAM

Project Descriptions	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	TOTAL
Main Plant	3,530,000	160,000	775,000	1,050,000	685,000	125,000	400,000	250,000	435,000	100,000	7,460,000
Collection System	2,700,000	1,525,000	1,395,000	1,375,000	1,425,000	1,435,000	925,000	925,000	800,000	900,000	12,505,000
Paradise Cove Plant	75,000	375,000	125,000	150,000	175,000	195,000	175,000	25,000	75,000	25,000	1,370,000
MPR Debt Service + 2020 Refi	760,284	759,784	758,912	757,668	761,052	758,940	761,456	763,476	0	0	6,081,572
TOTAL	7,065,284	2,819,784	3,053,912	3,332,668	3,046,052	2,513,940	2,261,456	1,963,476	1,310,000	1,025,000	27,366,572

MAIN PLANT CAPITAL IMPROVEMENT PROJECTS

Main Plant Project Name	DESCRIPTION
Odor Control Upgrade	This Project will evaluate current odor control system and vulnerabilities and also provide for options to replace, add to or enhance the current system.
Dry Weather Influent Pump	These funds will be used to purchase one new dry weather influent pump. These were not part of the MPR project.
Wet Weather Influent Pump	These funds will be used to purchase one new Wet Weather Influent Pump. These were not part of the MPR project.
Headworks Influent Screen Project	These funds will be used to replace 3 grinders with an influent screen to capture and remove rags and other inert matter.
Truck Purchase	These funds will be used to replace trucks at the end of their usefull lifes from the current fleet of district vehicles.
Emergency Outfall Rehabilitation	This project will consist of rehabilitating the abandoned effluent outfall pipe in order to have it available for use during emergency situations. Emergency Preparedness
Waste Gas Burner Rehabilitation	This project will evaluate current waste gas burner system and will be enhanced or replaced, dependent on evaluation report.
Aeration Basin Diffuser Upgrade	This project consists of replacing the current diffusers in the off line aeration basin with new style diaphragm type diffusers like the online aeration basin this did not get upgraded during the MPR project
Underground Pipe & Valve Rehabilitation	These funds will be used for the replacement of non-working valves and rusted-out pipes in the shipping/receiving area, as well as next to the secondary clarifiers, as identified during the MPR Project.
Secondary Clarifier Scum Collector Project	This project consists of replacing the current scum collector troughs and helical skimmers with new stainless steel skimmer from polychem/brentwood it also converts the 3 shaft system sludge collector mechanisms to 4 shaft to better assist with skimming and the mitigation of mosquito formation on surface of tank.
Maint Shop Rehabilitation Project	This project will consist of replacing a 35+ y.o. corrugated metal roof and siding on the maintenance shop, not rehabbed during the MPR Project. Also will involve replacing roll up doors installing LED lighting and proper equipment storage racks and hazardous waste storage cabinets
Sludge Box replacement	Replacement of Biosolids container, used for hauling bio-solids to Redwood landfill.
Corrosion Protection Project	This project consists of protecting plant assests and general buildings and grounds with the proper coatings/paint for corrosive environments
MP Roll up doors improvement project	This project consists of installing new powered roll up doors in the chemical room, replacing the roll up doors on the dewatering storage building and replacing the front entrance to headworks roll up doors with new power operated units- Engineering controls to minimize injuries
MP Occupancy Improvements Project	This project consists of creating appropriate restroom and locker room space along with office space for continuous occupancy for staff and laboratory improvements for continued effective and efficient process control and compliance with NPDES permit.
Emergency Generator Replacement	This project will consist of replacing the Main Plant Emergency Generator. These were not part of the MPR project. Generator is currently serviceable but planning and budgeting needs to be in line for 2024/25.
Outfall Difuser Upgrades	Current condition of outfall is serviceable. Outfall is inspected every 5 years and must budget a reasonable amount for repairs or upgrades, as determined by future reports.
Undesignated Capital Projects	These funds will be used for unforeseen projects, which may come up after the MPR project is complete.

COLLECTIONS SYSTEM CAPITAL IMPROVEMENT PROJECTS

Tiburon Zone Pumps & Line Project Name	DESCRIPTION
Sewer Line Rehabilitation Program	These funds will be used for the ongoing Board approved 10 year sewer rehabilitation program. 10,137 lf of pipe remain to be rehabbed/replaced from the Harris report
Pump Station Pump and Valve Replacement Program	The District has 24 pump stations with 2-3 pumps in each station. The life expectancy for these pumps are 7-10 years. Therefore the District has a program to replace pumps over a period of time instead of replacing them all at once.
Pump Station Generator Replacement	The District has standby generators located at many of the Pump Stations. Some generators were installed between 1980 - 1983. These generators (in most cases) are located along the waterfront. The salt air has wreaked havoc on some of these generators; All have been replaced as of 7/1/2018
Pump Station Control Panel - Upgrade	These funds will be used for replacement of control panels at the District Pump Stations. The control panels are of various ages, of which most are obsolete 2 Control Panels remain to be replaced
Man Hole Rehabilitation	This project will consist of rehabilitating or replacing man holes in the Tiburon area that have have defeciencies due to hydrogen sulfide detoriation.
CCTV Sewer System New PACP Data	This project will consist of retelevising the entire collection system in order to provide updated information regarding the condition of the system and to assist in establishing a new CIP project regarding sewer line rehabilitation
Flow Meter Installation Project	This project will consist of installing flow meters at certain corresponding pump stations to record flows from each site. This will assist with flow monitoring and assist in the District's continued effort to reduce I&I.
Force Main Rehabilitation Project	This project will consist of rehabilitating several force mains in the Tiburon Zone. Station #2, #3, #6 & #7
Pump Station Communications Project	Phase I completed. Master radio at the Main Plant has been upgraded, as well as the radio at Station #5. As new control panels come on-line in the Tiburon Zone, funds will be needed to bring the remaining 8 sites into the Main Plant communication network.
Undesignated Capital Projects	These funds are for unforeseen problems within the collection system.

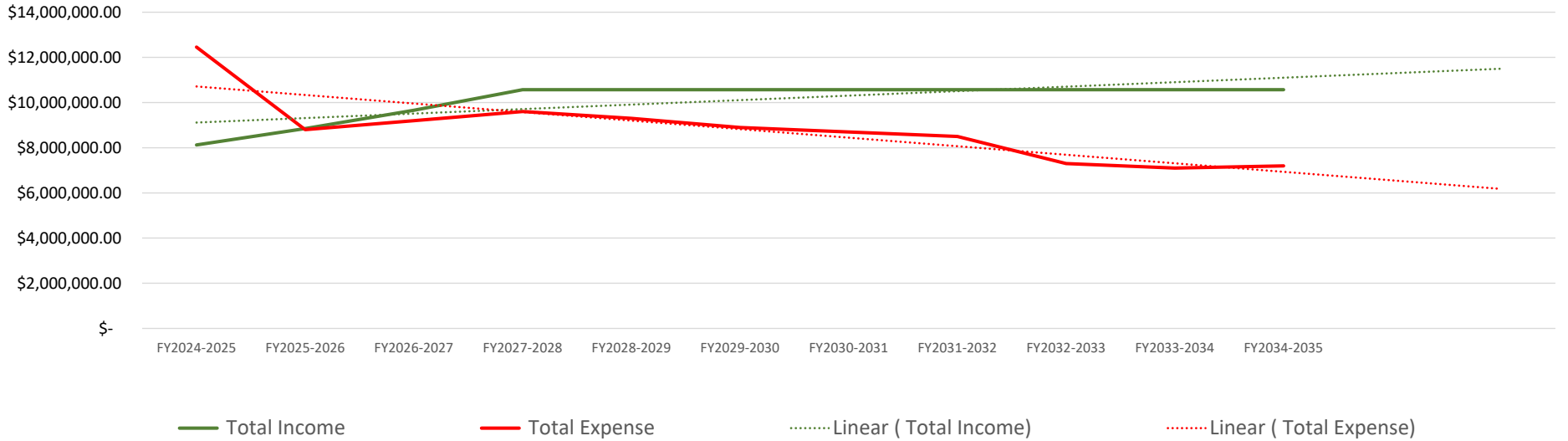
Belvedere Zone Pumps & Line Project Name	DESCRIPTION
Sewer Line Rehabilitation Program	These funds will be used for the ongoing Board approved 10-year sewer rehabilitation program. 7,644 lf of pipe remain to be rehabbed/replaced from the Harris Reports.
Pump Station Control Panel Replacement	Within the Belvedere Zone, there are many pump stations with single-phase power with capacitors installed in the panel to generate three-phase power. The District is replacing the generators to new standardized control panels. To date - station #15, 14,13,12,5 & 3 control panels have been replaced. Need to purchase panels for #2
Pump Station Generator Replacement	Standby generators at the Belvedere pump stations were installed in the early 1980. Station #3 Generator recently replaced need to replace station #1 & #2 Generators
Cove Rd. Force Main Replacement	These fund will be used to replace 2107 lf of 10' force main. The force main has blown out on two occasions prior to 2005. According to previous Staff, it was difficult to find good pipe material to connect to, when making the repair. Recently the forcemain was compromised as a result of a 3rd party. Same issue was encountered when repairing. The current pipe size also lacks capacity during major wet weather events.
Lagoon Rd. Power Feed Improvement Project	Lagoon Rd. has 3 pump stations which pump sewage to one another. These station have no back-up power. These funds would be available to purchase a generator and install power conduits to connect all three stations in order to provide immediate back up power to these sites and it also reduce staff overtime. Emergency preparedness
Flow Meter Installation Project	This project will consist of installing flow meters at certain corresponding pump stations to record flows from each site. This will assist with flow monitoring and assist District's continued effort to reduce I&I.
San Rafael Ave. Diverter Project	This project will consist of evaluating current flows and collection system capacity at the intersection of Westshore and San Rafael Ave., feeding into TPS #3.
Manhole Rehabilitation Project	This Project will consist of rehabilitating or replacing man holes in the Tiburon area that have have defeciencies due to hydrogen sulfide deterioration.
CCTV Sewer System	This project will consist of retelivziing the belvedere collection system in order to get an updated condition of the sewer system and to assist in establishing an updated CIP program for sewer rehabilitation projects.
Undesignated Capital Projects	These monies are for unforeseen problems within the collection system.

PARADISE COVE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

<i>Paradise Cove Project Name</i>	<i>DESCRIPTION</i>
Influent Pump Replacement Program	Currently there are 6 grinder-style pumps in service at ParadiseCove. Each has a usefule life of 7-10 years. This program is established to replace pumps as needed; not all at once.
Package Plant Coating	Due to its close proximty to the bay, the metal package-plants require marine coatings every 7-10 years.
Influent Well Access Cover Replacement	This project consists of replacing the current access covers with fixed, mounted, flush-to-the-ground, traffic-rated, as there is limited space at the Paradise Cove Plant.
Blower Replacement	The current blowers were installed as part of the 2009 start-up of the upgraded plant. They have a useful life of 7-15 years. SD5 must begin to replace them soon.
Plant Grating Replacement	This project will consist of replacing the current grating with non-rusting fiberglass grating.
Grit Removal Project	This project will consist of evaluating the Paradise Cove Plant for possible grit removal systems in order to prolong the life of the pumps.
UV Disinfection	Possible installation of UV disinfection, which would eliminate the transportation of chemicals to the Paradise Cove plant. Will need a feasibility study. Language included in current permit for future installation date, if feasible.
Plant Access Improvements	This project consists of paving the access road to the plant for bettwe access and quicker road clearing during mud slides- only access point to facility critical.
Undesignated Capital Projects	These funds will be used for unforeseen projects.

24-25 Budget Projecti	FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028	FY2028-2029	FY2029-2030	FY2030-2031	FY2031-2032	FY2032-2033	FY2033-2034	FY2034-2035
Total Income	\$ 8,123,748.00	\$ 8,848,597.76	\$ 9,660,429.49	\$ 10,569,681.03	\$ 10,569,681.03	\$ 10,569,681.03	\$ 10,569,681.03	\$ 10,569,681.03	\$ 10,569,681.03	\$ 10,569,681.03	\$ 10,569,681.03
Total Expense	\$ 12,456,492.00	\$ 8,800,000.00	\$ 9,200,000.00	\$ 9,600,000.00	\$ 9,300,000.00	\$ 8,900,000.00	\$ 8,700,000.00	\$ 8,500,000.00	\$ 7,300,000.00	\$ 7,100,000.00	\$ 7,200,000.00

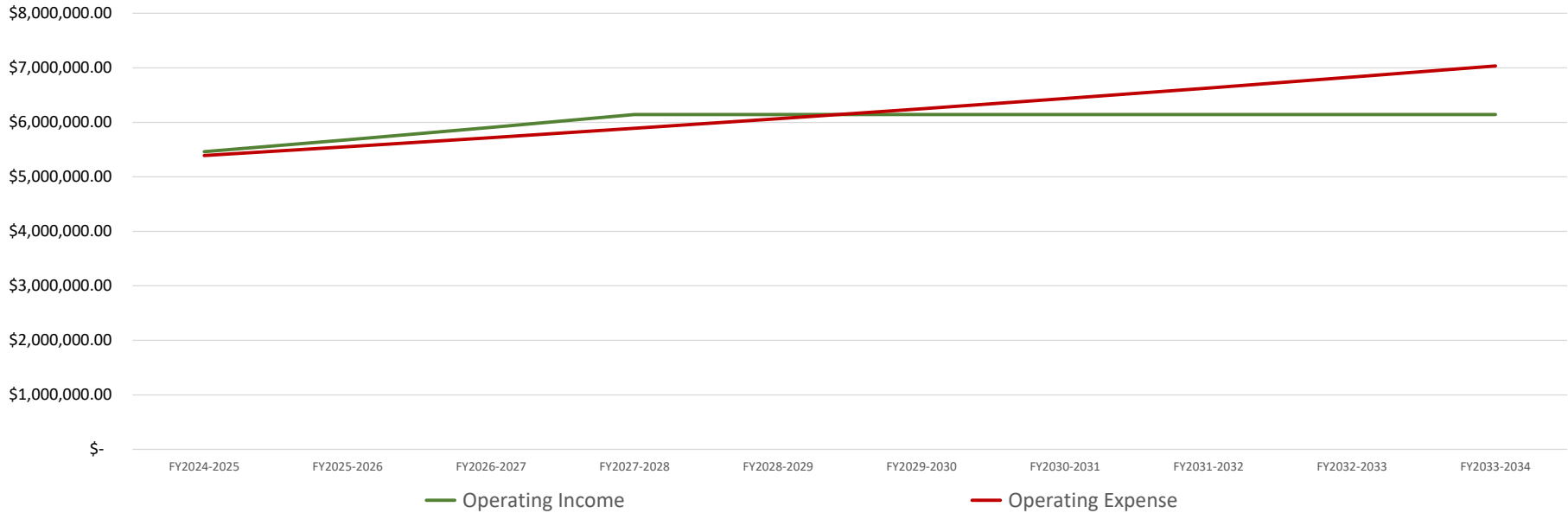
Total Income vs. Expense Per Zone



Please note: Capital Expense Assumptions are rough estimates of future capital work and fiscal year status may change from year to year

24-25 Budget Projections	FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028	FY2028-2029	FY2029-2030	FY2030-2031	FY2031-2032	FY2032-2033	FY2033-2034	FY2034-2035
Operating Income	\$ 5,461,570.00	\$ 5,680,032.80	\$ 5,907,234.11	\$ 6,143,523.48	\$ 6,143,523.48	\$ 6,143,523.48	\$ 6,143,523.48	\$ 6,143,523.48	\$ 6,143,523.48	\$ 6,143,523.48	\$ 6,143,523.48
Operating Expense	\$ 5,391,212.00	\$ 5,552,948.36	\$ 5,719,536.81	\$ 5,891,122.92	\$ 6,067,856.60	\$ 6,249,892.30	\$ 6,437,389.07	\$ 6,630,510.74	\$ 6,829,426.06	\$ 7,034,308.85	\$ 7,245,338.11

2024-2025 & Future Operating Income vs Operating Expense Projections



Please note: Income projections assume no change in Sewer Service Charge revenue after 2028
Operating Expense assumptions account for 3% annual increase across all operating expense line items.

RESOLUTION NO. 2024-06

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

A RESOLUTION APPROVING AND ADOPTING FISCAL YEAR 2024-2025 FINANCIAL RESERVE/FUND POLICY

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

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

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

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

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

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

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

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

Resolution No. 2024-06
May 16, 2024

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

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

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

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

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

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

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

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

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

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

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

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

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

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

* * * * *

Resolution No. 2024-06
May 16, 2024

I hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Board of Directors of Sanitary District No. 5 of Marin County, California, at a meeting thereof duly held on the 16th day of May 2024, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

ABSTAIN, Directors:

Approved:

Attest:

Omar Arias- Montez
President, Board of Directors

Richard Snyder
Secretary, Board of Directors

**SD5 RESERVE POLICY
RESOLUTION NO. 2024-06
July 1, 2024**

	OPERATING RESERVE*	CAPITAL IMPROVEMENTS RESERVE	CALPERS RETIREMENT RESERVE*	DISASTER RECOVERY RESERVE*
FUNDING ORDER	#1	#2	#3	#4
FUNDING PURPOSE	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	To provide adequate funding A) to support both treatment plants' operation and conveyance systems, B) to fund debt payments of financed capital projects, C) to finance capital projects as listed in the District's budgeted CIP Plan, and D) to reserve funds for future plant +/- or systemic sewer line renovations E) 2012 Main Plant Rehabilitation (MPR) Bond Service	To provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
CURRENT BALANCE	\$1,508,028* Current Operating Reserve Fund \$4,151,717* Current Operating Fund	\$9,725,065 (Current Capital & Capital Reserve Balance)	\$71,951*	\$1,000,000*
TARGET BALANCE	\$2,500,000	\$15,000,000	\$1,000,000*	\$1,000,000*
PROPOSED ANNUAL FUNDING	(FY24-25 Sewer Service Fees: 6,143,508) 5% of Sewer Service Charges ≈ \$307,175*	TBD per Annum	\$1,000,000*	\$1,000,000*
FUNDING PROCESS	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed annually and funded as cashflow permits, based on annual projects; any remaining funds will be reserved for long-term capital needs. (see Funding Purpose above, Items C & D)	3.5% of SD5's Pooled Plan Share of CalPERS Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account. No additional funding required, once target balance is achieved. Finance Committee will evaluate the need to reinstate.
AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS	District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	All withdrawals and transfers to be presented for review by the Finance Committee and recommended to the Board for approval.

* Balances based on SD5 Balance Sheet, as of 5.9.2024

**SANITARY DISTRICT NO. 5
OF MARIN COUNTY**

STRATEGIC PLAN

JULY 1, 2024



BOARD OF DIRECTORS:

Omar Arias- Montez, President

John Carapiet, Vice President

Richard Snyder, Secretary

Catherine Benediktsson, Director

Tod Moody, Director

DISTRICT MANAGER:

Tony Rubio

Approved: May 16, 2024

Sanitary District No.5 of Marin County

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1. Introduction, History and Overview

Sanitary District No.5 of Marin County was formed in 1922 primarily as a refuse district. In the 1960's a primary treatment plant was constructed at its current location at 2001 Paradise Drive. In the 1980's the District added on a secondary treatment portion to the plant to comply with new local and federal standards of the 1972 Clean Water Act. During that period state and federal grant funding was available for those upgrades which the District took advantage of. Also during the 1980's upgrade the Main Plant treatment facility was designed with a new commonly shared out fall into the SF Bay. The District shares an outfall with SASM (Sewerage Agency of Southern Marin) The District is also responsible for dechlorinating SASM's effluent prior to discharge into the receiving waters of the state of California. In the mid 1980's, a smaller, secondary treatment package plant was constructed on the eastern side of the Tiburon peninsula to serve the unincorporated area of Tiburon, known as the Paradise Cove plant. The District was able to get about 30+ years out of both plants before they were due for major upgrades and were upgraded to improve efficiencies and reliability.

In 2005 the City of Belvedere sewage collection system was annexed to the District. When this task was completed, a new sewer rate had to be established for the City of Belvedere residents, as it was treated as a separate zone per the annexation agreement with Belvedere. In that annexation agreement, the City of Belvedere negotiated keeping the sewer service revenue portion of the property tax (ad valorem) and also transferred over a loan that was used for the rehabilitation of sewer lines in the Belvedere service area, thus the perceived higher sewer service rates in the City of Belvedere c. As of July 1, 2023 the District adopted a single sewer service rate for the District. Beginning July 1, 2024 the single sewer service rate will be \$2,033 Per EDU(\$1534 for ad-valorem credited parcels). Prior to annexation into Sanitary District No.5 of Marin County, an investigation of the entire sewer collection was performed by Harris & Associates to assist the District in determining the condition of the collection system and the required repairs that would be needed in the future. A similar study was also performed for the collection system owned by the District for the Tiburon zone. Those studies assisted in determining the rates that are in place today.

In 2009, the smaller Paradise Cove plant was upgraded and enlarged to accommodate a growing population on the eastern Tiburon peninsula. Treatment plant capacity went from 20,000 gallons per day up to 40,000 gallons per day, with a peak flow max of 100,000 gallons per day. In conjunction with the treatment plant upgrades, the Seafirth Estates subdivision constructed 2 pump stations to serve the residents in that area, in order for them (Seafirth Estates) to cease operation of the Seafirth Estates RBC (Rotating Biological Contactor) plant that had reached its useful life. Both pump stations were turned over to the District for ownership and operation after a year of successful operation. In 2018 the District worked with San Francisco State Romberg Center in successfully negotiating an outside sewer service agreement which allowed the university to decommission several septic tanks serving the property and allowed for the construction of a new pump station that the university owns and operates to pump into the Districts publicly available sewer system located on Paradise Drive (Vogt Extension Line). SFSU Romberg began service on January 1, 2019.

In 2014 the District invested \$12 million dollars to upgrade and enhance the Main Treatment plant, which serves the City of Belvedere and the residents eastward of Gilmartin Drive in the Town of Tiburon. The electrical system of the plant was upgraded with a more reliable up-to-date system, major treatment plant equipment was replaced with newer, more energy-efficient equipment, and additional wet weather storage was configured into the project using the existing facilities.

In 2017 the District completed a 2-year phased project at the Mar West Pump Station in Tiburon worth 1.5 million dollars. The work involved converting an older dry pit pump station to a wet pit submersible style pump station. It also involved the installation of Diesel standby generator and all new electrical control panels and meters. This pump station is the largest pump station in the Tiburon service area.

In 2021 the District completed a 2.2 Million Dollar force main installation project in which it installed a new sewer force main serving the city of Belvedere starting at the Cove Road Pump Station #1 moving towards Beach road then down Juanita Ln to its terminus point on Tiburon Blvd near the round-about. Part of this project included a bypass line serving Tiburon Pump station #6 located on the corner of Tiburon Blvd and Beach Road.

The District has a total of 24 pump stations in its service area and 153,120 lateral feet (29 miles) of gravity sewer lines that range in size from 6'' to 24'' and a total of 26,400 lateral feet (5 miles) of pressure force main. The District is governed by a 5-member Board of Directors, while the day- to-day management is the responsibility of the District Manager, and his or her staff of 11 employees. Many Districts have different priorities, goals and challenges that face them day-to-day and in the future. That is why this District seeks to layout its priorities, address its concerns and prioritize its future challenges with the creation of this strategic plan. This planning would also assist future Board Members and District Managers with staying on-course in providing the best, safest, and most reliable collection conveyance and treatment of sewage for the Tiburon/Belvedere peninsula residents. The strategic plan shall reflect the direction, insight, and expertise of the Board Members and its District Staff and shall provide for the overall strategic direction of the District.



1920's era –Tiburon Peninsula- Location of future Waste Water Treatment Plant



1960's era- Tiburon Peninsula – Wastewater Treatment Plant in service- Primary Treatment only



1980's era- Tiburon Peninsula- Secondary Treatment additions to Wastewater Treatment Plant



2014 – Tiburon Peninsula –Main Plant Rehabilitation at Wastewater Treatment Plant



1980's era Unincorporated East Tiburon -Paradise Cove Wastewater Treatment Plant



2010 Unincorporated East Tiburon- Upgraded Paradise Cove Wastewater Treatment Plant

2. Mission Statement and Values

Mission Statement

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

SD5 Values

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

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

3. Accomplishments

SD5 Accomplishments

A generalized list of recent accomplishments:

Main Treatment Plant:

- Invested \$12 Million dollars and rehabilitated the Main Treatment Plant: this was a 2-year project, which improved treatment plant efficiencies and reliability
- Updated the Sewer Use Ordinance to include sewer lateral inspection and repair mechanism to reduce I&I from the collection system
- Began pump station controls replacement program: 20 of 22 pump stations now have new standardized control panels –Panels have been raised per Baywave sea level report study
- 31,300 Linear feet of pipe have been replaced/rehabilitated since 2006
- Completed the Point Tiburon Sewer Line acquisition (a 30+yr dispute/unresolved item)
- Completed the Mar West Phase 1 and Phase 2 Pump Station Upgrade - \$1.5 Million Invested to this site.
- Completed a LED lighting upgrade as part of our continued efforts to conserve energy & keep costs down
- Completed Bio-Solids Management Plan and negotiated disposal contract with Lystek Intl.
- Completed Cove Road Force Main Project- Installation of 2100 LF of 14” HDPE Pressure Force Main.
- Completed Collection System Master Plan
- Completed Alternative Energy Options Study
- Completed another successful NPDES renewal 2023-2028 Order No R2-2023-0018
-

Paradise Cove Plant:

- Acceptance of the Seafirth Estates subdivision pump stations: allowed for the decommissioning of Seafirth Estates’ Rotating Biological Contactor (RBC) treatment plant
- Acceptance of the Paradise Drive Sewer Line Extension (PDSLE) Line Sewer line: allowed sewer service connections for 52 homes allowing people to decommission septic systems in the unincorporated area of Tiburon an connecting to the public sewer
- Acceptance of Vogt sewer line extension at Paradise Cove which will allow for an additional 12 connections and the connection of the Romberg Tiburon Center
- Established an Outside Sewer Service Agreement with SFSU Romberg Center for Sewer Service
- Paradise Cove Treatment Plant upgrade and installation of new discharge pipe and diffuser: treatment plant capacity doubled and treatment efficiency improvement
- Completed another successful NPDES renewal 2021-2016 Order No R2-2021-0017

Finance & HR:

- Major work on the District’s Finances and Capital Improvement Program in FY2022/2023: this led to difficult decisions to increase sewer rates for the prolonged safety and compliance of both treatment plants and its collection system. Prior to 2023, the sewer rates had not been raised in 8+ years
- Funding for the California Employee Retirement Benefit Trust (CERBT) for Other Post-Employment Benefits (OPEB) is Over 80% funded as of FY2024/2025

Finance & HR (cont’d):

- Paid off CalPERS side fund and SD5's unfunded accrued liability, through 2023
- Updated the SD5 Connection Fee Schedule 2014
- Created a District wide succession plan
- Financial Policy & Procedure Manual -Updated in 2024
- Updated the SD5 Reserve Policy and created a new CalPERS Reserve Trust in order to fund future CalPERS' inability to obtain target returns in their investment strategies
- Refinanced the 2012 MPR Revenue Bonds
- Completed Staffing Evaluation Study 2022
- Negotiated updated Memorandum of Understanding 2022
- Streamlined Payroll Functions, using technology to simplify operations 2023

4. Current Conditions, Future Challenges & Opportunities

Current Conditions:

The District overall income is around \$7 million dollars. Total operations and maintenance costs, which includes salary, is averaging around \$5 million dollars (not including CalPERS unfunded liabilities) with about 3% inflation each year. Currently, Capital Expenditures run anywhere between \$1. -\$2. million dollars yearly including debt service. The Districts net operating/capital income varies between \$500k-\$1 million dollars each year. That is the current overall trend of the District finances as of 2024. Please note that both treatment plants were improved in 2010 and 2014 respectively so the need for costly capital expenditures at both of these facilities will mostly likely not occur for another 2-5 years.

The current National Pollutant Discharge Elimination System (NPDES) permits, for both facilities, have been in compliance (violation free) year-in and year-out since 2008 with our current standard of treatment and configuration of both facilities. Labor, Electricity, and Chemicals are the costliest items for operating and maintaining both facilities. The District has done everything possible to reduce those costs, such as installing automated Supervisory Control and Data Acquisition (SCADA) software for improved reliability and to keep labor costs down, installing new energy-efficient equipment (blowers) & completing a LED lighting upgrade throughout the plant to reduce PG&E costs; and performing annual competitive bidding on chemical purchasing contracts to ensure we get the lowest price from the most competitive suppliers.

In 2013, CalPERS enacted new retirement formulas for new-hire employees into the CalPERS' retirement system (Public Employees' Pension Reform Act - PEPR), which keeps our employee overhead costs down. Currently the District has 5 employees under the Classic Member formula of 2.7% @ 55 formula, and 4 employees under the PEPR formula of 2.0% @ 62. The District has paid its CalPERS pension liabilities up through fiscal year 2019. The Districts OPEB Other Post-Employment Benefits (retiree health) is around 63% funded as of 2021. The District currently has 6 retirees receiving OPEB. The Board of Directors receive compensation of \$100 for attendance at each Board Meeting; no other benefits are granted to the Board of Directors.

Capital Improvement wise, the Districts main function is to provide high quality collection, conveyance, treatment and disposal of the wastewater in this service area. A main priority currently for the District is the rehabilitation of the districts collection system – an ongoing 10 year Capital Improvement Program (CIP) is in place to replace/rehabilitate the collection system based on video reports conducted in 2006 and 2011. The District recently completed a Collection System Master Plan to further assist and guide the District along in prioritizing the Capital Projects forecasted for the next 15 years. Also, the District is currently under way with a project standardizing the control panels at the 24 pump stations, servicing the

areas and raising them per the Marin BayWAVE Marin Bay Waterfront Adaptation Vulnerability Evaluation

The District when feasible participates in regional programs/partnerships for the benefit of rate payers and the overall enhancement of services in Marin. Some examples include, mutual aid services agreements which allows the District to call on other sewer agencies that participate in the group for assistance with equipment/staffing in times of need, the Marin County Public Education Group, which collaborates with other agencies in the Districts efforts to inform the rate payers and the general public about pollution prevention, and monthly general manager meetings with the managers of the 5 other Treatment plant agencies in Marin to share ideas and assist one another on critical issues facing the agency or the wastewater community.

Future Challenges and Opportunities:

The District has several challenges in the near and far future. Some of those items include:

Wastewater Treatment System:

- Nutrient limits in National Pollutant Discharge Elimination System (NPDES) permits - requiring expensive upgrades to facilities
- Possible Toxicity Limits in future NPDES permits- requiring expensive upgrades to facilities
- More stringent requirements from the Bay Area Air Quality Management District (BAAQMD) -New Sources-Emergency Generators and Portable Pumps and large vehicles must comply with new standards
- Increased electrical costs due to provider raising rates
- Increasing chemical costs- prices have doubled since 2015 until 2023
- Treatment Plant Upgrades in 2040
- Opportunities to enhance collaboration with neighboring agencies on larger items like laboratory service and safety training services

Customer Service:

- Development of quarterly newsletter -increased awareness of district activities and accomplishments for customers- for website
- Additional Ark Newspaper Articles

HR and Employee Development:

- Encourage staff to cross train in Operations and Maintenance
-

Renewable Energies and Continued Energy Reduction:

- Investigate all possible paths to energy savings
- Investigate pumping plan development for pumping during off hours and or reducing the start & stops

Organization, Budget and Finance:

- Sewer Rate Sustainability
- CalPERS Pension Sustainability

- Other Post Employee Benefits (OPEB) Sustainability
- Complete scanning project
- Clean up and organize current District administrative database

Organization, Budget and Finance (Cont'd):

- Create standards and file storage location, and file storage paths for staff to save work that all staff need access to
- Connection Fee Rates
- Contracted Services
- Sewer Rate Study- Last sewer rate survey completed in 2023

Facilities and Operations:

- Review of Emergency Planning/Preparedness:
- Planning for future Treatment Plant Rehabilitation or Relocation Options
- Staff Occupancy Improvements – Limited Space

5. SD5 Goals

The SD5 Strategic Plan is organized according to six major goals which assumes Financial Stability as the overall goal:

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

The Goal areas represent Board members overall top priorities. Within each Goal area, Board Members identified their top priorities and programs which are summarized on the following pages.

Goal One: Protecting Public Health and Employee Safety

The Districts main purpose for existing is for the sole purpose of protecting public health through safe and efficient collection, conveyance, treatment, and disposal of wastewater generated in the Districts service area, and to ensure a safe working environment for all staff.

The SD5 Board established the following key objectives:

- Maintain Adequate Staffing and Training of Staff
- Strive to eliminate all SSO's
- Compliance with National Pollutant Discharge Elimination System (NPDES) and Bay Area Air Quality Management Board (BAAQMD) permit requirements
- Maintain Robust Safety Program
- Proactive with our Maintenance Activities

Goal Two: Infrastructure Reliability

In order to protect public health, the Districts infrastructure reliability goes a long way in achieving that primary purpose. Good, sound planning and management of the District's facilities must be in order, while preventive maintenance must also be a top priority.

The SD5 Board established the following key objectives:

- Maintain and evaluate the on-going 10-year Capital Improvement Plan annually
- Maintain a comprehensive CMMS system for tracking and forecasting of future Capital work and to maintain current equipment in service
- Clean 25% of SD5's sewer line each year- Entire system should be cleaned every 4 years
- Develop Emergency Plan for abandoned emergency outfall line at the Main Plant
- Review Emergency Plan for plant-access during non-access situations (road closures, etc.)

Goal Three: Fiscal Accountability

To maintain a well-operating and functional District, we must be conscious of its financial obligations, by budgeting accurately and managing the operations of the District fittingly in order to maintain financial stability.

The SD5 Board established the following key objectives:

- Ensure sewer rates are adequate for operation of the District
- Review CalPERS unfunded liabilities annually
- Ensure Achievable CIP Plan is in-line with current level of funding
- Review Sewer Rates (2027-2028)
- Ensure Adequate Sewer Reserves in-line with Reserve Policy
- Review California Employee Retirement Benefit Trust (CERBT) Trust Funding
- Evaluate & Apply for Grant Funding when applicable
- Review MOU obligations regarding Classic and PEPRA and keeping pensions costs down
- Providing high-quality service to our constituents and keeping costs down to the greatest extent possible

Goal Four: Operational Capability

Evaluation of operational strategies to ensure satisfactory collection, conveyance and treatment for possible reductions in operational costs.

The SD5 Board established the following key objectives:

- National Pollutant Discharge Elimination System (NPDES) , Occupational Safety and Health Administration (OSHA), and Bay Area Air Quality Management District (BAAQMD) Compliance
- Reduce Inflow and Infiltration (I&I)
- Reclaim Water Program Review for use in sewer cleaning activities
- Maintain good partnership with Sanitary Agency of Southern Marin SASM
- Continue Collaboration, with MASS Group Marin Association of Sanitary Sewers group

Begin evaluation of Paradise Cove Plant Conversion to pump station and requirements to do so.

Goal Five: Employee Development

A well trained and hard-working staff leads to operational success, and a safe and fun work environment. In order to maintain that type of culture and work space, employee development plays a key role.

The SD5 Board established the following key objectives:

- Maintain Adequate Staffing levels
- Continue Cross training activities
- Continue incentivizing staff to achieve highest level of certifications (CWEA & SWRCB)
- Continue staff development through training, mentoring, conference and workshop attendance.
- Support staff volunteering with CWEA local and state sections.
- Maintain and update succession plan as necessary

Goal Six: Resource Recovery and Energy Reduction

With the operation of two wastewater treatment plants, the District collects, treats, and disposes tons of organic matter each year. That organic matter, which is eliminated during the treatment process, requires a lot of energy to remove it. It also generates energy in the form of methane gas, during the treatment process, which is currently used for heating purposes. Other forms of re-use exist and should be explored. The disposal of bio-solids is becoming increasingly difficult with new regulations and the restrictions of landfills. A comprehensive plan for disposal should be a key objective.

The SD5 Board established the following key objectives:

- Develop Energy Saving Master Plan
- Seek Economical Go Green options/projects
- Continue working with local agencies to seek additional Bio-Solids disposal opportunities

6. Strategic Plan Review and Monitoring

Board members and staff agree that the strategic plan should be reviewed annually, in conjunction with the budget, making review process. Annual reports shall be prepared by SD5 staff for presentation to the Board Members in order to explore top priorities in more depth, as needed or requested by the Board.

Agenda – Notes of Explanation
Sanitary District No. 5 Regular Board Meeting
May 16, 2024

Review of Bid Results for the Digester Cleaning and Rehabilitation Project and Authorize the District Manager to Accept Lowest Bid from GSE Construction Company Inc., in the amount of \$2,514,400 (two million, five hundred fourteen thousand, four hundred dollars only) for the FY24-25 Digester Cleaning and Rehabilitation Project, and provide authorization to the District Manager to Issue a Notice of Award to the Contractor and upon receipt of required contract documents issue a notice to proceed (Rubio) – Action

STAFF REPORT:

On April 29, 2024 the District received bids from two (2) qualified contractors for the Digester Cleaning and Rehabilitation Project. This project consists of:

- Emptying, cleaning and returning to service two Anaerobic digesters in sequence that will keep one digester in operation at all times
- Perform various structural inspection and repairs of concrete tanks.
- Remove, inspect, clean and coat both Digester covers (3rd party coating inspector to be hired by district for the proper coating inspection during coating aspect of project)
- Demolish and install various valves pips and pipe supports
- Clean video and coat pipes.
- Replace sludge grinder and control panel – standardization of inline JWC muffin monster grinder
- Perform various concrete improvements throughout the site- specifically in the Dewatering and Dewatering Storage rooms
- Install various metal/handrails in the Dewatering Room and extend the Odor Control handling system to incorporate dewatering room Odor Control handling.

The most critical part of this operation is the transferring of contents from one digester to another upon the cleaning and return to service of Digester #2. The sequencing of this project will require great coordination and communication between all parties (staff, engineer and contractor) The contract documents specify this portion of the project in pretty good detail as it is imperative that the District maintain continuous digestion through out the duration of this project without transferring over detritus matter and rags from a uncleaned digester into a clean digester.

The engineers estimate for this project was between 2.8M and 3.2M The low bid of \$2,514,000 receive from GSE Construction Inc was 10.7 percent lower than the low end of the engineers estimate. (the second bid was within the band of the engineers estimate).

Our Consulting engineer has reviewed the bids and has provided a recommendation to accept the lowest bid from GSE Construction Inc.

The District has budgeted a total of \$3M for the construction and contract and inspection management of this project. \$2,564,000 for the project construction which includes a 20% Contingency, and a total not to exceed of \$300,000 for the project management and construction inspection services for the completion of this project. For a total of \$2,864,000 for the total project.

Plant Operational Information:

The Main Plant has two digesters in service that require cleaning and rehabilitation work of the covers. Mix pumps will need to be replaced along with some valves and piping that are showing signs of corrosion and non operability.

The primary digester has a fixed cover and the secondary digester has a floating cover. The primary digester capacity has 123,000 gallons and the smaller secondary digester has a 78,000 gallon capacity.

The secondary digester was last taken out of service and cleaned in 2014 during the District's Main Plant Rehabilitation Project and the floating cover was removed and rehabbed at that time.

The primary digester was last taken out of service and cleaned in 2009 during the replacement of the floating cover project in which the District decided to install a new fixed cover for the primary.

The primary digester is showing signs of excess grit in the tank, it is typical to clean digesters every 10 years or so. The secondary digester has a main supernatant line that is blocked at the point of entry to the tank (struvite suspected) and a secondary supernatant line that is partially blocked. Due to the fact the treatment plant grinds its influent wastewater stream and does not have grit removal or fine screening- all of the inert matter that would typically be removed from the influent stream ends up in the digesters which in turn requires more frequent cleaning/digester shutdowns.

In the past year staff has performed a magnificent job in keeping the Digesters operating with minimal interruption and down time (albeit with some extra overtime), but it has become evident through the multiple heat exchanger clogs and pipe line partial plugs that this project needs to be undertaken as soon as possible to continue the safe operation of the digesters and reduce the overtime that has been required by staff to continue to keep this critical part of the treatment plant in efficient operation.

District staff in preparation for this project has identified equipment with long lead times and pre-purchased equipment like plug valves and recirculating pumps in order to have that equipment on hand upon the start of the project. Staff has also made improvements to the boiler system to ensure proper heating and to provide a contingency connection for an auxiliary heating system in the event that the in service boiler requires downtime for maintenance.

FISCAL IMPACT:

\$2,564,000 for the Digester Cleaning and Rehabilitation

The District currently has \$3M budgeted for the entire scope of the project.

CEQA (California Environmental Quality Act)

Exempt

Recommendation:

Authorize the District Manager to Accept Lowest Bid from GSE Construction Company Inc., in the amount of \$2,514,400 (two million, five hundred fourteen thousand, four hundred dollars only) for the FY24-25 Digester Cleaning and Rehabilitation Project, and provide authorization to the District Manager to Issue a Notice of Award to the Contractor and upon receipt of required contract documents issue a notice to proceed



Tony Rubio, District Manager

ATTACHMENT:

Digester Cleaning and Rehabilitation Bid Summary

Engineers Recommendation to Accept Low Bid



May 8, 2024

Tony Rubio, District Manager
Sanitary District No. 5
20001 Paradise Drive
Tiburon, CA 94920

Re: 2024 Main Plant Digester Cleaning and Rehabilitation Project

Dear Tony,

On April 29, 2024, two bids were received for the above-referenced project. A spreadsheet comparing these bids is enclosed.

The lowest apparent bid of \$2,514,400 was submitted by GSE Construction. There was a math error in GSE's bid. However, we have confirmed with them that the total bid amount of \$2,514,400 should not change.

Enclosed is the license detail obtained from the Contractor's License Board which shows that GSE Construction has a valid Contractor's License, and the contractor is registered with the California Department of Industrial Relations (DIR). The other contractor also qualifies.

We have reviewed their submitted bid package and recommend awarding the contract to GSE Construction.

Sincerely,
HDR Engineering

Michael Falk, PhD, PE
West Region Wastewater Market Sector Leader

Attachment A – Bid Comparison Spreadsheet
Attachment B – Contractor's License and DIR Registration

Item	Description	Quantity	Unit	GSE Construction		Myers and Sons Construction	
				Unit Price	Total Amount	Unit Price	Total Amount
Unit Price Item 1	Dewatering	160	1000 gals	875.00	\$ 140,000.00	1,265.00	\$ 202,400.00
Unit Price Item 2	Nitrogen Gas	51000	cubic ft	0.60	\$ 30,600.00	1.15	\$ 58,650.00
Unit Price Item 3	Crack Repair	90	linear ft	150.00	\$ 13,500.00	200.00	\$ 18,000.00
Base Bid	Base Bid (not including unit price items)	1	LS	1,895,300.00	\$ 1,895,300.00	2,599,522.00	\$ 2,599,522.00
Alternate 1	Grinder Replacement	1	LS	145,000.00	\$ 145,000.00	60,400.00	\$ 60,400.00
Alternate 2	Dewatering Building Improvements	1	LS	140,000.00	\$ 140,000.00	63,000.00	\$ 63,000.00
Alternate 3	Screw Press Room Improvements	1	LS	150,000.00	\$ 150,000.00	138,400.00	\$ 138,400.00
	*math error. Corrected number shown		TOTAL		\$ 2,514,400.00		\$ 3,140,372.00
	Pre-bid Meeting Attendance				Y		Y
					Suzie Carlson		Mike Hutchings
	Bid Form				Y		Y
	Addenda Acknowledged				Y		Y
	Bid Bond				Y		Y
	Contractors License Number				401498		1033752
	DIR Registration Number				1000000077		1000054678
	Subcontractors Listed				Y		Y
					Polytech Industrial Inc.		Redwood Painting
					Wastewater Solids Management Inc.		
	Qualification Statement				Y		Y
	Current Projects				Y		Y
	Previous Experience				Y		Y
	Key Individuals Listed				Y		Y



Contractor's License Detail for License # 401498

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- ▶ CSLB complaint disclosure is restricted by law ([B&P 7124.6](#)) If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click [here](#) for a definition of disclosable actions.
- ▶ Only construction related civil judgments reported to CSLB are disclosed ([B&P 7071.17](#)).
- ▶ Arbitrations are not listed unless the contractor fails to comply with the terms.
- ▶ Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 5/7/2024 4:30:12 PM

Business Information

G S E CONSTRUCTION COMPANY INC
7633 SOUTHFRONT RD STE 160
LIVERMORE, CA 94551
Business Phone Number:(925) 447-0292

Entity Corporation
Issue Date 03/18/1981
Expire Date **03/31/2025**

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- ▶ A - GENERAL ENGINEERING
- ▶ C36 - PLUMBING
- ▶ B - GENERAL BUILDING
- ▶ C16 - FIRE PROTECTION
- ▶ C-61 / D21 - MACHINERY AND PUMPS

Certifications

- ▶ HAZ - HAZARDOUS SUBSTANCES REMOVAL

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with [HARCO NATIONAL INSURANCE COMPANY](#).

Bond Number: 377188

Bond Amount: \$25,000

Effective Date: 01/01/2023

[Contractor's Bond History](#)

Bond of Qualifying Individual

- ▶ The qualifying individual LUIS ORLANDO GUTIERREZ certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.
Effective Date: 09/22/1982
- ▶ This license filed Bond of Qualifying Individual number **9314956** for DENNIS ORLANDO GUTIERREZ in the amount of **\$25,000** with [FIDELITY AND DEPOSIT COMPANY OF MARYLAND](#).
Effective Date: 01/01/2023
[BQI's Bond History](#)

Workers' Compensation

This license has workers compensation insurance with the [TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA](#)

Policy Number: UB3R3845122326G

Effective Date: 10/01/2023

Expire Date: 10/01/2024

[Workers' Compensation History](#)

Other

- ▶ Personnel listed on this license (current or disassociated) are listed on other licenses.

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Contractor Information

Legal Entity Name
GSE CONSTRUCTION COMPANY INC.

Legal Entity Type
Corporation

Status
Active

Registration Number
100000077

Registration effective date
07/01/21

Registration expiration date
06/30/24

Mailing Address
7633 Southfront Road, Suite 160 LIVERMORE 94551 C...

Physical Address
7633 Southfront Road, Suite 160 LIVERMORE 94551 C...

Email Address
dgutierrez@gseconstruction.com

Trade Name/DBA

License Number (s)
CSLB:401498
CSLB:401498

Registration History

Effective Date	Expiration Date
06/13/18	06/30/19
05/08/17	06/30/18
06/07/16	06/30/17
06/16/15	06/30/16
07/02/14	06/30/15
07/01/19	06/30/20
07/01/20	06/30/21
07/01/21	06/30/24

Legal Entity Information

Corporation Entity Number: C0985828

Agency for Service:

Agent of Service Name: GSE Construction Co., Inc.

Agent of Service Mailing Address: 7633 Southfront Road, Suite 160 Liverm

President Name: Dennis Gutierrez

Vice President Name: Nate Jones & Richard Harte

Treasurer Name:

Secretary Name: Iris Sosa

CEO Name: Steve Mazza, COO

Worker's Compensation

Do you lease employees through Professional Employer Organization (PEO)?: No

Please provide your current worker's compensation insurance information below:

PEO Information	Name	Phone	Email
PEO	PEO	PEO	PEO

Insured by Carrier

Policy Holder Name:

Insurance Carrier:

Policy Number:

Inception date:

Expiration Date:

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10/01/23

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California CLASS Registration Packet



Welcome to California CLASS

Thank you for choosing California CLASS!

This packet contains all the materials necessary to set up your California CLASS account(s). If you have any questions about the registration process or about your California CLASS account(s), please do not hesitate to contact us. The California CLASS Client Service team can be reached any business day from 8:00 a.m. to 4:00 p.m. PT by phone at (877) 930-5213 or by email at clientservices@californiaclass.com.

California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although California CLASS Prime seeks to preserve the value of your investment at \$1.00 per share, there is no guarantee it will do so. Please read the applicable California CLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.

Registration Procedures

To participate in California CLASS, please complete the following:

- 1) Review the Joint Exercise of Powers Agreement and the applicable Information Statements relating to the California CLASS Prime Fund and the Enhanced Cash Fund (located in the Document Center at www.californiaclass.com).
- 2) Complete the California CLASS Participant Representation Form (page 4).
- 3) Complete the Participant Registration (page 5).
- 4) Complete the Authorized Contacts Form (pages 6/7).
- 5) Should you be interested in participating in California CLASS Prime, complete the California CLASS Prime Fund Account(s) to be Established form; you may open as many accounts as you wish (page 8).
- 6) Should you be interested in participating in California CLASS Enhanced Cash, complete the Enhanced Cash Participant Acknowledgement Form (page 9) and the California CLASS Enhanced Cash Fund Account(s) to be Established Form; you may open as many accounts as you wish (page 10).
- 7) Should you be interested in establishing Dual Authorization on the account, the Dual Authorization Form can be completed (page 11)
- 8) Keep the original forms for your records and send the completed packet to the California CLASS Client Service team by fax (877) 930-5214 or by email clientservices@californiaclass.com.

Questions? Please contact us; we would love to hear from you:

California CLASS Client Service Team

T (877) 930-5213

clientservices@californiaclass.com

Through the California CLASS website, www.californiaclass.com, Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Board of Trustee meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the California CLASS program.



Participant Representation Form

Participant Information

Entity Name (Participant) _____

Participant Representations

The undersigned Authorized Signer for the Participant hereby represents and warrants the following during the period the Participant is investing in the California CLASS Investment Program:

- The Participant is (1) a Public Agency (as defined in the Joint Exercise of Powers Agreement) and (2)(a) a political subdivision of the State of California or (b) an organization whose income is excluded from taxable gross income under Section 115 of the Internal Revenue Code, in each case, that has the authority to invest funds in its treasury in investments in accordance with Section 53601 of the California Government Code.
- The Participant is authorized to invest in the California CLASS.
- Any Authorized Signer for the Participant designated in this California CLASS Registration Packet has full power and authority to make investments for the above Participant in the California CLASS Investment Program unless the California CLASS receives written notice from the Participant otherwise.
- The Participant has reviewed and agrees to the limitations described in the Joint Exercise of Powers Agreement and the Information Statements for the Funds within the California CLASS Investment Program and acknowledges that it has been supplied with or been given access to information it requested in connection with making an investment in the California CLASS Investment Program.
- The Participant has reviewed the Investment Policies for the Funds within the California CLASS Investment Program and has determined that they are consistent with the legal and policy limitations applicable to the Participant’s investments.
- The Participant has consulted with its own counsel and advisers as to all matters concerning investment in the California CLASS Investment Program.

Authorized Signer

_____ Signature	_____ Date
_____ Print Name	_____ Title

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



Participant Registration

Entity Information

Entity Name (Participant) _____

Entity Type: City/Town County School District Special District
Other (Specify) _____

Mailing Address _____

City _____ Zip _____ County _____

Physical Address (if different than above) _____

City _____ Zip _____ County _____

Tax ID _____ Fiscal Year End Date (Month/Day) _____

California CLASS and its transfer agent and administrator are authorized by the Participant to act on any instructions believed to be genuine for any service authorized on this form. To the extent permitted by law, the Participant agrees that California CLASS, its transfer agent, and administrator, Public Trust Advisors LLC, and their respective officers, directors, affiliates, representatives, employees and agents (each an "Indemnified Party") will not be liable for any losses, claims, expenses and liabilities (collectively, the "Losses") that result from accepting such instructions, and agrees to indemnify and hold harmless each Indemnified Party from and against any and all Losses arising from or resulting from such reliance on, or acceptance of, such instructions. Withdrawal proceeds can be sent only to the bank(s) indicated below unless changed by written instructions. Each Participant is responsible for notifying California CLASS of any changes to its account(s).

Wires will be distributed every hour with the final distribution ending at 11:00 a.m. PT; distribution times are subject to change as needed by the California CLASS Administrator. Additionally, California CLASS must be notified of any contributions by 11:00 a.m. PT to receive same day credit. **If funds are not received by 2:00 p.m. PT, contribution orders will be voided.**

Banking Information

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact* _____ Contact's Phone Number _____

Wire ACH Both

Additional Banking Information (Optional)

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact* _____ Contact's Phone Number _____

Wire ACH Both

*If there will only be one Authorized Signer on the California CLASS account, bank contact must be provided to verify bank account information



Authorized Contacts

Authorized Signers Can:	Read-Only Users Can:
Approve changes to the Investor Profile Update banking/contact information Process transactions Receive account updates	Receive account updates Request "view-only" access to monthly statements and transaction confirmations

Authorized Signer

Print First and Last Name

Title

Signature Required

Phone (Required)

Email (Required)

Fax

Additional Contact (Optional) – Note: California CLASS strongly advises each Participant to have multiple authorized signers to help prevent fraud

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access



Authorized Contacts (cont.)

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access



Enhanced Cash Participant Acknowledgement Form

Participant Information

Entity Name (Participant) _____

Participant Acknowledgement

The undersigned Authorized Signer for the Participant hereby acknowledges the following:

- The Participant has received and reviewed the California CLASS Enhanced Cash Information Statement.
- All Enhanced Cash investments are made in accordance with the California CLASS Enhanced Cash Investment Policy.
- California CLASS Enhanced Cash is designed to complement the daily liquidity of the California CLASS Prime Fund by gaining exposure to a diversified portfolio of high-quality securities. California CLASS Enhanced Cash is better suited for funds not needed on a frequent or near-term basis. California CLASS Enhanced Cash is designed for investors with a slightly longer investment horizon and the ability to tolerate a higher risk profile.
- California CLASS Enhanced Cash does not seek to maintain a stable net asset value (NAV) and does not offer daily liquidity. Unlike the California CLASS Prime Fund, investing in California CLASS Enhanced Cash introduces the potential for the reporting of unrealized and realized gains and losses.
- Withdrawals are unlimited and met on a transaction date plus one (1) business day basis (T+1).
- Withdrawals can only be initiated in the Participant Portal.
- Any Authorized Signer has full power and authority to make investments for the above Participant.

Authorized Signer

Signature

Date

Printed Name

Title

The investment advisor providing these services is Public Trust Advisors, LLC (Public Trust), an investment adviser registered with the SEC under the Investment Advisers Act of 1940, as amended. Registration with the SEC does not imply a certain level of skill or training. Additionally, this registration provides no guarantee of return or protection against loss. California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Please read the applicable California CLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses

Dual Authorization Form

Participant Name: _____

Please utilize this form to request dual authorization capabilities on your California CLASS account. Dual authorization ensures that any transaction entered via the California CLASS online transaction portal requires approval from a second Authorized Signer in order to be processed (internal transfers between subaccounts do not require dual authorization). **Note:** All Authorized Signers listed on the account can enter transactions and approve them (not just the users below).

Request to Add Dual Authorization

Dual authorization is hereby approved for _____ by the Authorized Signer below. By approving dual authorization, the Authorized Signer acknowledges that transactions not approved by the 11:00 a.m. PT cutoff will not be processed. Please ensure transactions are entered in a timely manner and that other authorized signers are available to approve the transactions for processing.

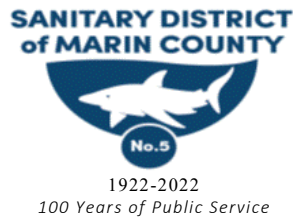
Authorized Signer's Signature

Date

Printed Name

Title

Management
Tony Rubio District Manager
2001 Paradise Drive
Tiburon CA 9420
415-435-1501 Tel
415-435-0221 fax
www.sani5.org



Board of Directors
Omar Arias Montez President
John Carapiet Vice President
Richard Snyder Secretary
Catherine Benediktsson Director
Tod Moody Director

May 7, 2024

The Honorable Jared Huffman
U.S. House of Representatives
Washington, D.C. 20515

Dear Representative Huffman:

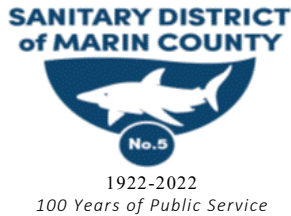
On behalf of Sanitary District No.5 of Marin County, we write to urge you to support the *Water Systems PFAS Liability Protection Act* (H.R. 7944). This bipartisan legislation provides critical liability protections for public water and wastewater agencies for PFAS chemicals designated as hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

Sanitary District No.5 of Marin County (District) is a Special District that serves a current population of 8,400 in the southern Tiburon Peninsula. The District owns and operates two Wastewater Treatment Plants and its associated collection and conveyance systems, which provide secondary treatment of domestic and commercial wastewater collected from the Southern part of the Town of Tiburon (East of Gilmartin Drive) the City of Belvedere and the surrounding, unincorporated areas of Tiburon along Paradise Drive.

Sanitary District No.5 of Marin County is a passive recipient of PFAS. We are not the creators or users of these chemicals. While we maintain a stringent Source Control program designed to decrease the amount of toxic pollutants entering the sewer system, the ubiquity of PFAS makes it difficult if not impossible to control through standard pretreatment programs.

Unfortunately, U.S. Environmental Protection Agency's (USEPA) Designation of Perfluorooctanoic Acid (PFOA) and Perfluorooctanesulfonic Acid (PFOS) as CERCLA Hazardous Substances final rule does not provide liability protections for public wastewater utilities, like Sanitary District No.5 of Marin County. While the Agency has stated it does not intend to go after public wastewater utilities, there is still the threat that Sanitary District No.5 of Marin County could be dragged into third-party litigation. The final rule also does not provide liability protections for biosolids management or land-application. As a result, Sanitary District No.5 of Marin County faces dual uncertainty concerning the legality of our biosolids management practices. If Sanitary District No.5 of Marin County, or another public wastewater agency, were to be unfairly dragged into litigation under CERCLA for PFOS or PFOA cleanups, it would ultimately be a cost borne by our ratepayers, contradicting CERCLA's "polluter pays principle."

Management
Tony Rubio District Manager
2001 Paradise Drive
Tiburon CA 9420
415-435-1501 Tel
415-435-0221 fax
www.sani5.org



Board of Directors
Omar Arias Montez President
John Carapiet Vice President
Richard Snyder Secretary
Catherine Benediktsson Director
Tod Moody Director

H.R. 7944 would provide CERCLA liability protections for PFAS chemicals designated as hazardous substances for public and private water and wastewater utilities, as well as biosolids management. The legislation would protect these utilities from being dragged into third-party litigation as a means to help the primary responsible party reduce its cleanup costs under CERCLA. Importantly, H.R. 7944 would only grant such protections if utilities abide by all applicable laws at the time of conveyance or treatment.

Again, we urge you to support H.R. 7944 and ensure that the underlying “polluter pays principle” of CERCLA is upheld and public wastewater agencies, who passively receive these chemicals, and ratepayers are not held holding the bag.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tony Rubio', written over a horizontal line.

Tony Rubio
District Manager