

Catherine Benediktsson, President  
Richard Snyder, Vice President  
John Carapiet, Secretary

Omar Arias-Montez, Director  
Tod Moody, Director

**NOTICE AND AGENDA  
Regular Board Meeting  
at Sanitary District No. 5 of Marin County  
Thursday June 18<sup>th</sup>, 2026**

**5:00 P.M. REGULAR BOARD MEETING**

Teleconference Location:

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

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

**ROLL CALL:**

**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 May 21<sup>st</sup>, 2026 Regular Board Meeting Minutes
2. Review and receive all electronic fund transfers (EFTs) and approve warrants from May 15<sup>th</sup>, 2026, through June 11<sup>th</sup>, 2026, (JP Morgan Chase Bank, check no.11941 through check no. 12002, all transactions totaling \$334,681.38 and receive May 2026 payroll, in the sum of \$156,776.57 (Rubio)
3. Receipt of Financial Reports through June 11<sup>th</sup>, 2026 (Rubio)

**MANAGEMENT REPORTS:**

4. District Manager Summary Report (Rubio)

**NEW BUSINESS:**

5. **PUBLIC HEARING: Fiscal Year 2026-2027 Budget**
  - a. Public Comment
  - b. Hold Public Hearing to present status of staff vacancies, in accordance with AB 2561
  - c. Adoption of Fiscal Year 2026-2027 Comprehensive Budget (Rubio) – Action

6. Consideration of Adopting Resolution No. 2026-10: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting Administrative Policies of District (Rubio) – Action
7. Review and acceptance of Energy and Wastewater Infrastructure Modernization and Utility Saving Program proposals and provide direction to the District Manager to enter into a professional services agreement with Climatec in order to begin the Feasibility assessment. -Action (Rubio)

**UNFINISHED BUSINESS:**

**COMMITTEE REPORTS:**

8. Capital Improvement Program Committee (Moody/Carapiet)
9. Finance & Fiscal Oversight Committee (Benediktsson/Carapiet)
10. Governance Committee (Snyder/Carapiet)
11. Personnel Committee (No Meeting)
12. Solar Ad-Hoc Meeting (Carapiet/Benediktsson)

**OTHER BUSINESS:**

**ENVIRONMENTAL:**

**CORRESPONDENCE:**

**INFORMATIONAL ITEMS:**

**ADJOURNMENT:**

The Board will be asked to adjourn the meeting to a Regular Board Meeting on July 16, 2026, at 5:00 P.M.

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

Catherine Benediktsson, President  
Richard Snyder, Vice President  
John Carapiet, Secretary

Omar Arias-Montez, Director  
Tod Moody, Director

**NOTICE AND AGENDA**  
**Regular Board Meeting-*Minutes***  
**at Sanitary District No. 5 of Marin County**  
**Thursday, May 21<sup>st</sup>, 2026**

**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: Benediktsson, Carapiet, Snyder, Arias-Montez (Moody Absent)**

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

**DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS: None**

**CONSENT CALENDAR:**

1. Approval of April 16<sup>th</sup>, 2026 Regular Board Meeting Minutes and May 11<sup>th</sup>, 2026 Special Board Meeting Minutes
2. Review and receive all electronic fund transfers (EFTs) and approve warrants from April 10<sup>th</sup>, 2026, through May 14<sup>th</sup>, 2026, (JP Morgan Chase Bank, check no. 11886 through check no. 11940, all transactions totaling \$408,857.47 and receive April 2026 payroll, in the sum of \$166,693.97 (Rubio)
3. Receipt of Financial Reports through May 14<sup>th</sup>, 2026 (Rubio)

**Motion to approve consent calendar items 1-3**

*(M/S Snyder/Carapiet 4-0-1-0)*

**Ayes: Carapiet, Arias-Montez, Benediktsson, Snyder**

**Nos: None**

**Absent: Moody**

**Abstain: None**

## MANAGEMENT REPORTS:

4. District Manager Summary Report (Rubio)

## NEW BUSINESS:

5. Consideration of Adoption of Resolution No. 2026-03: A Resolution Providing for the Collection by the County of Marin of a Sewer Service Charge in the Amount of \$2,460.00 for the Base Rate Parcels per each EDU and \$1,942.00 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 2026-2027 (Rubio) – Action

Motion to adopt Resolution No. 2026-03 A Resolution Providing for the Collection by the County of Marin of a Sewer Service Charge in the Amount of \$2,460.00 for the Base Rate Parcels per each EDU and \$1,942.00 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 2026-2027

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

Ayes: Carapiet, Arias- Montez , Benediktsson, Snyder

Nos: None

Absent: Moody

Abstain: None

6. Consideration of adoption of Resolution No. 2026-04: Determination of Appropriations Limit for the Ad Valorem Receiving Service Area (Tiburon) of Sanitary District No. 5 of Marin County for Fiscal Year 2026-2027 (Rubio) – Action

Motion to adopt Resolution No. 2026-04 A Resolution of Determination of Appropriations Limit for the Ad Valorem Receiving Service Area (Tiburon) of Sanitary District No. 5 of Marin County for Fiscal Year 2026-2027

*(M/S Snyder/Carapiet 4-0-1-0)*

Ayes: Carapiet, Arias- Montez , Benediktsson, Snyder

Nos: None

Absent: Moody

Abstain: None

7. Consideration of adoption of Resolution No. 2026-05 A resolution approving and adopting Fiscal Year 2026-2027 SD5 Final Reserve/Fund Policy (Rubio) – Action

Motion to adopt Resolution No. 2026-05 A resolution approving and adopting Fiscal Year 2026-2027 SD5 Final Reserve/Fund Policy

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

Ayes: Carapiet, Arias- Montez , Benediktsson, Snyder

Nos: None

Absent: Moody

Abstain: None

8. Consideration of Adopting Resolution No. 2026-06: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Memorandum of Understanding with the Employees of Sanitary District No. 5 of Marin County Covering the Period from July 1, 2026 through December 31, 2031 (Rubio) – Action

Motion to adopt Resolution No. 2026-06 A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Memorandum of Understanding with the Employees of Sanitary District No. 5 of Marin County Covering the Period from July 1, 2026 through December 31, 2031

*(M/S Snyder/Carapiet 4-0-1-0)*

Ayes: Carapiet, Arias- Montez , Benediktsson, Snyder

Nos: None

Absent: Moody

Abstain: None

9. Review and Approval of Resolution No. 2026-07: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Employee Benefits Plan for Unrepresented Employees of Sanitary District No. 5 of Marin County, Effective July 1, 2026 (Rubio) – Action

Motion to adopt Resolution No. 2026-07 A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Employee Benefits Plan for Unrepresented Employees of Sanitary District No. 5 of Marin County, Effective July 1, 2026

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

Ayes: Carapiet, Arias- Montez , Benediktsson, Snyder

Nos: None

Absent: Moody

Abstain: None

10. Consideration of Adopting Resolution No. 2026-08: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting Revised Personnel Policies (Rubio) – Action

Motion to adopt Resolution No. 2026-08 A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting Revised Personnel Policies

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

Ayes: Carapiet, Arias- Montez , Benediktsson, Snyder

Nos: None

Absent: Moody

Abstain: None

11. Review and Consideration of Approval of SD5 Organization Chart and Publicly Available Pay Scale for FY2026-2027 and Resolution No. 2026-09: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Annual Cost of Living Increase (2.5%) for All Sanitary District No. 5 of Marin County Employees - Represented, Unrepresented, both Effective July 1, 2026 (Rubio) – Action

Motion to adopt SD5 Organization Chart and Publicly Available Pay Scale for FY2026-2027 and Resolution No. 2026-09: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Annual Cost of Living Increase (2.5%) for All Sanitary District No. 5 of Marin County Employees - Represented, Unrepresented, both Effective July 1, 2026

*(M/S Snyder/Carapiet 4-0-1-0)*

Ayes: Carapiet, Arias- Montez , Benediktsson, Snyder

Nos: None

Absent: Moody

Abstain: None

12. Consideration of approval of FY2026- 2027 SD5 Final Strategic Plan (Rubio)- Action

Motion to approve FY2026- 2027 SD5 Final Strategic Plan

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

Ayes: Carapiet, Arias- Montez , Benediktsson, Snyder

Nos: None

Absent: Moody

Abstain: None

13. **PUBLIC HEARING:** Fiscal Year 2026-2027 Budget

- a. Public Comment
- b. Hold Public Hearing to present status of staff vacancies, in accordance with AB 2561
- c. Set Hearing for Consideration of Adoption of Fiscal Year 2026-2027 Final Budget at Regular Board Meeting on June 18<sup>th</sup>, 2026 (Rubio) – Action

Motion to Set Hearing for Consideration of Adoption of Fiscal Year 2026-2027 Final Budget at Regular Board Meeting on June 18<sup>th</sup>, 2026

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

Ayes: Carapiet, Arias- Montez , Benediktsson, Snyder

Nos: None

Absent: Moody

Abstain: None

**UNFINISHED BUSINESS:**

**COMMITTEE REPORTS:**

14. Capital Improvement Program Committee (No Meeting)
15. Finance & Fiscal Oversight Committee (Benediktsson/Carapiet)
16. Governance Committee (No Meeting)
17. Personnel Committee (Snyder/Carapiet)
18. Solar Ad-Hoc Meeting (No Meeting)

OTHER BUSINESS:

ENVIRONMENTAL:

CORRESPONDENCE:

INFORMATIONAL ITEMS:

ADJOURNMENT: 5:34pm

The Board will be asked to adjourn the meeting to a Regular Board Meeting on June 18, 2026, at 5:00 P.M.

Approved:

Attest:

---

Catherine Benediktsson  
Board President

---

John Carapiet  
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 [hr@sani5.org](mailto:hr@sani5.org) at least two days prior to the meeting.*

06/09/26

## Sanitary District No.5 of Marin County

## Warrant List Summary

May 15 through June 11, 2026

Date	Num	Name	Memo	Amount
JP Morgan Chase - Primary 7399				
05/19/20	EFT	CalPERS (Health Premium)	Health Insurance Premium - June 2026	-31,761.95
05/19/20	EFT	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 5/15/26	-5,404.90
05/19/20	EFT	CalPERS (Pension)	Pension - Apr 2026	-28,480.93
06/04/20	EFT	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 5/31/26	-5,404.90
06/11/20	11941	Access Answering Service	Answering Service - June 2026	-120.46
06/11/20	11942	Alameda Electrical Distributors, ...	ongoing conduit rehab at Main Plant	-370.49
06/11/20	11943	Amazon Capital Services (Amaz...	Stmt Date 5/31/26: Janitorial supplies, May 2026	-645.21
06/11/20	11944	AT&T *5559 (Pump Stations)	Pump Stations Telephone Lines - May 2026	-368.70
06/11/20	11945	AT&T Calnet *4692 (Ops/Main Bl...	Operators Control Center & Paradise Cove Telephone ...	-97.15
06/11/20	11946	Banshee Networks, Inc.	computer network services - Apr 2026	-1,450.51
06/11/20	11947	Brelje and Race Laboratories, Inc.	samples submitted - Apr 2026	-2,047.00
06/11/20	11948	Burke, Williams & Sorensen, LLP	District & Personnel Counsel Services - Apr 2026	-3,854.00
06/11/20	11949	BWS Distributors, Inc.	gas monitors calibrations & service	-862.84
06/11/20	11950	Caltest Analytical Laboratory	Lab Monitoring: Mar-May 2026	-5,547.60
06/11/20	11951	Cintas Corporation	weekly: scraper, towels, traffic mats - May 2026	-589.30
06/11/20	11952	Comcast Bus (Internet/Voice/Ca...	Business Cable, Internet, Voice - June 2026	-758.98
06/11/20	11953	Comcast Business (VOIP) *9079	Business Voice Edge - June 2026	-463.12
06/11/20	11954	Corodata Records Management ...	record storage: carton & digital services - May 2026	-57.19
06/11/20	11955	DKF Solutions Group, LLC	Training: CalOSHA CPR/First Aid/AED, and TrainingLi...	-3,668.00
06/11/20	11956	Edri Construction Inc	refund of permit inspection fees, double paid	-235.00
06/11/20	11957	Environmental Systems Resear...	ArcGIS Desktop Basic Single Use Primary & Secondar...	-1,160.00
06/11/20	11958	Fastenal Company	stainless steel brackets	-831.45
06/11/20	11959	FlexTG, LLC	copiers: base rate & usage charge - May 2026	-283.18
06/11/20	11960	Fort Bragg Electric Inc	Progress Billing for Cove Rd Pump Station, Mar-May 2...	-56,942.05
06/11/20	11961	Frank A. Olsen Company	replacement valves for HEXs 1-2 plug/isolation valves	-8,219.18
06/11/20	11962	Goodman Building Supply Co.	replacement hose nozzles for washdown	-42.36
06/11/20	11963	Grainger	new battery for MP server rack, adjustable PSI relief v...	-693.27
06/11/20	11964	HDR Engineering Inc	Digester Cleaning & Rehab Project - Apr 2026	-1,745.84
06/11/20	11965	Jill Kalehua, DMMS	Accounting Services - May 2026	-2,682.54
06/11/20	11966	Leak Detection Pros Inc.	locating line coming form Corinthian Island for Belved...	-550.00
06/11/20	11967	Lystek International Limited	biosolids delivery - Apr 2026	-863.22
06/11/20	11968	McCampbell Analytical, Inc.	annual compliance testing for acute toxicity at PC & c...	-3,460.00
06/11/20	11969	Mill Valley Refuse Serv (Garbag...	garbage service - June 2026	-546.33
06/11/20	11970	O'Reilly Auto Parts	new batteries for Rodder truck	-427.87
06/11/20	11971	Pacific Gas & Electric	Stmt Date 5/28/26	-31,969.81
06/11/20	11972	Pacific Water Resources	rebuild of Plant water pump #2	-15,365.76
06/11/20	11973	Primo Brands	drinking water - May 2026	-190.31
06/11/20	11974	Roy's Sewer Service, Inc.	Grit Chamber: vactor truck & crew, Belvedere Ave, Co...	-13,762.50
06/11/20	11975	Shape Inc	new pump bases for lift stations	-6,585.93
06/11/20	11976	Spiral Water Technologies Inc	new motor & drive assembly for water filter	-4,102.93
06/11/20	11977	T-Mobile *1446 cell	cell phones - May 2026	-405.07
06/11/20	11978	T-Mobile *8704 SIM	SIM cards for pump stations - Serv per Apr 2026, Bill p...	-60.00
06/11/20	11979	Tiburon Mail Services	induction unit shipped back to DeNora for repair	-552.45
06/11/20	11980	U.S. Bank cc *3611	Stmt Date 5/25/26: Ford F-150: drawer systems, spray ...	-7,313.85
06/11/20	11981	Univar Solutions	chemicals: Hypo 12.5% and Sod Bisulfite 25%	-17,564.07
06/11/20	11982	USA Blue Book	anti-foaming agent	-631.93
06/11/20	11983	USP Technologies (U.S. Peroxid...	SulFeLox dosing for the MP digester & Cove Rd pump...	-12,009.82
06/11/20	11984	Water Environment Federation	Prof Membership & MA(s): CA, annual	-399.00
06/11/20	11985	Weco Industries, LLC	troubleshoot/repair Rodder truck	-1,275.30
06/11/20	11986	Xylem Dewatering Solutions (Pa...	rental pump, incl controller & hoses	-9,001.55
06/11/20	11987	AT&T *5559 (Pump Stations)	Pump Station telephone lines - June 2026	-368.70
06/11/20	11988	Peter Levi Plumbing~Heating~C...	added valve to Main Plant city water system for shutd...	-2,240.20
06/11/20	11989	Alameda Electrical Distributors, ...	supplies	-337.14
06/11/20	11990	APGN Inc - APG Neuros	turbo blower annual maintenance - Year 4 of 5, Jan 2026	-8,860.00
06/11/20	11991	Brelje and Race Laboratories, Inc.	samples submitted - May 2026	-2,015.00
06/11/20	11992	D&K Auto Service	2013 Ford F250 service: oil change	-194.00
06/11/20	11993	Fastenal Company	latex disposable gloves	-261.51
06/11/20	11994	HDR Engineering Inc	Digester Cleaning & Rehab Project - May 2026	-3,975.19

06/09/26

Sanitary District No.5 of Marin County

**Warrant List Summary**

May 15 through June 11, 2026

---

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
06/11/20	11995	JM Integration, LLC	Allen Bradley controller equipment, SCADA operation...	-8,055.45
06/11/20	11996	Keegin Harrison LLP	retainer - easements review	-3,000.00
06/11/20	11997	Mill Valley Refuse Service (Slud...	(3) sludge exchanges - May 2026	-2,000.00
06/11/20	11998	Nute Engineering Corp.	Cove Rd Pump Station Improvements - May 2026	-3,906.50
06/11/20	11999	Polydyne Inc	screw press polymer	-4,612.75
06/11/20	12000	Special Dist Risk Mgmt Authorit...	Basic Life & ADD, LTD, Dental, Vision - July 2026	-2,222.03
06/11/20	12001	Waste Management, Redwood L...	Garbage service - May 2026	-720.66
06/11/20	12002	Water Components & Building S...	valve brass balls - 3/4"	-86.45
Total JP Morgan Chase - Primary 7399				<u>-334,681.38</u>
<b>TOTAL</b>				<u><u>-334,681.38</u></u>

06/09/26

**Sanitary District No.5 of Marin County  
Warrant List Detail  
May 15 through June 11, 2026**

<b>Num</b>	<b>Type</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Paid Amount</b>
EFT	Check	05/19/2	CalPERS (Health...	Health Insurance Premium - June 2026	JP Morgan Chase - ...	
				Active Employee Health Insurance Premi...	8020.05 · Employee ...	-30,783.23
				Retiree Health Insurance Premium, plus ...	8022.05 · Retiree He...	-978.72
TOTAL						-31,761.95
EFT	Check	05/19/2	CalPERS (457 De...	457 Contributions, semi-monthly, 5/15/...	JP Morgan Chase - ...	
				457 Contributions, semi-monthly, 5/15/26	8008 · Deferred Com...	-5,404.90
TOTAL						-5,404.90
EFT	Check	05/19/2	CalPERS (Pensi...	Pension - Apr 2026	JP Morgan Chase - ...	
				Pepra, Apr 2026	8019.05 · PERS Reti...	-11,948.95
				Classic, Apr 2026	8019.05 · PERS Reti...	-16,531.98
TOTAL						-28,480.93
EFT	Check	06/04/2	CalPERS (457 De...	457 Contributions, semi-monthly, 5/31/...	JP Morgan Chase - ...	
				457 Contributions, semi-monthly, 5/31/26	8008 · Deferred Com...	-5,404.90
TOTAL						-5,404.90

06/09/26

Sanitary District No.5 of Marin County  
**Warrant List Detail**  
May 15 through June 11, 2026

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11941	Bill Pmt -...	06/11/2	Access Answeri...	Answering Service - June 2026	JP Morgan Chase - ...	
35480	Bill	06/05/2		Answering Service - June 2026	8510 · Data/Alarms/l...	-120.46
TOTAL						-120.46
11942	Bill Pmt -...	06/11/2	Alameda Electric...	ongoing conduit rehab at Main Plant	JP Morgan Chase - ...	
S62...	Bill	05/07/2		ongoing conduit rehab at MP, PO M-26-0...	7027 · Electrical & In...	-235.08
S62...	Bill	05/08/2		ongoing conduit rehab at MP, PO M-26-0...	7021 · Plant Mainten...	-135.41
TOTAL						-370.49
11943	Bill Pmt -...	06/11/2	Amazon Capital ...	Stmt Date 5/31/26: Janitorial supplies, ...	JP Morgan Chase - ...	
19F...	Bill	05/31/2		Inv 19FM-KMKL-J1VQ, PO M-26-043A, p...	7023 · Janitorial Sup...	-645.21
TOTAL						-645.21
11944	Bill Pmt -...	06/11/2	AT&T *5559 (Pu...	Pump Stations Telephone Lines - May ...	JP Morgan Chase - ...	
Bill ...	Bill	04/28/2		4/28/26-5/27/26, May 2026	8533 · Pumps & Line...	-368.70
TOTAL						-368.70

**Sanitary District No.5 of Marin County**  
**Warrant List Detail**  
 May 15 through June 11, 2026

06/09/26

<b>Num</b>	<b>Type</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Paid Amount</b>
<b>11945</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>AT&amp;T Calnet *46...</b>	<b>Operators Control Center &amp; Paradise ...</b>	<b>JP Morgan Chase - ...</b>	
000...	Bill	05/12/2		Operators Control Center phones - 4/12/...	8531 · Main Plant Tel...	-64.80
				Paradise Cove phones - 4/12/26-5/11/26,...	8532 · Paradise Cov...	-32.35
TOTAL						-97.15
<b>11946</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Banshee Networ...</b>	<b>computer network services - Apr 2026</b>	<b>JP Morgan Chase - ...</b>	
16986	Bill	05/15/2		computer network services - Apr 2026	8510 · Data/Alarms/l...	-1,450.51
TOTAL						-1,450.51
<b>11947</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Brelje and Race ...</b>	<b>samples submitted - Apr 2026</b>	<b>JP Morgan Chase - ...</b>	
170...	Bill	05/01/2		samples submitted - Apr 2026	7051 · Main Plant La...	-2,047.00
TOTAL						-2,047.00
<b>11948</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Burke, Williams ...</b>	<b>District &amp; Personnel Counsel Services...</b>	<b>JP Morgan Chase - ...</b>	
368...	Bill	05/28/2		District Counsel Services - Apr 2026	6039 · Legal	-930.00
368...	Bill	05/28/2		Personnel Counsel Services - Apr 2026	6039 · Legal	-2,924.00
TOTAL						-3,854.00

**Sanitary District No.5 of Marin County**  
**Warrant List Detail**  
 May 15 through June 11, 2026

06/09/26

<b>Num</b>	<b>Type</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Paid Amount</b>
<b>11949</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>BWS Distributor...</b>	<b>gas monitors calibrations &amp; service</b>	<b>JP Morgan Chase - ...</b>	
306...	Bill	05/06/2		gas monitors calibrations & service. PO ...	8515 · Safety	-862.84
TOTAL						-862.84
<b>11950</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Caltest Analytica...</b>	<b>Lab Monitoring: Mar-May 2026</b>	<b>JP Morgan Chase - ...</b>	
740...	Bill	05/11/2		Main Plant Lab Monitoring - Mar 2026	7051 · Main Plant La...	-395.20
				Main Plant Lab Monitoring - Apr 2026	7051 · Main Plant La...	-4,437.05
				Paradise Cove Lab Monitoring - Apr 2026	7052 · Paradise Cov...	-612.75
				Paradise Cove Lab Monitoring - May 2026	7052 · Paradise Cov...	-102.60
TOTAL						-5,547.60
<b>11951</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Cintas Corporati...</b>	<b>weekly: scraper, towels, traffic mats - ...</b>	<b>JP Morgan Chase - ...</b>	
Stmnt...	Bill	05/31/2		weekly: scraper, towels, traffic mats - Inv ...	7023 · Janitorial Sup...	-117.86
				weekly: scraper, towels, traffic mats - Inv ...	7023 · Janitorial Sup...	-117.86
				weekly: scraper, towels, traffic mats - Inv ...	7023 · Janitorial Sup...	-117.86
				weekly: scraper, towels, traffic mats - Inv ...	7023 · Janitorial Sup...	-117.86
				weekly: scraper, towels, traffic mats - Inv ...	7023 · Janitorial Sup...	-117.86
TOTAL						-589.30

**Sanitary District No.5 of Marin County**  
**Warrant List Detail**  
 May 15 through June 11, 2026

06/09/26

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>11952</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Comcast Bus (In...</b>	<b>Business Cable, Internet, Voice - June ...</b>	<b>JP Morgan Chase - ...</b>	
Bill ...	Bill	05/26/2		Business Cable, Internet, Voice - June 20...	8531 · Main Plant Tel...	-758.98
TOTAL						-758.98
<b>11953</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Comcast Busine...</b>	<b>Business Voice Edge - June 2026</b>	<b>JP Morgan Chase - ...</b>	
001...	Bill	06/01/2		Business Voice Edge - June 2026	8531 · Main Plant Tel...	-463.12
TOTAL						-463.12
<b>11954</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Corodata Record...</b>	<b>record storage: carton &amp; digital servic...</b>	<b>JP Morgan Chase - ...</b>	
RS3...	Bill	05/31/2		standard record storage carton & digital s...	6017 · Consulting Fees	-57.19
TOTAL						-57.19
<b>11955</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>DKF Solutions G...</b>	<b>Training: CalOSHA CPR/First Aid/AED,...</b>	<b>JP Morgan Chase - ...</b>	
23492	Bill	05/14/2		Training: CalOSHA CPR/First Aid/AED	8515 · Safety	-3,206.00
23529	Bill	06/01/2		TrainingLink monthly subscription - June ...	8515 · Safety	-462.00
TOTAL						-3,668.00

06/09/26

Sanitary District No.5 of Marin County  
Warrant List Detail  
May 15 through June 11, 2026

Num	Type	Date	Name	Memo	Account	Paid Amount
11956	Bill Pmt -...	06/11/2	Edri Constructio...	refund of permit inspection fees, doub...	JP Morgan Chase - ...	
Per...	Bill	05/06/2		refund of double paid permit inspection fe...	5900.4 · Permit Insp...	-235.00
TOTAL						-235.00
11957	Bill Pmt -...	06/11/2	Environmental S...	ArcGIS Desktop Basic Single Use Pri...	JP Morgan Chase - ...	
900...	Bill	06/02/2		ArcGIS Desktop Basic Single Use Primar...	8510 · Data/Alarms/I...	-1,160.00
TOTAL						-1,160.00
11958	Bill Pmt -...	06/11/2	Fastenal Company	stainless steel brackets	JP Morgan Chase - ...	
CAP...	Bill	04/27/2		stainless steel brackets, PO O-26-065	7022 · Plant Maint. P...	-831.45
TOTAL						-831.45
11959	Bill Pmt -...	06/11/2	FlexTG, LLC	copiers: base rate & usage charge - M...	JP Morgan Chase - ...	
466...	Bill	06/02/2		copiers: base rate & usage charge - May ...	6047 · Office Supplies	-283.18
TOTAL						-283.18

**Sanitary District No.5 of Marin County**  
**Warrant List Detail**  
 May 15 through June 11, 2026

06/09/26

<b>Num</b>	<b>Type</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Paid Amount</b>
<b>11960</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Fort Bragg Elect...</b>	<b>Progress Billing for Cove Rd Pump St...</b>	<b>JP Morgan Chase - ...</b>	
J00...	Bill	05/20/2		Progress Billing Applic 5 for Cove Rd Pu...	9109.2 · Bel PS#1 R...	-56,942.05
TOTAL						-56,942.05
<b>11961</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Frank A. Olsen C...</b>	<b>replacement valves for HEXs 1-2 plug/i...</b>	<b>JP Morgan Chase - ...</b>	
258...	Bill	04/29/2		eplacement valves for HEXs 1-2 plug/isol...	7022 · Plant Maint. P...	-8,219.18
TOTAL						-8,219.18
<b>11962</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Goodman Buildi...</b>	<b>replacement hose nozzles for washdo...</b>	<b>JP Morgan Chase - ...</b>	
932...	Bill	05/07/2		replacement hose nozzles for washdown,...	7022 · Plant Maint. P...	-42.36
TOTAL						-42.36
<b>11963</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Grainger</b>	<b>new battery for MP server rack, adjust...</b>	<b>JP Morgan Chase - ...</b>	
991...	Bill	05/13/2		new battery for MP server rack, PO M-26...	7022 · Plant Maint. P...	-415.48
991...	Bill	05/15/2		adjustable PSI relief valve for PC plant w...	7041 · Paradise Part...	-210.82
992...	Bill	05/20/2		eyewash shower tags. PO O-26-077	8515 · Safety	-28.15
993...	Bill	05/27/2		Digester water seal float. PO O-26-080	7022 · Plant Maint. P...	-38.82
TOTAL						-693.27

**Sanitary District No.5 of Marin County**  
**Warrant List Detail**  
 May 15 through June 11, 2026

06/09/26

<b>Num</b>	<b>Type</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Paid Amount</b>
<b>11964</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>HDR Engineerin...</b>	<b>Digester Cleaning &amp; Rehab Project - A...</b>	<b>JP Morgan Chase - ...</b>	
120...	Bill	05/12/2		Digester Cleaning & Rehab Project, 3/29/...	9308.12 · Digester R...	<u>-1,745.84</u>
TOTAL						-1,745.84
<b>11965</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Jill Kalehua, DM...</b>	<b>Accounting Services - May 2026</b>	<b>JP Morgan Chase - ...</b>	
May...	Bill	06/01/2		Accounting Services - May 2026	6008 · Audit & Accou...	<u>-2,682.54</u>
TOTAL						-2,682.54
<b>11966</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Leak Detection P...</b>	<b>locating line coming form Corinthian I...</b>	<b>JP Morgan Chase - ...</b>	
16892	Bill	05/06/2		locating line coming form Corinthian Islan...	7011 · Pumps & Line...	<u>-550.00</u>
TOTAL						-550.00
<b>11967</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Lystek Internatio...</b>	<b>biosolids delivery - Apr 2026</b>	<b>JP Morgan Chase - ...</b>	
914...	Bill	05/08/2		biosolids delivery - Apr 2026	7029 · Main Plant Sl...	<u>-863.22</u>
TOTAL						-863.22

**Sanitary District No.5 of Marin County**  
**Warrant List Detail**  
 May 15 through June 11, 2026

06/09/26

<b>Num</b>	<b>Type</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Paid Amount</b>
<b>11968</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>McC Campbell Ana...</b>	<b>annual compliance testing for acute to...</b>	<b>JP Morgan Chase - ...</b>	
260...	Bill	05/04/2		annual compliance testing for acute toxici...	7042 · Paradise Sup...	-720.00
260...	Bill	05/08/2		Chronic Toxicity, 2026 #1, PO O-26-062, ...	7053 · Chronic Toxicity	-2,740.00
TOTAL						-3,460.00
<b>11969</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Mill Valley Refus...</b>	<b>garbage service - June 2026</b>	<b>JP Morgan Chase - ...</b>	
000...	Bill	06/01/2		Garbage service - June 2026	7028 · Grounds Main...	-546.33
TOTAL						-546.33
<b>11970</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>O'Reilly Auto Pa...</b>	<b>new batteries for Rodder truck</b>	<b>JP Morgan Chase - ...</b>	
355...	Bill	05/13/2		new batteries for Rodder truck. PO M-26-...	7072 · Maintenance	-427.87
TOTAL						-427.87
<b>11971</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Pacific Gas &amp; El...</b>	<b>Stmt Date 5/28/26</b>	<b>JP Morgan Chase - ...</b>	
Stmt...	Bill	05/28/2		Stmt Date 5/28/26:	8542 · Main Plant Uti...	-24,035.97
				Stmt Date 5/28/26:	8543 · Paradise Cov...	-1,919.65
				Stmt Date 5/28/26:	8544 · Pump Station ...	-6,014.19
TOTAL						-31,969.81

06/09/26

**Sanitary District No.5 of Marin County**  
**Warrant List Detail**  
May 15 through June 11, 2026

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>11972</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Pacific Water Re...</b>	<b>rebuild of Plant water pump #2</b>	<b>JP Morgan Chase - ...</b>	
25150	Bill	05/07/2		rebuild of Plant water pump #2. PO M-26...	7022 · Plant Maint. P...	-15,365.76
TOTAL						-15,365.76
<b>11973</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Primo Brands</b>	<b>drinking water - May 2026</b>	<b>JP Morgan Chase - ...</b>	
06E...	Bill	05/28/2		drinking water: 4/25/25-5/24/25, May 2026	7023 · Janitorial Sup...	-190.31
TOTAL						-190.31
<b>11974</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Roy's Sewer Ser...</b>	<b>Grit Chamber: vactor truck &amp; crew, Bel...</b>	<b>JP Morgan Chase - ...</b>	
235...	Bill	05/08/2		Grit Chamber, vactor truck & crew, May 2...	7022 · Plant Maint. P...	-13,000.00
234...	Bill	05/15/2		49 Belvedere Ave, removed roots	7011 · Pumps & Line...	-312.50
235...	Bill	05/20/2		Cove Pump Station, worked w/ Tony to te...	7011 · Pumps & Line...	-450.00
TOTAL						-13,762.50
<b>11975</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Shape Inc</b>	<b>new pump bases for lift stations</b>	<b>JP Morgan Chase - ...</b>	
668...	Bill	05/14/2		new pump bases for lift stations. PO M-2...	7011 · Pumps & Line...	-6,585.93
TOTAL						-6,585.93

**Sanitary District No.5 of Marin County**  
**Warrant List Detail**  
 May 15 through June 11, 2026

06/09/26

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11976	Bill Pmt -...	06/11/2	Spiral Water Tec...	new motor & drive assembly for water ...	JP Morgan Chase - ...	
100...	Bill	05/27/2		ew motor & drive assembly for water filter...	7022 · Plant Maint. P...	-4,102.93
TOTAL						-4,102.93
11977	Bill Pmt -...	06/11/2	T-Mobile *1446 c...	cell phones - May 2026	JP Morgan Chase - ...	
Bill ...	Bill	05/21/2		cell phones, Stmt Date 5/21/26: 4/21/26-...	8530 · Telephone	-405.07
TOTAL						-405.07
11978	Bill Pmt -...	06/11/2	T-Mobile *8704 S...	SIM cards for pump stations - Serv per...	JP Morgan Chase - ...	
Bill ...	Bill	05/20/2		(6) SIM cards for pump stations - Bill peri...	8533 · Pumps & Line...	-60.00
TOTAL						-60.00
11979	Bill Pmt -...	06/11/2	Tiburon Mail Ser...	induction unit shipped back to DeNora...	JP Morgan Chase - ...	
Stmt...	Bill	05/08/2		induction unit shipped back to DeNora for...	7022 · Plant Maint. P...	-552.45
TOTAL						-552.45

06/09/26

**Sanitary District No.5 of Marin County  
Warrant List Detail  
May 15 through June 11, 2026**

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>11980</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>U.S. Bank cc *3611</b>	<b>Stmt Date 5/25/26: Ford F-150: drawer ...</b>	<b>JP Morgan Chase - ...</b>	
Stmt...	Bill	05/25/2		DECKED, (2) Ford F-150 drawer system...	9312 · MP Vehicle R...	-3,680.48
				Weathertech, car wash soap, 5/7/26	9312 · MP Vehicle R...	-10.81
				Weathertech, 3 car floor liners, 5/7/26	9312 · MP Vehicle R...	-269.43
				CVS, drinks for Budget Workshop meetin...	6018.1 · Meetings & ...	-20.55
				Woodlands Markets, food for Budget Wor...	6018.1 · Meetings & ...	-61.45
				Woodlands Markets, food for Budget Wor...	6018.1 · Meetings & ...	-9.38
				Woodlands Markets, food for Budget Wor...	6018.1 · Meetings & ...	-67.06
				WEF, WEFTEC 2026 Full Conference & ...	6018.1 · Meetings & ...	-950.00
				CA Special Districts Assoc, 2026 Annual ...	6018.1 · Meetings & ...	-890.00
				CA Water Environment (CWEA), Dan trai...	6020 · Continuing Ed...	-220.00
				Sign Dynamics, Vehicle Graphics, F-150 ...	7072 · Maintenance	-309.07
				Safeway, food for Grit Chamber cleaning ...	6065 · Miscellaneous...	-171.21
				Campways Truck Accessory, new F-150 ...	7072 · Maintenance	-654.41
TOTAL						-7,313.85
<b>11981</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Univar Solutions</b>	<b>chemicals: Hypo 12.5% and Sod Bisulf...</b>	<b>JP Morgan Chase - ...</b>	
538...	Bill	05/07/2		Hypo 12.5%, PO O-26-066	7024 · Main Plant Ch...	-10,676.84
538...	Bill	05/07/2		Sod Bisulfite 25%. PO O-26-067	7024 · Main Plant Ch...	-6,887.23
TOTAL						-17,564.07

**Sanitary District No.5 of Marin County**  
**Warrant List Detail**  
 May 15 through June 11, 2026

06/09/26

<b>Num</b>	<b>Type</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Paid Amount</b>
<b>11982</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>USA Blue Book</b>	<b>anti-foaming agent</b>	<b>JP Morgan Chase - ...</b>	
INV...	Bill	05/20/2		anti foaming agent, PO O-26-075	7042 · Paradise Sup...	-631.93
TOTAL						-631.93
<b>11983</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>USP Technologi...</b>	<b>SulFeLox dosing for the MP digester &amp;...</b>	<b>JP Morgan Chase - ...</b>	
CIN...	Bill	04/29/2		SulFeLox dosing for the MP digester H2S...	7024 · Main Plant Ch...	-4,462.39
CIN...	Bill	04/29/2		SulFeLox dosing for Cove Rd pump stati...	7024 · Main Plant Ch...	-7,547.43
TOTAL						-12,009.82
<b>11984</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Water Environm...</b>	<b>Prof Membership &amp; MA(s): CA, annual</b>	<b>JP Morgan Chase - ...</b>	
000...	Bill	06/01/2		Professional Membership, Rulon Cottrell,...	6025 · Dues & Subsc...	-135.67
				Professional Membership, Rulon Cottrell,...	6025 · Dues & Subsc...	-12.33
				MA(s): CA, Rulon Cottrell, 8/1/26-6/30/27...	6025 · Dues & Subsc...	-230.08
				MA(s): CA, Rulon Cottrell, 7/1/27-7/31/27...	6025 · Dues & Subsc...	-20.92
TOTAL						-399.00
<b>11985</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Weco Industries,...</b>	<b>troubleshoot/repair Rodder truck</b>	<b>JP Morgan Chase - ...</b>	
005...	Bill	05/20/2		troubleshoot/repair Rodder truck. PO M-2...	7072 · Maintenance	-1,275.30
TOTAL						-1,275.30

**Sanitary District No.5 of Marin County**  
**Warrant List Detail**  
 May 15 through June 11, 2026

06/09/26

<b>Num</b>	<b>Type</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Paid Amount</b>
<b>11986</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Xylem Dewaterin...</b>	<b>rental pump, incl controller &amp; hoses</b>	<b>JP Morgan Chase - ...</b>	
401...	Bill	04/16/2		rental pump, incl controller & hoses. PO ...	7022 · Plant Maint. P...	-9,001.55
TOTAL						-9,001.55
<b>11987</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>AT&amp;T *5559 (Pu...</b>	<b>Pump Station telephone lines - June 2...</b>	<b>JP Morgan Chase - ...</b>	
Bill ...	Bill	05/28/2		5/28/26-6/27/26, June 2026	8533 · Pumps & Line...	-368.70
TOTAL						-368.70
<b>11988</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Peter Levi Plum...</b>	<b>added valve to Main Plant city water s...</b>	<b>JP Morgan Chase - ...</b>	
350...	Bill	04/06/2		added valve to Main Plant city water syst...	7022 · Plant Maint. P...	-2,240.20
TOTAL						-2,240.20
<b>11989</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Alameda Electric...</b>	<b>supplies</b>	<b>JP Morgan Chase - ...</b>	
S62...	Bill	06/04/2		PO M-26-052, supplies	7021 · Plant Mainten...	-337.14
TOTAL						-337.14

**Sanitary District No.5 of Marin County**  
**Warrant List Detail**  
 May 15 through June 11, 2026

06/09/26

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>11990</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>APGN Inc - APG ...</b>	<b>turbo blower annual maintenance - Ye...</b>	<b>JP Morgan Chase - ...</b>	
23117	Bill	01/30/2		urbo blower annual maintenance - Year 4...	7022 · Plant Maint. P...	-8,860.00
TOTAL						-8,860.00
<b>11991</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Brelje and Race ...</b>	<b>samples submitted - May 2026</b>	<b>JP Morgan Chase - ...</b>	
170...	Bill	06/05/2		samples submitted - May 2026	7051 · Main Plant La...	-2,015.00
TOTAL						-2,015.00
<b>11992</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>D&amp;K Auto Service</b>	<b>2013 Ford F250 service: oil change</b>	<b>JP Morgan Chase - ...</b>	
84171	Bill	06/09/2		2013 Ford F250 service: oil change. PO ...	7072 · Maintenance	-194.00
TOTAL						-194.00
<b>11993</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Fastenal Company</b>	<b>latex disposable gloves</b>	<b>JP Morgan Chase - ...</b>	
CAP...	Bill	05/22/2		latex disposable gloves - L, PO O-26-078	8515 · Safety	-261.51
TOTAL						-261.51

06/09/26

**Sanitary District No.5 of Marin County  
Warrant List Detail  
May 15 through June 11, 2026**

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>11994</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>HDR Engineerin...</b>	<b>Digester Cleaning &amp; Rehab Project - M...</b>	<b>JP Morgan Chase - ...</b>	
120...	Bill	06/09/2		Digester Cleaning & Rehab Project, 5/3/2...	9308.12 · Digester R...	<u>-3,975.19</u>
TOTAL						-3,975.19
<b>11995</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>JM Integration, L...</b>	<b>Allen Bradley controller equipment, S...</b>	<b>JP Morgan Chase - ...</b>	
23634	Bill	06/04/2		Allen Bradley controller equipment, SCA...	7022 · Plant Maint. P...	-6,091.61
23633	Bill	06/04/2		VFD repair - multiple units (2HP/10HP). ...	7022 · Plant Maint. P...	<u>-1,963.84</u>
TOTAL						-8,055.45
<b>11996</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Keegin Harrison ...</b>	<b>retainer - easements review</b>	<b>JP Morgan Chase - ...</b>	
ema...	Bill	04/17/2		retainer - easements review	6039 · Legal	<u>-3,000.00</u>
TOTAL						-3,000.00
<b>11997</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Mill Valley Refus...</b>	<b>(3) sludge exchanges - May 2026</b>	<b>JP Morgan Chase - ...</b>	
Inv ...	Bill	06/01/2		Exchanges: (3) Sludges, (0) Debris - May...	7029 · Main Plant Sl...	<u>-2,000.00</u>
TOTAL						-2,000.00

06/09/26

**Sanitary District No.5 of Marin County  
Warrant List Detail  
May 15 through June 11, 2026**

<b>Num</b>	<b>Type</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Paid Amount</b>
<b>11998</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Nute Engineerin...</b>	<b>Cove Rd Pump Station Improvements ...</b>	<b>JP Morgan Chase - ...</b>	
28348	Bill	06/08/2		Cove Rd Pump Station Improvements - ...	9109.2 · Bel PS#1 R...	<u>-3,906.50</u>
TOTAL						-3,906.50
<b>11999</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Polydyne Inc</b>	<b>screw press polymer</b>	<b>JP Morgan Chase - ...</b>	
203...	Bill	05/21/2		screw press polymer. PO O-26-076	7024 · Main Plant Ch...	<u>-4,612.75</u>
TOTAL						-4,612.75
<b>12000</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Special Dist Risk...</b>	<b>Basic Life &amp; ADD, LTD, Dental, Vision ...</b>	<b>JP Morgan Chase - ...</b>	
H49...	Bill	06/05/2		Basic Life & ADD, LTD, Dental, Vision - J...	8020.05 · Employee ...	-2,109.97
				Adjustment: A. Farrington, Basic Life & A...	8020.05 · Employee ...	-56.03
				Adjustment: A. Farrington, Basic Life & A...	8020.05 · Employee ...	<u>-56.03</u>
TOTAL						-2,222.03
<b>12001</b>	<b>Bill Pmt -...</b>	<b>06/11/2</b>	<b>Waste Managem...</b>	<b>Garbage service - May 2026</b>	<b>JP Morgan Chase - ...</b>	
011...	Bill	06/01/2		Garbage service - May 2026	7029 · Main Plant Sl...	<u>-720.66</u>
TOTAL						-720.66

**Sanitary District No.5 of Marin County**  
**Warrant List Detail**  
 May 15 through June 11, 2026

06/09/26

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
12002	Bill Pmt -...	06/11/2	Water Compone...	valve brass balls - 3/4"	JP Morgan Chase - ...	
306...	Bill	06/05/2		valve brass balls 3/4", PO M-26-	7021 · Plant Mainten...	-86.45
TOTAL						-86.45

## Sanitary District No.5 of Marin County Annual Budget vs Actual Expenses July 1, 2025 through June 11, 2026

	Jul 1, '25 - Jun 11, ...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5000 · Property Taxes / AD VALOREM				
5001.2 · TEETER	1,062,961.08	1,009,180.00	53,781.08	105.3%
5002 · UNSEC	18,205.60	15,000.00	3,205.60	121.4%
5003 · PUNS / PRIOR UNSECURED	1,358.30	1,000.00	358.30	135.8%
5004 · REDEMPTION / RDMPT	660.17	700.00	-39.83	94.3%
5006 · SPLU	963.82	1,000.00	-36.18	96.4%
5041 · SUPSEC	15,771.85	15,000.00	771.85	105.1%
5043 · SECU	656.79	100.00	556.79	656.8%
5046 · Excess ERAF	478,938.61	300,000.00	178,938.61	159.6%
5280 · HOPTR	3,480.04	3,000.00	480.04	116.0%
5483 · Other tax	46.42	100.00	-53.58	46.4%
5000 · Property Taxes / AD VALOREM - Other	0.00	0.00	0.00	0.0%
<b>Total 5000 · Property Taxes / AD VALOREM</b>	<b>1,583,042.68</b>	<b>1,345,080.00</b>	<b>237,962.68</b>	<b>117.7%</b>
5007 · Sewer Service Charge				
5007.1 · Sewer Service - Ops	6,861,604.22	5,619,504.00	1,242,100.22	122.1%
5007.2 · Sewer Service - Cap	0.00	643,423.00	-643,423.00	0.0%
5007 · Sewer Service Charge - Other	0.00	0.00	0.00	0.0%
<b>Total 5007 · Sewer Service Charge</b>	<b>6,861,604.22</b>	<b>6,262,927.00</b>	<b>598,677.22</b>	<b>109.6%</b>
5201 · Interest				
5201.1 · Interest - County of Marin	2,905.67	100.00	2,805.67	2,905.7%
5201.2 · Interest - LAIF	632,610.86	300,000.00	332,610.86	210.9%
5201.5 · Income Dividend Reinvest-CLASS	55,163.93	20,500.00	34,663.93	269.1%
5201 · Interest - Other	0.00	0.00	0.00	0.0%
<b>Total 5201 · Interest</b>	<b>690,680.46</b>	<b>320,600.00</b>	<b>370,080.46</b>	<b>215.4%</b>
5900.10 · Paradise Sewer Line Ext. Fees	16,122.48	15,000.00	1,122.48	107.5%
5900.3 · Connection Fees	498,218.00	300,000.00	198,218.00	166.1%
5900.4 · Permit Inspection & Admin Fees	73,360.02	35,000.00	38,360.02	209.6%
5900.5 · SASM Expense Reimb.	36,281.47	50,000.00	-13,718.53	72.6%
5900.9 · Other Income	1,033.84	100.00	933.84	1,033.8%
<b>Total Income</b>	<b>9,760,343.17</b>	<b>8,328,707.00</b>	<b>1,431,636.17</b>	<b>117.2%</b>
<b>Gross Profit</b>	<b>9,760,343.17</b>	<b>8,328,707.00</b>	<b>1,431,636.17</b>	<b>117.2%</b>
<b>Expense</b>				
6000 · Administrative Expenses				
6001 · Advertising	16,215.00	5,000.00	11,215.00	324.3%
6008 · Audit & Accounting	78,617.28	90,000.00	-11,382.72	87.4%
6017 · Consulting Fees	61,875.51	150,000.00	-88,124.49	41.3%
6018 · Travel & Meetings				
6018.1 · Meetings & Travel	19,449.05	25,500.00	-6,050.95	76.3%
6018.2 · Standby Mileage Expense Reimb	6,115.84	3,500.00	2,615.84	174.7%
6018 · Travel & Meetings - Other	0.00	0.00	0.00	0.0%
<b>Total 6018 · Travel &amp; Meetings</b>	<b>25,564.89</b>	<b>29,000.00</b>	<b>-3,435.11</b>	<b>88.2%</b>
6020 · Continuing Education	5,959.48	10,000.00	-4,040.52	59.6%
6021 · County Fees	19,502.83	18,000.00	1,502.83	108.3%
6024 · Director Fees	2,900.00	9,000.00	-6,100.00	32.2%
6025 · Dues & Subscriptions	26,933.99	35,000.00	-8,066.01	77.0%
6026 · Elections	0.00	0.00	0.00	0.0%
6033 · Insurance				
6033.1 · Insurance - SD5 Property	66,451.58	120,000.00	-53,548.42	55.4%
6033.2 · Insurance - SD5 Liability	95,834.00	70,000.00	25,834.00	136.9%
6033.3 · Insurance - SD5 Auto	5,123.00	10,000.00	-4,877.00	51.2%
6033 · Insurance - Other	0.00	0.00	0.00	0.0%
<b>Total 6033 · Insurance</b>	<b>167,408.58</b>	<b>200,000.00</b>	<b>-32,591.42</b>	<b>83.7%</b>

## Sanitary District No.5 of Marin County Annual Budget vs Actual Expenses July 1, 2025 through June 11, 2026

	Jul 1, '25 - Jun 11, ...	Budget	\$ Over Budget	% of Budget
6039 · Legal	45,111.00	45,000.00	111.00	100.2%
6047 · Office Supplies	3,879.52	10,000.00	-6,120.48	38.8%
6056 · Postage	299.01	1,000.00	-700.99	29.9%
6059 · Pollution Prevention/Public Edu	566.92	5,500.00	-4,933.08	10.3%
6065 · Miscellaneous Expense	495.95	0.00	495.95	100.0%
6000 · Administrative Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 6000 · Administrative Expenses</b>	<b>455,329.96</b>	<b>607,500.00</b>	<b>-152,170.04</b>	<b>75.0%</b>
<b>7000 · Ops &amp; Maintenance Expenses</b>				
<b>7010 · Pumps &amp; Lines Maintenance</b>				
7011 · Pumps & Lines Maintenance	143,072.89	200,000.00	-56,927.11	71.5%
7013 · Emergency Line Repair	121,766.19	100,000.00	21,766.19	121.8%
7010 · Pumps & Lines Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 7010 · Pumps &amp; Lines Maintenance</b>	<b>264,839.08</b>	<b>300,000.00</b>	<b>-35,160.92</b>	<b>88.3%</b>
<b>7020 · Main Plant Maintenance</b>				
7021 · Plant Maintenance Supplies	42,664.25	80,000.00	-37,335.75	53.3%
7022 · Plant Maint. Parts & Service	304,005.82	300,000.00	4,005.82	101.3%
7023 · Janitorial Supplies & Service	7,605.32	10,000.00	-2,394.68	76.1%
7024 · Main Plant Chemicals	179,414.81	170,000.00	9,414.81	105.5%
7025 · Lab Supplies & Chemicals	22,890.65	25,000.00	-2,109.35	91.6%
7026 · SASM Supplies & Chem	1,137.52	0.00	1,137.52	100.0%
7027 · Electrical & Instrument	36,838.69	25,000.00	11,838.69	147.4%
7028 · Grounds Maintenance	7,764.72	15,000.00	-7,235.28	51.8%
7029 · Main Plant Sludge Disposal	48,419.41	60,000.00	-11,580.59	80.7%
7020 · Main Plant Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 7020 · Main Plant Maintenance</b>	<b>650,741.19</b>	<b>685,000.00</b>	<b>-34,258.81</b>	<b>95.0%</b>
<b>7040 · Paradise Cove Plant Maint</b>				
7041 · Paradise Parts & Service	6,372.39	20,000.00	-13,627.61	31.9%
7042 · Paradise Supplies & Chemicals	12,179.21	6,500.00	5,679.21	187.4%
7043 · Paradise Sludge Disposal	0.00	3,000.00	-3,000.00	0.0%
7040 · Paradise Cove Plant Maint - Other	0.00	0.00	0.00	0.0%
<b>Total 7040 · Paradise Cove Plant Maint</b>	<b>18,551.60</b>	<b>29,500.00</b>	<b>-10,948.40</b>	<b>62.9%</b>
<b>7050 · Monitoring</b>				
7051 · Main Plant Lab Monitoring	53,737.70	50,000.00	3,737.70	107.5%
7052 · Paradise Cove Monitoring	10,070.15	12,000.00	-1,929.85	83.9%
7053 · Chronic Toxicity	5,275.00	15,000.00	-9,725.00	35.2%
7050 · Monitoring - Other	0.00	0.00	0.00	0.0%
<b>Total 7050 · Monitoring</b>	<b>69,082.85</b>	<b>77,000.00</b>	<b>-7,917.15</b>	<b>89.7%</b>
<b>7060 · Permits/Fees</b>				
7062 · Permits/Fees - General	57,756.27	53,000.00	4,756.27	109.0%
7063 · Paradise Cove Permits/Fees	7,832.00	10,000.00	-2,168.00	78.3%
7064 · Paradise Cove NPDES Renewal	16,192.00	25,000.00	-8,808.00	64.8%
7060 · Permits/Fees - Other	0.00	0.00	0.00	0.0%
<b>Total 7060 · Permits/Fees</b>	<b>81,780.27</b>	<b>88,000.00</b>	<b>-6,219.73</b>	<b>92.9%</b>
<b>7070 · Truck Maintenance</b>				
7071 · Fuel	13,724.96	30,000.00	-16,275.04	45.7%
7072 · Maintenance	30,103.04	25,000.00	5,103.04	120.4%
7070 · Truck Maintenance - Other	514.75	0.00	514.75	100.0%
<b>Total 7070 · Truck Maintenance</b>	<b>44,342.75</b>	<b>55,000.00</b>	<b>-10,657.25</b>	<b>80.6%</b>
<b>7000 · Ops &amp; Maintenance Expenses - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 7000 · Ops &amp; Maintenance Expenses</b>	<b>1,129,337.74</b>	<b>1,234,500.00</b>	<b>-105,162.26</b>	<b>91.5%</b>

**Sanitary District No.5 of Marin County**  
**Annual Budget vs Actual Expenses**  
 July 1, 2025 through June 11, 2026

	Jul 1, '25 - Jun 11, ...	Budget	\$ Over Budget	% of Budget
<b>8000 · Salaries and Benefits Expenses</b>				
8001 · Salaries	1,524,220.76	1,679,919.00	-155,698.24	90.7%
8003 · Overtime	118,347.84	125,000.00	-6,652.16	94.7%
8004 · Standby Pay	68,137.49	80,000.00	-11,862.51	85.2%
8005 · Employee Incentives	42,000.00	40,000.00	2,000.00	105.0%
8006 · Vacation Buyout	59,226.04	80,000.00	-20,773.96	74.0%
8008 · Deferred Comp 457	138,424.42	120,000.00	18,424.42	115.4%
8013 · Payroll Taxes	125,343.81	110,000.00	15,343.81	113.9%
8015 · Payroll Service Processing Fees	10,013.80	10,000.00	13.80	100.1%
8016 · Car Allowance	8,000.00	8,000.00	0.00	100.0%
8019 · PERS Retirement				
8019.05 · PERS Retirement	185,511.35	324,553.00	-139,041.65	57.2%
8019.10 · PERS Retirement Trust	0.00	403,752.00	-403,752.00	0.0%
8019 · PERS Retirement - Other	120.00	0.00	120.00	100.0%
<b>Total 8019 · PERS Retirement</b>	<b>185,631.35</b>	<b>728,305.00</b>	<b>-542,673.65</b>	<b>25.5%</b>
8020 · Employee Health				
8020.05 · Employee Health	339,892.31	356,466.00	-16,573.69	95.4%
8021 · Employee Health Deductions	-12,625.88	0.00	-12,625.88	100.0%
8020 · Employee Health - Other	0.00	0.00	0.00	0.0%
<b>Total 8020 · Employee Health</b>	<b>327,266.43</b>	<b>356,466.00</b>	<b>-29,199.57</b>	<b>91.8%</b>
8022 · Retiree Health				
8022.05 · Retiree Health	78,748.52	94,415.00	-15,666.48	83.4%
8022.10 · CERBT/OPEB Annual Arc Contribtn	318,958.00	75,000.00	243,958.00	425.3%
8022 · Retiree Health - Other	0.00	0.00	0.00	0.0%
<b>Total 8022 · Retiree Health</b>	<b>397,706.52</b>	<b>169,415.00</b>	<b>228,291.52</b>	<b>234.8%</b>
8023 · Workers Comp Insurance	33,075.00	48,518.00	-15,443.00	68.2%
8000 · Salaries and Benefits Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 8000 · Salaries and Benefits Expenses</b>	<b>3,037,393.46</b>	<b>3,555,623.00</b>	<b>-518,229.54</b>	<b>85.4%</b>
<b>8500 · Other Operating Expenses</b>				
8510 · Data/Alarms/IT Supp & Licensing	77,108.66	100,000.00	-22,891.34	77.1%
8515 · Safety	29,676.25	54,200.00	-24,523.75	54.8%
8520 · Personal Protection/Safety Wear				
8520.01 · Boot Allowance	1,796.64	2,400.00	-603.36	74.9%
8520.02 · Eye Protection Allowance	1,350.61	3,600.00	-2,249.39	37.5%
8520.03 · Uniform Allowance	2,275.44	4,800.00	-2,524.56	47.4%
8520 · Personal Protection/Safety Wear - Other	3,765.72	0.00	3,765.72	100.0%
<b>Total 8520 · Personal Protection/Safety Wear</b>	<b>9,188.41</b>	<b>10,800.00</b>	<b>-1,611.59</b>	<b>85.1%</b>
8530 · Telephone				
8531 · Main Plant Telephones	16,564.79	15,000.00	1,564.79	110.4%
8532 · Paradise Cove Telephones	726.59	5,000.00	-4,273.41	14.5%
8533 · Pumps & Lines Telephones	4,322.01	6,000.00	-1,677.99	72.0%
8530 · Telephone - Other	4,395.44	0.00	4,395.44	100.0%
<b>Total 8530 · Telephone</b>	<b>26,008.83</b>	<b>26,000.00</b>	<b>8.83</b>	<b>100.0%</b>
8540 · Utilities				
8541 · Water	17,648.14	15,000.00	2,648.14	117.7%
8542 · Main Plant Utilities	261,661.73	260,000.00	1,661.73	100.6%
8543 · Paradise Cove Utilities	31,339.10	35,000.00	-3,660.90	89.5%
8544 · Pump Station Utilities	67,738.03	65,000.00	2,738.03	104.2%
8540 · Utilities - Other	0.00	0.00	0.00	0.0%
<b>Total 8540 · Utilities</b>	<b>378,387.00</b>	<b>375,000.00</b>	<b>3,387.00</b>	<b>100.9%</b>

## Sanitary District No.5 of Marin County Annual Budget vs Actual Expenses July 1, 2025 through June 11, 2026

	Jul 1, '25 - Jun 11, ...	Budget	\$ Over Budget	% of Budget
8500 · Other Operating Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 8500 · Other Operating Expenses</b>	<b>520,369.15</b>	<b>566,000.00</b>	<b>-45,630.85</b>	<b>91.9%</b>
<b>Total Expense</b>	<b>5,142,430.31</b>	<b>5,963,623.00</b>	<b>-821,192.69</b>	<b>86.2%</b>
<b>Net Ordinary Income</b>	<b>4,617,912.86</b>	<b>2,365,084.00</b>	<b>2,252,828.86</b>	<b>195.3%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>9000 · Capital Improvements CIP</b>				
<b>9100 · Collection System CIP</b>				
9101 · Sewer Rehab Projects	0.00	1,250,000.00	-1,250,000.00	0.0%
9102 · Pump Replacement CIP	0.00	50,000.00	-50,000.00	0.0%
9103 · Valve & Wet Well Improvements	0.00	50,000.00	-50,000.00	0.0%
<b>9104 · PS Generator Replacement CIP</b>				
9104.11 · 30KW Portable Gen#1 Replacement	0.00	75,000.00	-75,000.00	0.0%
9104 · PS Generator Replacement CIP - Other	0.00	0.00	0.00	0.0%
<b>Total 9104 · PS Generator Replacement CIP</b>	<b>0.00</b>	<b>75,000.00</b>	<b>-75,000.00</b>	<b>0.0%</b>
9106 · Manhole Replacement Project	0.00	75,000.00	-75,000.00	0.0%
<b>9109 · Large PS CIP Projects</b>				
9109.2 · Bel PS#1 Rehabilitation Project	416,294.45	3,000,000.00	-2,583,705.55	13.9%
<b>Total 9109 · Large PS CIP Projects</b>	<b>416,294.45</b>	<b>3,000,000.00</b>	<b>-2,583,705.55</b>	<b>13.9%</b>
9100 · Collection System CIP - Other	0.00	0.00	0.00	0.0%
<b>Total 9100 · Collection System CIP</b>	<b>416,294.45</b>	<b>4,500,000.00</b>	<b>-4,083,705.55</b>	<b>9.3%</b>
<b>9200 · Paradise Cove CIP</b>				
9204 · Control Panel Replacement	48,760.05	75,000.00	-26,239.95	65.0%
9208 · PC Building Rehabilitation	52,330.00	100,000.00	-47,670.00	52.3%
9200 · Paradise Cove CIP - Other	0.00	0.00	0.00	0.0%
<b>Total 9200 · Paradise Cove CIP</b>	<b>101,090.05</b>	<b>175,000.00</b>	<b>-73,909.95</b>	<b>57.8%</b>
<b>9300 · Main Plant Equipment Capital</b>				
<b>9304 · Chemical Feed System Projects</b>				
9304.05 · Cl2 Induction Mixer	0.00	35,000.00	-35,000.00	0.0%
9304 · Chemical Feed System Projects - Other	0.00	0.00	0.00	0.0%
<b>Total 9304 · Chemical Feed System Projects</b>	<b>0.00</b>	<b>35,000.00</b>	<b>-35,000.00</b>	<b>0.0%</b>
<b>9308 · Digester Improvements</b>				
9308.12 · Digester Rehab Project	1,115,898.59	2,000,000.00	-884,101.41	55.8%
9308 · Digester Improvements - Other	0.00	0.00	0.00	0.0%
<b>Total 9308 · Digester Improvements</b>	<b>1,115,898.59</b>	<b>2,000,000.00</b>	<b>-884,101.41</b>	<b>55.8%</b>
<b>9309 · Solids Handling Improvements</b>				
9309.11 · Sludge Box #1 Replacement	0.00	30,000.00	-30,000.00	0.0%
9309 · Solids Handling Improvements - Other	0.00	0.00	0.00	0.0%
<b>Total 9309 · Solids Handling Improvements</b>	<b>0.00</b>	<b>30,000.00</b>	<b>-30,000.00</b>	<b>0.0%</b>
<b>9310 · Facility Support CIP</b>				
9310.15 · Main Office HVAC Replacement	11,139.00	30,000.00	-18,861.00	37.1%
9310 · Facility Support CIP - Other	0.00	0.00	0.00	0.0%
<b>Total 9310 · Facility Support CIP</b>	<b>11,139.00</b>	<b>30,000.00</b>	<b>-18,861.00</b>	<b>37.1%</b>
<b>9311 · HVAC/Supply Fan Improvements</b>				
9311.05 · Lab Supply Fan Replacement	0.00	15,000.00	-15,000.00	0.0%
9311.08 · New Lab Room Fan Replacement	0.00	15,000.00	-15,000.00	0.0%
9311 · HVAC/Supply Fan Improvements - Other	0.00	0.00	0.00	0.0%
<b>Total 9311 · HVAC/Supply Fan Improvements</b>	<b>0.00</b>	<b>30,000.00</b>	<b>-30,000.00</b>	<b>0.0%</b>

**Sanitary District No.5 of Marin County**  
**Annual Budget vs Actual Expenses**  
**July 1, 2025 through June 11, 2026**

	Jul 1, '25 - Jun 11, ...	Budget	\$ Over Budget	% of Budget
<b>9312 · MP Vehicle Replacements</b>				
9312.1 · Admin Emergency Response Truck	69,165.99	75,000.00	-5,834.01	92.2%
9312 · MP Vehicle Replacements - Other	74,511.57	0.00	74,511.57	100.0%
<b>Total 9312 · MP Vehicle Replacements</b>	143,677.56	75,000.00	68,677.56	191.6%
<b>9313 · Controls/Electrical Improvement</b>				
9313.1 · Business Server Replacement	8,657.84	50,000.00	-41,342.16	17.3%
9313.3 · MCC PLC Upgrade Project	126,903.61	100,000.00	26,903.61	126.9%
9313 · Controls/Electrical Improvement - Other	0.00	0.00	0.00	0.0%
<b>Total 9313 · Controls/Electrical Improvement</b>	135,561.45	150,000.00	-14,438.55	90.4%
<b>9314 · Building &amp; Grounds Improvements</b>				
9314.10 · M.P. Office/Bath/Break Imprvmnt	127,078.14	100,000.00	27,078.14	127.1%
9314 · Building & Grounds Improvements - Other	0.00	0.00	0.00	0.0%
<b>Total 9314 · Building &amp; Grounds Improvements</b>	127,078.14	100,000.00	27,078.14	127.1%
<b>Total 9300 · Main Plant Equipment Capital</b>	1,533,354.74	2,450,000.00	-916,645.26	62.6%
<b>9500 · Undesignated Capital</b>				
9510 · Undesignated Cap - M.P.	0.00	50,000.00	-50,000.00	0.0%
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%
9500 · Undesignated Capital - Other	0.00	0.00	0.00	0.0%
<b>Total 9500 · Undesignated Capital</b>	0.00	125,000.00	-125,000.00	0.0%
<b>9000 · Capital Improvements CIP - Other</b>	0.00	0.00	0.00	0.0%
<b>Total 9000 · Capital Improvements CIP</b>	2,050,739.24	7,250,000.00	-5,199,260.76	28.3%
<b>9700 · Debt Service</b>				
9730 · Debt Service - MPR Project				
9730.01 · Zion Loan - Principal	640,000.00	610,000.00	30,000.00	104.9%
9730.02 · Zion Loan - Interest	111,848.00	150,284.00	-38,436.00	74.4%
9730 · Debt Service - MPR Project - Other	0.00	0.00	0.00	0.0%
<b>Total 9730 · Debt Service - MPR Project</b>	751,848.00	760,284.00	-8,436.00	98.9%
<b>9700 · Debt Service - Other</b>	0.00	0.00	0.00	0.0%
<b>Total 9700 · Debt Service</b>	751,848.00	760,284.00	-8,436.00	98.9%
<b>Total Other Expense</b>	2,802,587.24	8,010,284.00	-5,207,696.76	35.0%
<b>Net Other Income</b>	-2,802,587.24	-8,010,284.00	5,207,696.76	35.0%
<b>Net Income</b>	<b>1,815,325.62</b>	<b>-5,645,200.00</b>	<b>7,460,525.62</b>	<b>-32.2%</b>

**Sanitary District No.5 of Marin County**  
**Comparative Balance Sheet**  
As of June 11, 2026

	Jun 11, 26	May 11, 26	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
JP Morgan Chase - Escrow 5213	1.00	0.00	1.00
JP Morgan Chase - Primary 7399	15,124.99	256,320.99	-241,196.00
JP Morgan Chase - Payroll 7506	80,809.44	68,573.51	12,235.93
JP Morgan Chase - Transfer 7522	216,776.95	233,268.42	-16,491.47
<b>Local Agency Investment Fund</b>			
SD5 Capital & CIP Reserve	9,909,384.99	9,909,384.99	0.00
SD5 Operating	5,000,000.53	5,500,000.53	-500,000.00
SD5 Operating Reserve	1,577,661.05	1,577,661.05	0.00
<b>Total Local Agency Investment Fund</b>	<b>16,487,046.57</b>	<b>16,987,046.57</b>	<b>-500,000.00</b>
<b>California CLASS</b>			
CalPERS UAL Fund	565,454.09	563,683.83	1,770.26
Emergency Replacement Fund	1,073,307.72	1,069,947.53	3,360.19
<b>Total California CLASS</b>	<b>1,638,761.81</b>	<b>1,633,631.36</b>	<b>5,130.45</b>
<b>Total Checking/Savings</b>	<b>18,438,520.76</b>	<b>19,178,840.85</b>	<b>-740,320.09</b>
<b>Accounts Receivable</b>			
Accounts Receivable	282,042.01	294,032.32	-11,990.31
<b>Total Accounts Receivable</b>	<b>282,042.01</b>	<b>294,032.32</b>	<b>-11,990.31</b>
<b>Other Current Assets</b>			
	139,469.16	140,008.10	-538.94
<b>Total Current Assets</b>	<b>18,860,031.93</b>	<b>19,612,881.27</b>	<b>-752,849.34</b>
<b>Fixed Assets</b>			
	19,257,162.30	19,257,162.30	0.00
<b>Other Assets</b>			
	1,944,003.00	1,944,003.00	0.00
<b>TOTAL ASSETS</b>	<b>40,061,197.23</b>	<b>40,814,046.57</b>	<b>-752,849.34</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
	7,100,226.95	7,537,379.10	-437,152.15
<b>Equity</b>			
	32,960,970.28	33,276,667.47	-315,697.19
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>40,061,197.23</b>	<b>40,814,046.57</b>	<b>-752,849.34</b>



Local Agency Investment Fund  
 P.O. Box 942809  
 Sacramento, CA 94209-0001  
 (916) 653-3001

June 09, 2026

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

MARIN COUNTY SANITARY DISTRICT #5

DISTRICT MANAGER  
 P.O. BOX 227  
 TIBURON, CA 94920

[Tran Type Definitions](#)

Account Number: 70-21-007

May 2026 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
5/19/2026	5/18/2026	RW	1800168	N/A	JOHN CARAPIET	-500,000.00

**Account Summary.**

Total Deposit:	0.00	Beginning Balance:	16,987,046.57
Total Withdrawal:	-500,000.00	Ending Balance:	16,487,046.57



CALIFORNIA STATE TREASURER  
FIONA MA, CPA



**PMIA Daily Effective Yield**

Date	Daily	Quarter to Date	Average Maturity
06/03/26	3.81	3.81	270
06/02/26	3.81	3.81	272
06/01/26	3.81	3.81	272
05/31/26	3.82	3.81	269
05/30/26	3.82	3.81	269
05/29/26	3.82	3.81	269
05/28/26	3.81	3.81	268
05/27/26	3.81	3.81	269
05/26/26	3.81	3.81	266
05/25/26	3.81	3.81	265
05/24/26	3.81	3.81	266
05/23/26	3.81	3.81	267
05/22/26	3.81	3.81	268
05/21/26	3.81	3.81	267
05/20/26	3.81	3.81	268
05/19/26	3.81	3.81	268
05/18/26	3.81	3.81	269
05/17/26	3.81	3.81	273
05/16/26	3.81	3.81	273
05/15/26	3.81	3.81	273
05/14/26	3.82	3.81	270
05/13/26	3.81	3.81	266
05/12/26	3.81	3.81	268
05/11/26	3.81	3.81	265
05/10/26	3.81	3.81	268
05/09/26	3.81	3.81	268
05/08/26	3.81	3.81	268
05/07/26	3.81	3.81	267
05/06/26	3.81	3.81	268
05/05/26	3.81	3.81	269
05/04/26	3.81	3.81	268
05/03/26	3.81	3.81	268
05/02/26	3.81	3.81	268
05/01/26	3.81	3.81	268

\*Daily yield does not reflect capital gains or losses



# Summary Statement

May 31, 2026

Page 1 of 4

Investor ID: CA-01-0195

0000186-0000814 PDF 959604

**Sanitary District No. 5 of Marin County  
PO Box 227  
Tiburon, CA 94920**

## California CLASS

### California CLASS

Average Monthly Yield: 3.6977%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01-0195-0001	Emergency Replacement Fund	1,069,947.53	0.00	0.00	3,360.19	16,374.06	1,070,272.71	1,073,307.72
CA-01-0195-0002	CalPERS UAL Fund	563,683.83	0.00	0.00	1,770.26	8,626.39	563,855.15	565,454.09
<b>TOTAL</b>		<b>1,633,631.36</b>	<b>0.00</b>	<b>0.00</b>	<b>5,130.45</b>	<b>25,000.45</b>	<b>1,634,127.86</b>	<b>1,638,761.81</b>



**Emergency Replacement Fund**

**Account Summary**

Average Monthly Yield: 3.6977%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,069,947.53	0.00	0.00	3,360.19	16,374.06	1,070,272.71	1,073,307.72

**Transaction Activity**

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
05/01/2026	Beginning Balance			1,069,947.53	
05/31/2026	Income Dividend Reinvestment	3,360.19			
05/31/2026	Ending Balance			1,073,307.72	



CalPERS UAL Fund

Account Summary

Average Monthly Yield: 3.6977%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	563,683.83	0.00	0.00	1,770.26	8,626.39	563,855.15	565,454.09

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
05/01/2026	Beginning Balance			563,683.83	
05/31/2026	Income Dividend Reinvestment	1,770.26			
05/31/2026	Ending Balance			565,454.09	



California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
05/01/2026	0.000304044	3.6992%
05/02/2026	0.000000000	3.6992%
05/03/2026	0.000000000	3.6992%
05/04/2026	0.000101117	3.6908%
05/05/2026	0.000100965	3.6852%
05/06/2026	0.000101131	3.6913%
05/07/2026	0.000101154	3.6921%
05/08/2026	0.000303681	3.6948%
05/09/2026	0.000000000	3.6948%
05/10/2026	0.000000000	3.6948%
05/11/2026	0.000101350	3.6993%
05/12/2026	0.000101625	3.7093%
05/13/2026	0.000101812	3.7161%
05/14/2026	0.000101682	3.7114%
05/15/2026	0.000303912	3.6976%
05/16/2026	0.000000000	3.6976%
05/17/2026	0.000000000	3.6976%
05/18/2026	0.000101436	3.7024%
05/19/2026	0.000101086	3.6897%
05/20/2026	0.000100914	3.6834%
05/21/2026	0.000100861	3.6814%
05/22/2026	0.000403668	3.6835%
05/23/2026	0.000000000	3.6835%
05/24/2026	0.000000000	3.6835%
05/25/2026	0.000000000	3.6835%
05/26/2026	0.000101307	3.6977%
05/27/2026	0.000101923	3.7202%
05/28/2026	0.000101883	3.7187%
05/29/2026	0.000304965	3.7104%
05/30/2026	0.000000000	3.7104%
05/31/2026	0.000000000	3.7104%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. 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.**

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 05/15/26: \$78,873.24**

**TRANSACTION SUMMARY**

<b>SUMMARY BY TRANSACTION TYPE -</b>	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	78,873.24
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	<b>78,873.24</b>
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	11,407.11
	CASH REQUIRED FOR CHECK DATE 05/15/26	90,280.35

**TRANSACTION DETAIL**

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
05/14/26	CHASE BANK, NA	xxxxxxxxxxxxx506	Direct Deposit	Net Pay Allocations	53,426.68	<b>53,426.68</b>
05/14/26	CHASE BANK, NA	xxxxxxxxxxxxx506	Taxpay®	Employee Withholdings		
				Social Security	5,040.78	
				Medicare	1,178.89	
				Fed Income Tax	9,001.22	
				CA Income Tax	3,966.93	
				<b>Total Withholdings</b>	<b>19,187.82</b>	
				Employer Liabilities		
				Social Security	5,040.76	
				Medicare	1,178.90	
				Fed Unemploy	8.68	
				CA Unemploy	28.95	
				CA Emp Train	1.45	
				<b>Total Liabilities</b>	<b>6,258.74</b>	<b>25,446.56</b>
				<b>EFT FOR 05/14/26</b>		<b>78,873.24</b>
				<b>TOTAL EFT</b>		<b>78,873.24</b>

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
05/15/26	Refer to your records for account	Information	Payroll	Employee Deductions		
				401A Member Contribu	5,599.22	
				Calpers 457B Roth	1,151.24	
				Calpers 457B TRDL	2,011.21	
				Calpers457b Roth CU	350.00	
				Dep Care EE Pretax	780.00	
				Life Insurance	9.72	

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 05/15/26: \$78,873.24**

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
05/15/26	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Med 125	231.27
				Med FSA EE Pretax	1,004.98
				WT OT Payback	269.47
				Total Deductions	11,407.11
<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES</b>					<b>11,407.11</b>

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

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
05/20/26	Taxpay®	FED IT PMT Group	21,440.55
05/20/26	Taxpay®	CA IT PMT Group	3,966.93

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 05/29/26: \$77,903.33**

**TRANSACTION SUMMARY**

<b>SUMMARY BY TRANSACTION TYPE -</b>	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	77,903.33
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	<b>77,903.33</b>
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	11,407.11
	CASH REQUIRED FOR CHECK DATE 05/29/26	89,310.44

**TRANSACTION DETAIL**

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
05/28/26	CHASE BANK, NA	xxxxxxxxxxxxx506	Direct Deposit	Net Pay Allocations	50,702.07	<b>50,702.07</b>
05/28/26	CHASE BANK, NA	xxxxxxxxxxxxx506	Taxpay®	Employee Withholdings		
				Social Security	4,889.79	
				Medicare	1,143.57	
				Fed Income Tax	10,659.72	
				CA Income Tax	4,474.80	
				<b>Total Withholdings</b>	<b>21,167.88</b>	
				Employer Liabilities		
				Social Security	4,889.79	
				Medicare	1,143.59	
				<b>Total Liabilities</b>	<b>6,033.38</b>	<b>27,201.26</b>
				<b>EFT FOR 05/28/26</b>		<b>77,903.33</b>
				<b>TOTAL EFT</b>		<b>77,903.33</b>

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
05/29/26	Refer to your records for account	Information	Payroll	Employee Deductions		
				401A Member Contribu	5,599.22	
				Calpers 457B Roth	1,151.24	
				Calpers 457B TRDL	2,011.21	
				Calpers457b Roth CU	350.00	
				Dep Care EE Pretax	780.00	
				Life Insurance	9.72	
				Med 125	231.27	
				Med FSA EE Pretax	1,004.98	

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 05/29/26: \$77,903.33**

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
05/29/26	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				WT OT Payback	269.47
				<b>Total Deductions</b>	<b>11,407.11</b>
<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES</b>					<b>11,407.11</b>

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

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
06/03/26	Taxpay®	FED IT PMT Group	22,726.46
06/03/26	Taxpay®	CA IT PMT Group	4,474.80

## Overtime hours



Check date

70

50

30

10

5/1

5/6

5/11

5/16

5/21

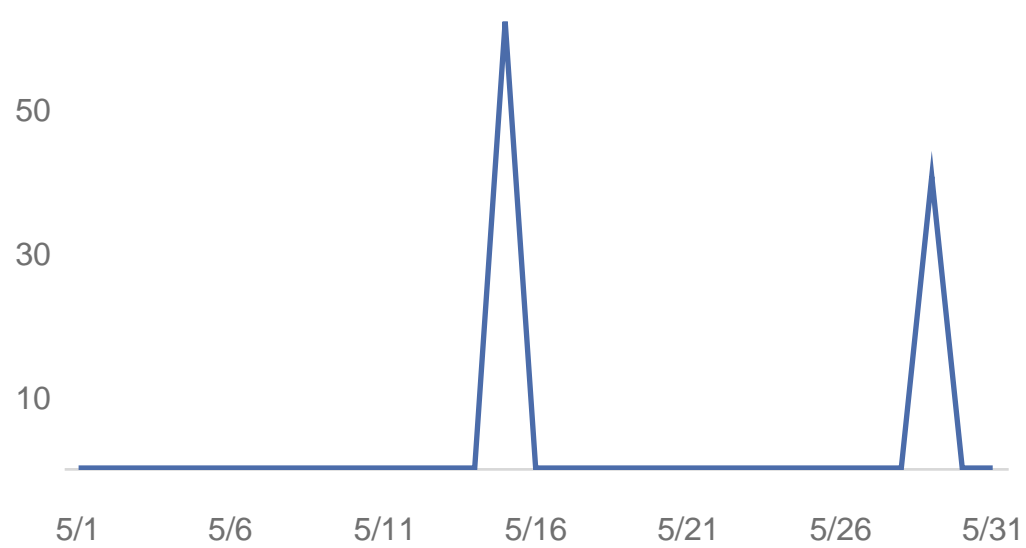
5/26

5/31

May 1, 2026 - May 31, 2026

● My Company

**102.5 hrs**



## Overtime amounts



Check date

\$7k

\$5k

\$3k

\$1k

5/1

5/6

5/11

5/16

5/21

5/26

5/31

May 1, 2026 - May 31, 2026

● My Company

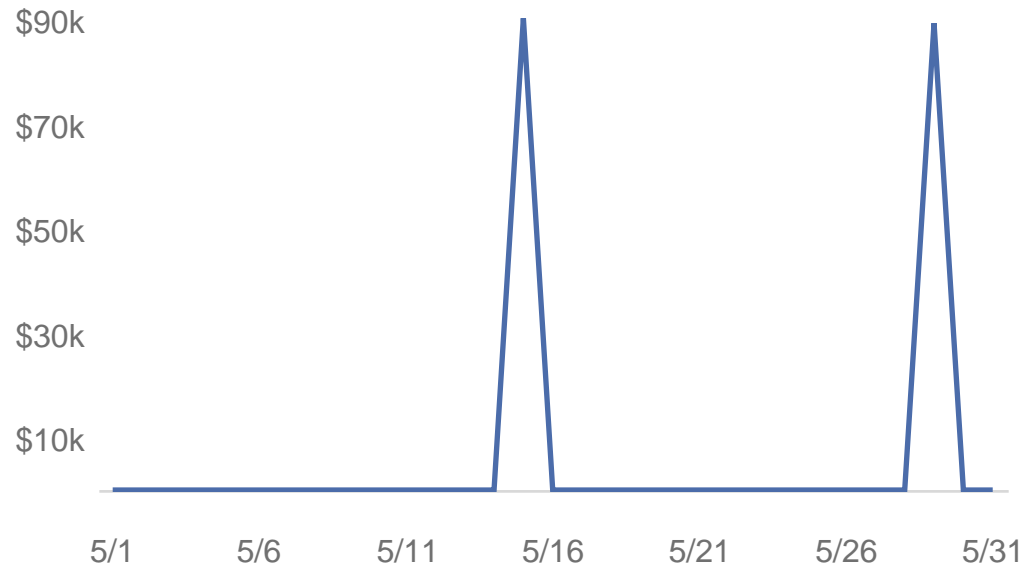
**\$10,622.77**



# Labor cost ⓘ



Check date



May 1, 2026 - May 31, 2026

● My Company

**\$179,590.79**

<b>Full name</b>	<b>Overtime amounts</b>	<b>Overtime hours</b>
Alvarez, Joel		
Bilsborough Sr., Chad E	2217.92	21.00
Collodi, Pete	150.12	2.00
Cottrell III, Rulon K	4065.05	30.00
Dutra, Tyler J	276.48	5.00
Farrington, Abigail V		
LaTorre, Daniel P	366.80	3.00
Rosser, John M	1341.06	13.00
Rubio, Antonio		
Salazar, Ignacio G	1276.02	17.00
Thornton, Eric T	475.42	6.00
Triola, Joseph		
Vossler, Jackson	453.90	5.50
	<b>10622.77</b>	<b>102.50</b>

## Overtime hours



Check date

250

150

50

Jul 1, 2025 - May 31, 2026

● My Company

**1,112.5 hrs**

Jul

Sep

Nov

Jan

Mar

May



## Overtime amounts



Check date

\$25k

\$15k

\$5k

Jul 1, 2025 - May 31, 2026

● My Company

**\$118,347.84**

Jul

Sep

Nov

Jan

Mar

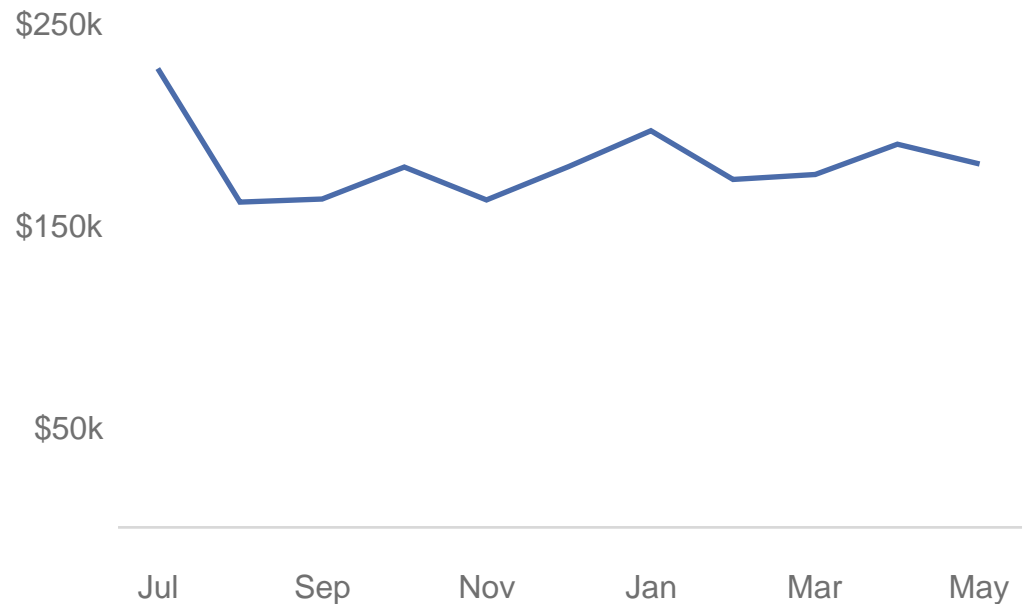
May



# Labor cost ⓘ



Check date



Jul 1, 2025 - May 31, 2026

● My Company

**\$1,979,394.35**

<b>Full name</b>	<b>Overtime amounts</b>	<b>Overtime hours</b>
Alvarez, Joel		
Bilsborough Sr., Chad E	30610.78	275.50
Collodi, Pete	1901.52	23.00
Cottrell III, Rulon K	42961.16	316.00
Dutra, Tyler J	299.52	5.50
Farrington, Abigail V	3244.35	39.00
LaTorre, Daniel P	5298.16	43.00
Rosser, John M	11127.62	107.50
Rubio, Antonio		
Salazar, Ignacio G	15124.59	197.50
Screechfield-Lablue, Pierce L		
Thornton, Eric T	2111.26	41.50
Triola, Joseph	3161.08	32.50
Vossler, Jackson	2507.80	31.50
	<b>118347.84</b>	<b>1112.50</b>

# June 2026

June 2026							July 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 31	Jun 1	2 Jill in check run prep	3	4 Jill in check run prep and print	5 9:00am Ad Hoc Committee Meeting- Solar (Zoom or In Person (2001 Paradise Drive- Tiburon CA 94920)) - HR	6
7	8	9 Jill in - General Accounting 12:00pm Team Picture for NACWA Peak Performance Platinum Award (2001	10 PR - Time Cards Due 9:00am CIP Committee Meeting (2001 Paradise Dr (2001 Paradise Dr, Belvedere Tiburon,	11 10:00am Parcel Tax Workshop - Special 10:30am Governance Committee Meeting 1:30pm Finance Committee Meeting	12	13
14	15	16 Jill in - General Accounting	17	18 11:00am Monthly Managers Update & Board Recap (2001 5:00pm Regular Board Meeting (2001 Paradise Dr (2001	19	20
21	22 TR off Admin	23 Jill in - General Accounting TR off Admin	24 PR - Time Cards Due TR off Admin	25 TR off Admin	26	27
28	29 TR off Admin	30 Jill in - Check Run Prep TR off Admin	Jul 1	2	3	4

# July 2026

July 2026							August 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 28	29	30	Jul 1 County of Marin Tax annual enrollment form due TR off Admin	2 Jill - Check Run Prep/Print TR off Admin	3	4
5	6 TR off Vac	7 Jill - General Accounting	8	9 PR - Time Cards Due 9:30am CIP Committee Meeting (2001 Paradise Dr (2001 Paradise Dr, Belvedere Tiburon, California 94920)) - 10:30am Finance Committee Meeting	10	11
12	13	14 Jill - General Accounting	15	16 5:00pm Regular Board Meeting (2001 Paradise Dr (2001 Paradise Dr, Belvedere Tiburon, California 94920)) -	17	18
19	20	21 Jill - General Accounting	22	23 TR off	24 Jill - General Accounting	25
26	27 TR off	28 Jill - General Accounting PR - Time Cards Due	29 7:00am County of Marin Modifications of Charges due	30 TR off	31	Aug 1

# Sanitary District No. 5 of Marin County



## District Management Report

May 2026

### 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:** June 18, 2026  
**To:** Board of Directors  
**From:** Tony Rubio, District Manager  
**Subject:** Management Report for May 2026

### **Fiscal Status**

Period Covered: July 1, 2025 –June 11, 2026  
Percent of Fiscal Year: 91.6%  
Percent of Budgeted Income to Date: 117.2%  
Percent of Budgeted Expenditures to Date: 86.2% (operating only)

### **Personnel**

Separations: 1  
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 May 2026 Include:***

### **Financial/Budgetary/Business Administration**

- FY 26-27 Comprehensive budget completed and ready for Public Hearing approval
- Tax Roll information submitted to county for updated sewer service fee rate
- Updating lateral compliance forms for simple use of public and realtors

### **HR and Personnel**

- New 5 ½ year MOU approved between District and Represented Staff Expires December 31, 2031
- Unrepresented benefits plan update/review adopted
- Updated Personnel Policies approved
- Administrative Policies for Office use developed and ready for approval
- 1 Collections System Maintenance Staff Member resigned- will be moving OIT to position of Maintenance Trainee for period not to exceed 975 hrs.

### **Continuing Education, Safety Training, Pollution Prevention Activities**

- Staff attended monthly Public Education Meeting.
- Applied for and received confirmation of NACWA Peak Performance Platinum Award for the 18 consecutive years of violation free operations (NPDES Permit) and will be attending Conference in July to accept award.
- CPR and First Aid Training Completed
- Monthly Manager/Staff Updates Continue

### **Collection System Performance**

#### **Main Plant /Paradise Cove**

- Vactor and Rodder preventative maintenance work is underway.
- No Spill Report Submitted for Main Plant & Paradise Cove Collection System
- Collection system SSMP review/audit and update underway

## **Treatment Plant Performance**

### **Paradise Cove WWTP:**

- Work to the Paradise Cove analyzer room/process control room waterproofing improvements nearly complete.
- New motor control center panel in construction ready for installation this summer for improved process control and enhanced communication back to the main plant. Will be considering installation of starlink at this site due to its remoteness and frequent communication outages.

### **Tiburon Main WWTP:**

- April 2026 Monthly SMR and DMR submitted to the RWQCB on CIWQS.
- Aeration Basin diffuser inspection on Street Side AB completed-
- Electrical conduit upgrades ongoing (nearly complete- Screw Press room recently completed)
- Digester recirculation pumps installed.
- Plant water pump rebuild completed and pump installed
- Screw Press Replacement Control Panel Installed and Tested
- Issued PO for Hydro Cyclone pilot test unit. Staff to coordinate sampling schedule.

## **Capital Improvement Projects**

- 2024-25 Sewer Rehab – Completed waiting on final billing to close out project
- 2026-2027 Sewer Rehab Project List of lines being finalized for seeking proposal to perform design for bidding.
- Cove Road MCC and Generator replacement project underway- equipment currently on track for June delivery (MCC & Generator) mobilization May 18
- Digester Cleaning and Rehab project underway- Primary Digester in operation with secondary digester final repairs completed and ready for non dewatering phase of project. Concrete work in dewatering storage room and grinder replacement in dewatering room.

## 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 90<sup>th</sup> 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

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

# ANNUAL BUDGET FY2026-2027

## SANITARY DISTRICT of MARIN COUNTY



7/1/2026

Fiscal Year 2026-2027 Annual Budget July 1 -  
June 30

Adopted by the Board of Directors on June 18, 2026

---

# Annual Budget FY2026-2027

Fiscal Year 2026-2027 Annual Budget July 1 - June 30

---

## FISCAL YEAR 2026-2027 BUDGET ACKNOWLEDGEMENTS

---

### Board of Directors

<i>Catherine Benediktsson, President</i>	<i>Elected: November 2022-2026</i>
<i>Richard Snyder, Vice President</i>	<i>Elected: November 2024-2028</i>
<i>John Carapiet, Secretary</i>	<i>Elected: November 2024-2028</i>
<i>Omar Arias Montez, Director</i>	<i>Elected: November 2024-2028</i>
<i>Tod Moody, Director</i>	<i>Elected: November 2022-2026</i>

### MANAGEMENT TEAM

- Tony Rubio, District Manager*
- Joel Alvarez, Administrative Services Manager*
- Rulon K Cottrell, Operations Superintendent*
- Dan Latorre, Maintenance/Collection System Superintendent*

# 1 TABLE OF CONTENTS

<b>FISCAL YEAR 2026-2027 BUDGET ACKNOWLEDGEMENTS</b> .....	<b>1</b>
Management Team.....	1
<b>2 SD5 MISSION STATEMENT, VALUES AND GOALS</b> .....	<b>3</b>
2.1 SD5 Mission Statement.....	3
2.2 SD5 Values.....	3
2.3 SD5 Goals.....	3
<b>3 SD5 GENERAL INFORMATION AND DESCRIPTION OF FACILITIES</b> .....	<b>4</b>
3.1 SD5 General History.....	4
3.2 SD5 Facilities Description.....	4
<b>4 BUDGET INTRODUCTION</b> .....	<b>5</b>
4.1 Budget Guide.....	5
4.2 Budget Overview.....	6
4.3 Income Summary.....	7
4.4 Expense Summary.....	8
<b>5 OPERATING BUDGET</b> .....	<b>10</b>
5.1 Operating Income.....	10
5.2 Operating Expenses.....	11
<b>6 SD5 25 YEAR-HISTORICAL STAFF SUMMARY</b> .....	<b>18</b>
<b>7 FY 2026-2027 POSITION ALLOCATION &amp; COMPLIANCE WITH AB2561 ANNUAL WORKFORCE VACANCY REPORT</b> .....	<b>19</b>
<b>ORGANIZATION CHART</b> .....	<b>21</b>
7.1 Capital Improvement Program (CIP) Income.....	22
7.2 Capital Improvement Program Expenses.....	23
<b>8 RESERVE POLICY</b> .....	<b>25</b>
8.1 Appendix A Consolidated FY2026-2027 Budget Summary.....	26
8.2 Appendix B Operating Income Budget FY2026-2027.....	27
8.3 Appendix C: Operating Expense Budget FY2026-2027.....	28
8.4 Appendix D: Capital Income Budget FY2026-2027.....	32
8.5 Appendix E: Capital Expense Budget FY2026-2027.....	33
8.6 Appendix F: Summary of Continuous 10 Year Capital Improvement Program.....	36
8.7 Appendix G: Five Year Historical Budget Summary- Detailed.....	41
8.8 Appendix H: Five Year Historical – LAIF Fund Summary (as of 5/21/2026).....	44
8.9 Appendix I: Debt Service Summary – 2020-2031.....	46
8.10 Appendix J: SD5 Reserve Policy- Resolution No 2026-05.....	47
8.11 Appendix K- Income vs Expense Projection Graph.....	48

---

## 2 SD5 MISSION STATEMENT, VALUES AND GOALS

---

### 2.1 SD5 MISSION STATEMENT

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

### 2.2 SD5 VALUES

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

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

### 2.3 SD5 GOALS

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

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

### 3 SD5 GENERAL INFORMATION AND DESCRIPTION OF FACILITIES

#### 3.1 SD5 GENERAL HISTORY

- Sanitary District No.5 of Marin County was formed in 1922 primarily as a refuse district.
- 1960's a primary treatment plant was constructed at its current location at 2001 Paradise Drive.
- 1980's the District added on a secondary treatment portion to the plant to comply with new local and federal standards of the 1972 Clean Water Act
- The District shares an outfall with SASM (Sewerage Agency of Southern Marin) The District is responsible for dechlorinating SASM's effluent prior to discharge into the receiving waters of the state of California.
- 1980's, a smaller, secondary treatment package plant was constructed on the eastern side of the Tiburon peninsula to serve the unincorporated area of Tiburon, known as the Paradise Cove plant.
- In 2005 the City of Belvedere sewage collection system was annexed to the District.
- Sewer Rates were last raised in 2015 (8 Years) as part of the Ordinance 2010-03 and 2010-04. The 2022 Belvedere Zone was \$1985 per EDU compared to \$1034 per EDU in the Tiburon zone.
- Sewer Rate Increases were required and approved by the Board of Directors effective July 1, 2023. The Base Rate is \$1848 in which Tiburon residents pay \$1358 per edu as a result of an Ad-Valorem credit that on average is around \$490 per EDU.
- The 2025/2026 Sewer Service Base Rate increased to \$2237 per EDU in which Tiburon residents pay \$1728 as a result of an Ad-Valorem credit that on average is around \$509 per EDU.
- The 2026/2027 Sewer Service Base Rae increased to \$2460 per EDU in which Tiburon residents pay \$1942 as a result of an Ad-Valorem credit that on average is around \$518 per EDU.

#### 3.2 SD5 FACILITIES DESCRIPTION

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

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

- There is a total of 2,310 residential connections and 86 commercial accounts. The estimated population for the Districts service area is 8,800 people.
- There is a total of 3,623 EDU's (equivalent dwelling units) in FY2026/2027

## 4 BUDGET INTRODUCTION

Sanitary District No.5 of Marin County ("SD5" or "District") is a special enterprise district that was formed under the Sanitary District Act of 1923 (California Health and Safety Code, Section 6400 et. Seq). The District was established on May 22, 1922 and later reorganized on March 17, 1947 establishing new boundaries and currently serves approximately 2,396 (parcels) residential and commercial connections and 3,623 EDU's (equivalent dwelling units) over 6.4 square miles within the Town of Tiburon East of Gilmartin Drive and the City of Belvedere and the unincorporated area of Tiburon between 3150 Paradise Drive and 4200 Paradise Drive.

The Fiscal Year 2026-2027 Budget supports the following strategic plan goals:

- Ensure sewer rates are adequate for the operation of the District.
- Review CalPERS unfunded liabilities annually and ensure adequate funding is in place.
- Ensure Achievable CIP Plan is in-line with current level of funding.
- Review Sewer Rates (2027-2028)
- Ensure Adequate Sewer Reserves in-line with Reserve Policy
- Review California Employee Retirement Benefit Trust (CERBT) Trust Funding to ensure OPEB funding is on track.
- Evaluate & Apply for Grant Funding when applicable.
- Review MOU obligations regarding Classic and PEPR and keeping pensions costs down.

### 4.1 BUDGET GUIDE

The Fiscal Year 2026-2027 Budget document is organized into the following sections:

- Fiscal Year 2026-2027 Budget Overview
  - Income Summary
  - Expense Summary
- Operations and Maintenance Budget
  - Operating Income
  - Operating Expenses
  - Staff Summary and Organization Chart
- Capital Budget
  - Capital Improvement Income
  - Capital Improvement Expenses
- Reserve Policy
- Appendix A-I

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

## 4.2 BUDGET OVERVIEW

This segment presents a summary of the budget by income sources and expenses. They are split between Tiburon and Belvedere. Expenses are split between Operating Expenses and Capital Expenses. Fund balances are also shown on this overview. Each of these areas are broken down into greater detail in later sections of this report. Table 1 (below) shows the previous year budget, the actuals, and the proposed budget for FY2026-2027.

In summary, the FY2026-2027 budget includes \$10.3 million in total income, \$11.8 million in total expenses thus requiring the use of \$1.5 million from Capital Reserves. Current Fiscal year 25-26 closing cash balance of the 4 reserve accounts is around \$16 Million

Table 1- Budget Summary

Type	FY25-26 Budget	FY25-26 Actuals	FY26-27 Budget
<i>Income</i>		(as of 5/14/2026)	
Property Tax Tiburon	\$1,333,200	\$1,578,873	\$1,433,700
SD5 Sewer Service	\$7,536,167	\$6,861,604	\$7,960,376
Interest	\$320,500	\$685,548	\$542,000
Connection Fees	\$300,000	\$460,744	\$300,000
PDSLE Fees	\$15,000	\$0	\$15,000
Other Income	\$100	\$1,033	\$100
Permit Fees/Inspection	\$35,000	\$70,775	\$50,000
SASM Reimbursement	\$50,000	\$36,281	\$50,000
<b>Total Budgeted Income</b>	<b>\$9,589,967</b>	<b>\$9,694,858</b>	<b>\$10,351,176</b>
<i>Expense</i>			
Operating Expense	\$5,963,622	\$5,106,513	\$6,157,982
Capital Expense	\$6,8760,280	\$4,051,680	\$5,728,910
<b>Total Budgeted Expense</b>	<b>\$12,723,902</b>	<b>\$9,158,193</b>	<b>\$11,886,892</b>
<b>Net Ordinary Income- Expenses</b>	<b>(\$3,133,935)</b>	<b>\$536,665</b>	<b>(\$1,535,716)</b>
<i>Fund Balances</i>	(as of July 1, 2026)	(as of 5/14/2026)	
Operating Reserve	\$1,200,853	\$1,200,853	
Capital Reserve	\$9,725,065	\$9,725,065	
Emergency Reserve	\$1,031,278	\$1,069,947	
Unfunded Accrued Liability Reserve	\$144,368	\$561,978	
<b>CERBT Fund Balance</b>	<b>\$1,397,761</b>	<b>\$2,189,445</b>	
<i>(operating fund balance)</i>	\$5,633,516	\$6,061,127	
<b>Total Cash Balance including reserves</b>	<b>\$19,132,841</b>	<b>\$20,808,415</b>	
<i>CERBT Fund Balance (not included)</i>			

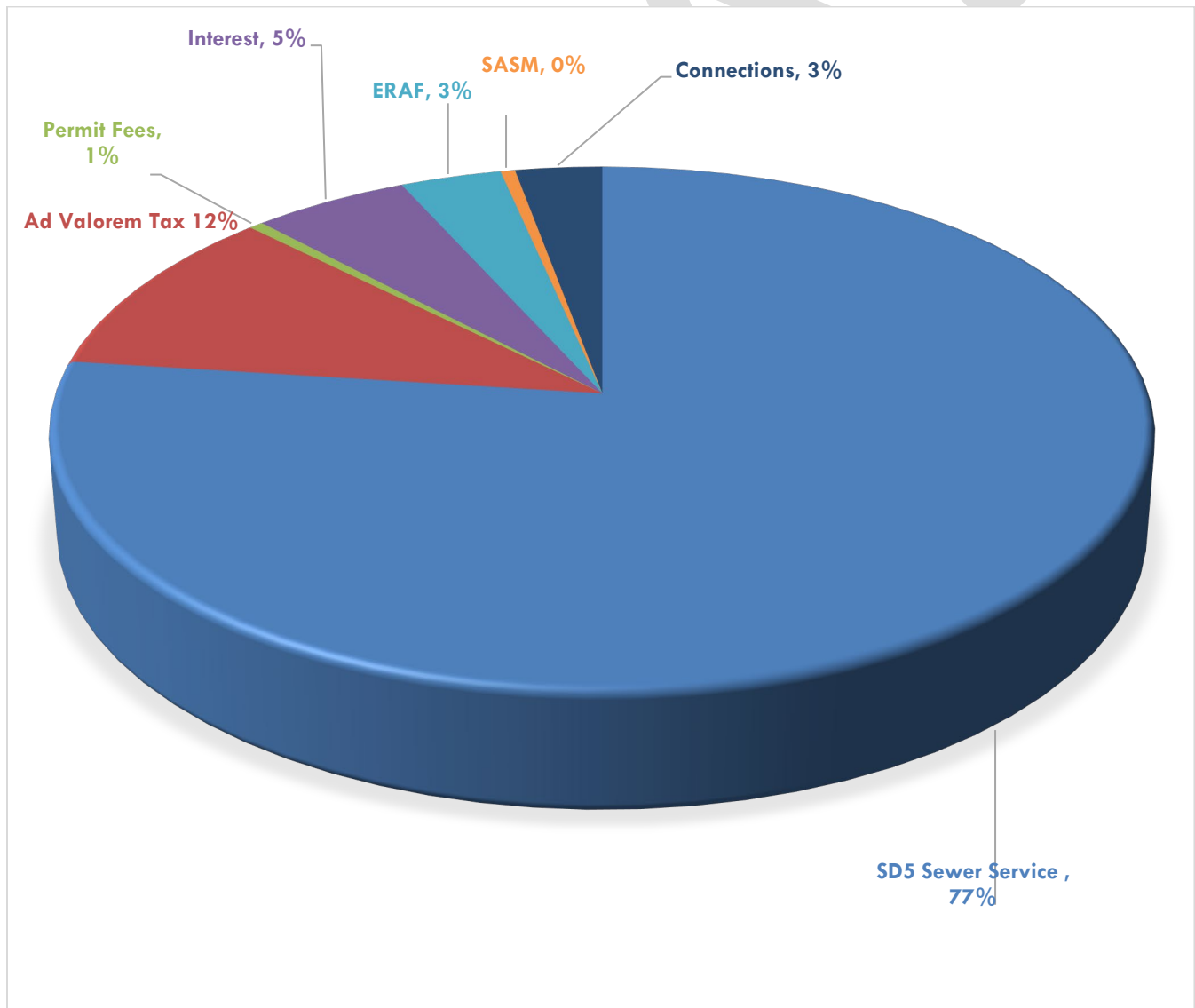
### 4.3 INCOME SUMMARY

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

Income Assumptions:

- \$1942 for the Ad Valorem Contributing parcels (Tiburon) per EDU (equivalent dwelling unit)
- \$2460 for the Non- Ad Valorem Contributing parcels (Belvedere + 2 Unincorporated) per EDU
- Interest Revenue for LAIF account is estimated at 3% for FY2026-2027
- Ad Valorem (Property Tax) applies to Tiburon Parcels only
- Excess ERAF (educational Revenue Augmentation Fund) is subject to CA tax shifts
- Other income: Outstanding accounts receivable, Private SSO Reimbursements, CAL- Card incentive payments and CSRMA PLP Dividends.

Chart 1- Budgeted Income by Source



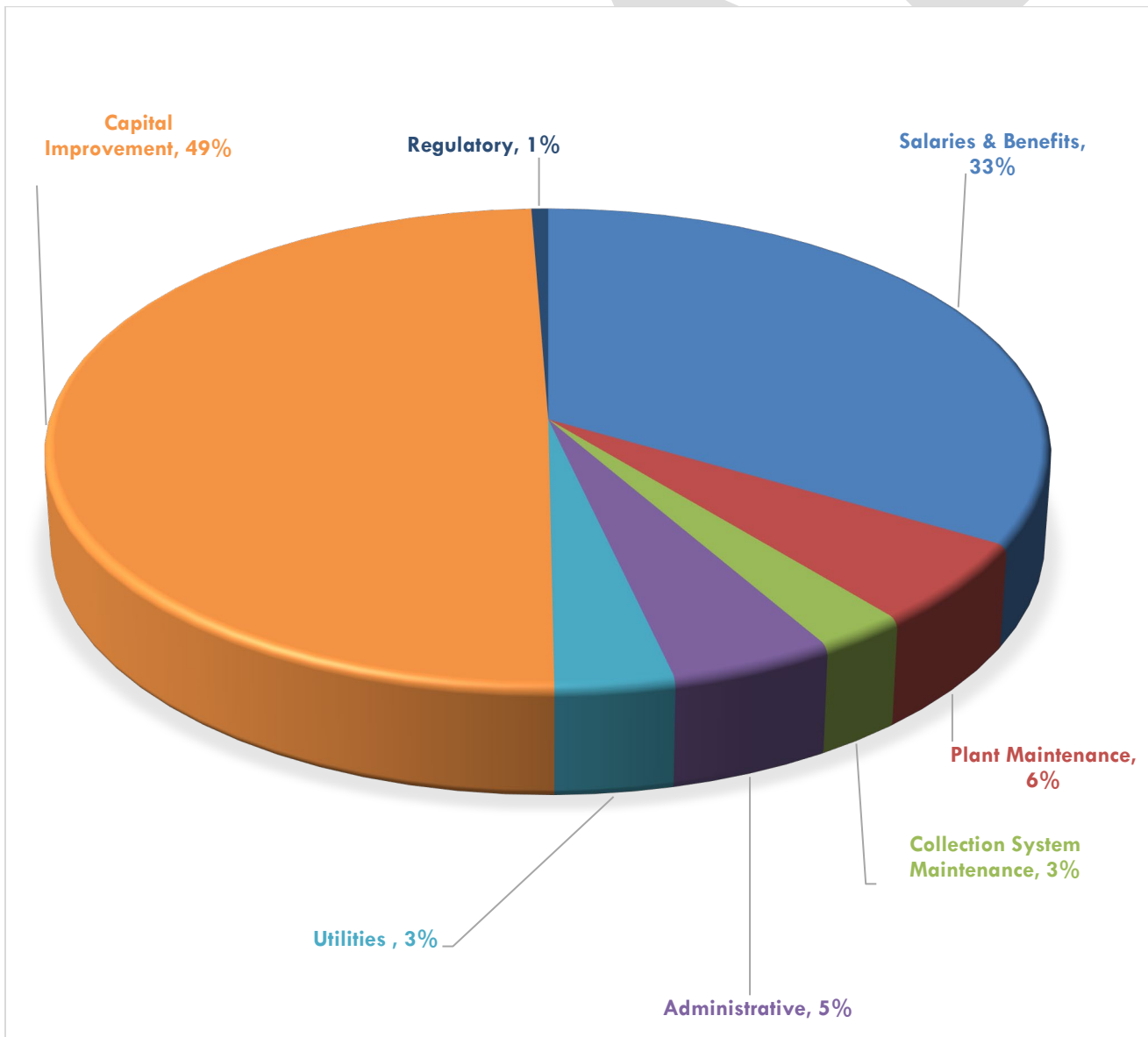
#### 4.4 EXPENSE SUMMARY

Expenditures are split in two basic categories: Operations/Maintenance and Capital. Chart 2 shows the breakdown of major expenditure categories in FY2026-2027, with operations totaling 52% and Capital totaling 48%.

Expense Assumptions:

- Salary categories include a 2.5% COLA (cost of living) increase
- PERS Classic Members Employer Contribution rate is 16.09% and EPMC rate is 8% for FY26-27
- PEPRAs Member Contribution rate is 7.75% and the Employer rate is 7.96%
- Classic Members contribute 8% of salary reimbursement to the District for Employer Paid Contribution rate.
- Workers compensation XMOD (experience modification) factor is 1.16%

Chart 2 Budgeted Expenditures by Type



Total salary and benefit costs include all direct wages/salaries, payroll taxes and benefits. It also includes retiree health payments, retiree health prefunding for current employees and CalPERS retirement reserve funding. Total Personnel Costs in FY 2025-2026 were \$3.6 Million and personnel costs budgeted for FY 2026-2027 are estimated at \$3.8 Million(which includes retirement trust funding of \$368,074). A 2.5% increase in COLA is projected for FY26-27.

Other operational expenditures are costs associated with general operations of the District and are categorized as Administrative Expense, Pumps and Lines Maintenance, Main Plant Maintenance, Paradise Cove Maintenance, Monitoring, Permits and Fees, Truck Maintenance, Utilities and other operating expenses (I.T. & Safety). Total Operating Costs for FY26-27 minus the personnel costs are estimated to be \$2.3 Million Dollars.

Capital expenditures includes costs incurred to purchase or build any capital asset, or to rehabilitate and extend the useful life of the Districts existing assets. Details of these expenditures can be found in Appendix E – Capital Improvement Program Expenses and Appendix F – Ongoing 10 year Capital Improvement Program Summary. Total capital costs including debt service are approximately \$5.7 million. Debt service accounts for \$758,912 for FY26-27.

## 5 OPERATING BUDGET

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

### 5.1 OPERATING INCOME

Total Operating Income is budgeted at approximately \$6.5 million. Sewer service charges are a primary and recurring source of income. Sewer service charge income will be \$270K more in FY26-27 as a result of the rate increases and increased commercial activity and other factors. Other operating income includes: Inspection fees, Interest earned on Bank deposits and a SASM reimbursement for providing de-chlorination services for their agency.

#### Sewer Service Charges

Sewer Service Charges are the primary source of income for the District. Sewer service charge income of \$7.96 million provides 77% of the Districts total income in FY26-27. This income is primarily used for operational expenses, with any remaining balance allocated towards capital projects. Sewer service income will contribute \$2.1M towards capital improvement projects in FY26-27

District customers are charged a sewer service charge based on equivalent dwelling units (EDU), which is designed to reflect the average volume and strength of flows from single family residences. Commercial customers are assigned a calculated EDU values based off flow usage minus irrigation and multiplied by a strength factor depending on the type of use or a minimum of 1 EDU for no metered water usage. The Districts rates are due to increase in 2026-2027 as a result of the Districts approved 2022/2023 Rate Study performed by HF&H Consultants. The new rates for the Ad Valorem Credited parcels \$1,942/EDU (Tiburon )and \$2460/EDU in the non Ad-Valorem Credited parcels (Belvedere).

#### Rate Review Completed in FY21-22 & FY22-23

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

- 2014 Main Plant Rehabilitation Project (\$12Mil)
- Mar West Tiburon Station #5 Pump Station Improvements Project (\$1.2Mil)
- Cove Road Belvedere Station #1 Force Main Project (\$2Mil)
- Tiburon Station #1 and #4 Power Feed Improvement Project (\$.5Mil)
- Multiple Gravity Sewer Line Rehabilitation Projects(\$12.5Mil)
- Pump station control panel standardization and generator replacement projects (\$.5Mil)

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

- Bio-Solids Management Master Plan
- SD5 Strategic Plan
- SD5 Succession Plan
- SD5 Pump Station Assessment Evaluation
- Collection System Master Plan

- Alternative Energy Evaluation and Recommendations plan
- SD5 Staffing Plan
- CIP and Occupancy Optimization Evaluation Plan
- Nutrient Reduction Evaluation and Options Study
- Odor Control System Evaluation and Recommendations Study

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

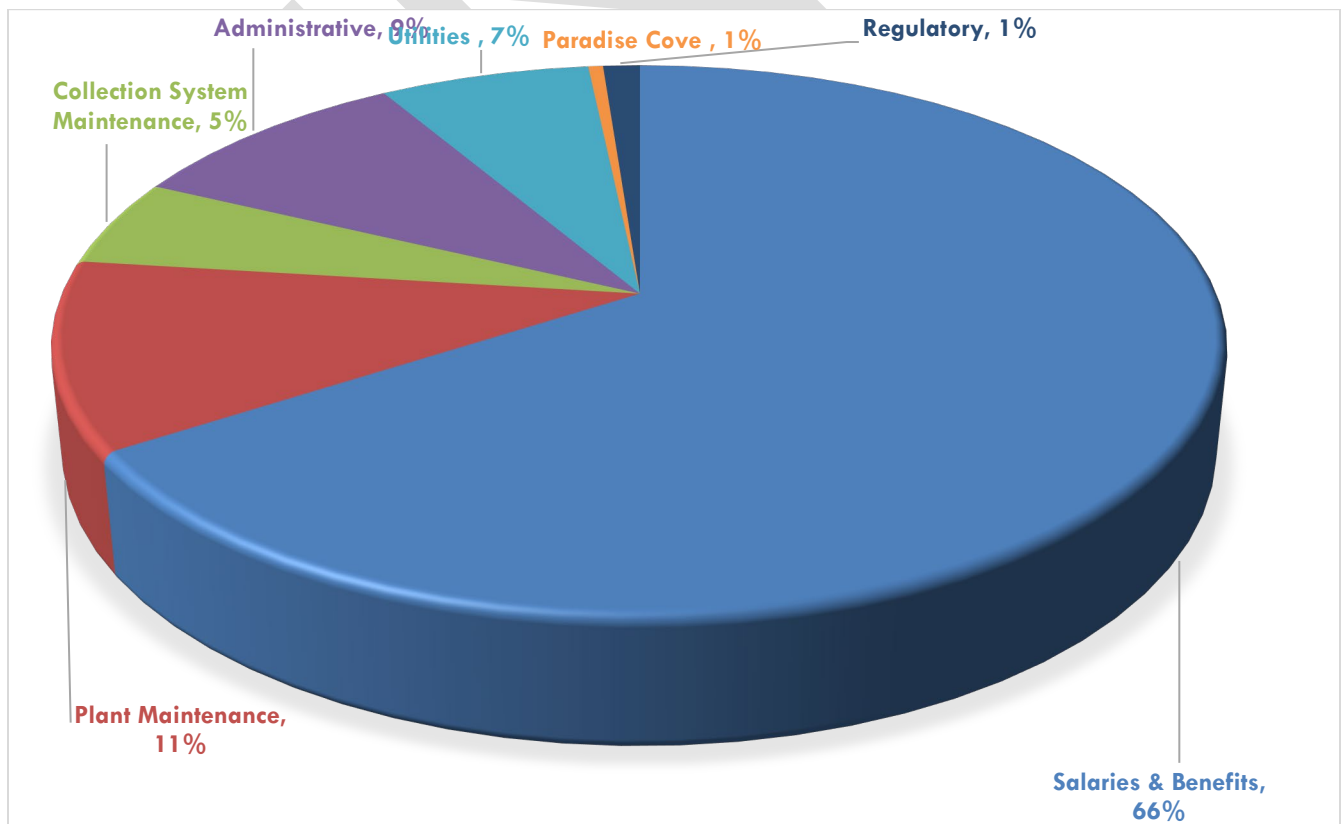
- To develop a multi-year financial management plan
- Identify future rate adjustments to help ensure adequate rate revenues;
- Determine the cost of providing sewer service to customer classes; and
- To recommend modifications to the Districts existing rate structures as needed to ensure that the District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

### 5.2 OPERATING EXPENSES

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

Below is a chart breaking down Operating Expenses minus the Districts capital expenses as shown in the above chart.

Chart 3. Budgeted Expense Chart (Operations Only)



## Administrative Expenses

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

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

## Pumps & Lines Maintenance

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

## Main Plant Maintenance

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

- Plant Maintenance Supplies- used for ordering supplies, like valves, nuts and bolts, piping and other spare supplies needed throughout the plant

- Plant Maintenance Parts and Service- used for the repair of pumps and or equipment. Vendors are used to perform annual maintenance tasks on more complex machinery like the blowers and emergency generator.
- Janitorial Supplies & Service- is used for the ordering of janitorial supplies for the restrooms and office and breakroom
- Main Plant Chemicals- used for the ordering of plant chemicals that are used for treatment of the wastewater. Chemicals purchased in bulk quantities include, sodium hypochlorite, sodium bisulfite, ferrous chloride, calcium nitrate and polymer.
- Lab Supplies & Chemicals- used for ordering supplies for the lab -for sampling and preservation of wastewater samples prior to testing as well as the chemicals used for preservation and calibrating analytical equipment
- Electrical & Instrumentation- used for the ordering of electrical components for the Main WWTP, could include, fuses, breakers, contacts, plc's (programmable logic controller) vfd's (variable frequency drives) etc.
- Grounds Maintenance- used for general up-keep around the plant like tree trimming and other small items like painting
- Main Plant Sludge Disposal- used for the disposal of Bio-solids. Bio-Solids are taken to Redwood Landfill in Novato and used as alternative daily cover (ADC) or they are sent to Lystek in Fairfield for further treatment and conversion to Class A bio-solids to be beneficially re-used as a fertilizer.

### **Paradise Cove Plant Maintenance**

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

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

### **Monitoring**

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

### **Permits & Fees**

Permits and fees expenses are used to renew our annual permits that are required by the handful of agencies that have regulatory authority over the District or non-profit agencies that we work with to ensure compliance with the regulatory agencies. The regulatory organizations include: State Water

Resources Control Board (SWRCB), Regional Water Quality Control Board (RWQCB), Bay Area Air Quality Management District (BAAQMD), State of California Department of Industrial Relations, United States Environmental Protection Authority (USEPA), County of Marin (COM). The non-profit organizations include: Bay Area Clean Water Association (BACWA) and the San Francisco Estuary Institute (SFEI)

### **Truck Maintenance**

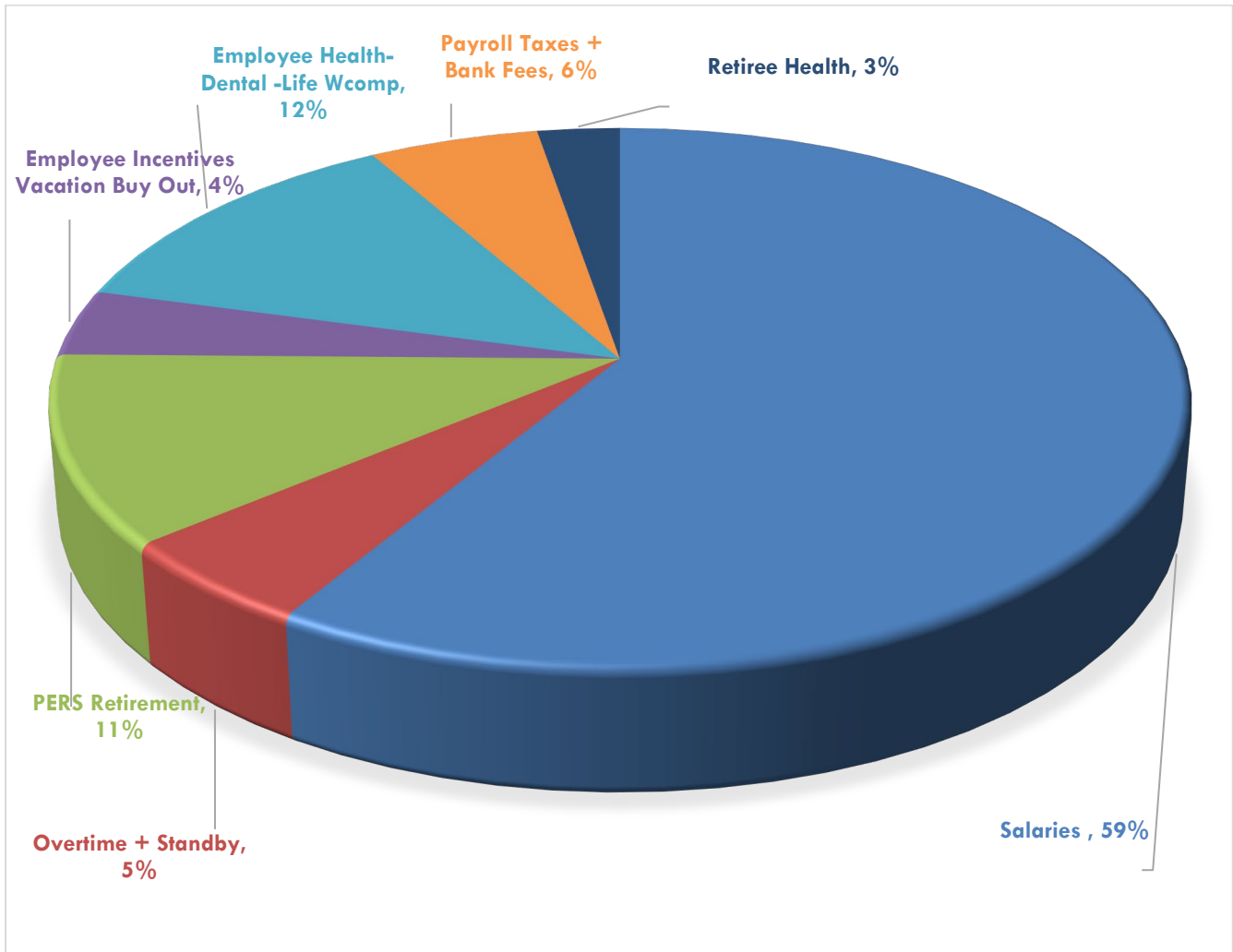
Truck maintenance expenses are split between actual maintenance and fuel. We track how much fuel is used per year and the maintenance line item is for actual planned maintenance and corrective maintenance that occurs during the course of the year. The District owns 10 total vehicles. A Vactor, Rodder, (trucks that are used for cleaning and maintaining sewer lines) Utility Truck (used for electrical equipment servicing and towing of portable generators), Service Truck (used for pump station maintenance- has a crane to lift pumps out of submersible wet wells), 2 mid-size trucks (1 used in operations for transportation of chemicals to the paradise cove plant and daily operations at that plant and 1 maintenance truck used for additional towing capacity of generators, water tank and for landscaping maintenance at the 24 pump station sites), 2 small Ford Mavericks that are used for daily inspections of the pump stations and standby responsibilities after hours, 1 small Ford Maverick Hybrid that is used for that is used for construction inspections and underground service alert utility markings, and 2 Electric F150 Lightnings- 1 used for administrative purposes (getting mail, making check deposits and attending off site meetings and trainings) and the other used for emergency response in the collection system – both trucks are also dual purpose in which they serve as emergency generating equipment for pumps out in the collection system on full charge.

### **Salaries & Benefits**

Salaries & Benefits expenses are one of the Districts largest expense right after capital improvement project expenses. FY26-27 is estimated at \$3.8 million. This includes a 2.5% Cost of Living increase as established in the Memorandum of Understanding between the District and Staff.

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

Chart 4 Salaries and Benefits Breakout



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

PERS retirement includes UAL funding towards Reserve account set at 3.5% of Total Market Value Assets (this reserve is 55% funded as of 2026)

#### Salaries and Benefits Continued...

- Salaries- is the annual cost for salary only, for all full-time staff and temporary staff
- Overtime- is the annual estimated cost the District will spend for the fiscal year- this figure is estimated based off historical trends.
- Standby Pay- is the annual cost to the District to have 1 maintenance and 1 operator on standby after a normal work shift- provides the District with an additional 14hours of coverage.
- Employee Incentives- used as a means to further educate our workforce to provide cross training for a more knowledgeable, experienced, and professional staff.
- Vacation Buy-out- used to cash out up two weeks of accumulated vacation time on the books for staff requesting a buy-out.

- Payroll Taxes- social security contribution and other taxes (State & Federal Unemployment Insurance, Medicare)
- Payroll Bank Fees- used to pay the cost to process payroll with Paychex (fees vary based on amount of total payroll and number of checks/direct deposit transactions per payroll)
- Car Allowance- contractually provided benefit to the District Manager and Superintendents
- PERS Retirement- used to provide monthly employee retirement contributions to CalPERS, this account is also used to budget for Unfunded Accrued Liabilities and to prefund future Unfunded Accrued Liabilities
- Employee Health, Dental, Vision, Life Insurance and Long-Term Disability- is used for the funding of the employee's fringe benefits as outlined in the Districts Memorandum of Understanding
- Retiree Health – is used to pay-as-you-go fund retiree health benefits for retired annuitants
- California Employee Retirement Benefit Trust (CERBT) – is used to prefund retiree health benefits for current employees as outlined in the Memorandum of Understanding.
- Workers Compensation Insurance-used to procure insurance in the event there is a work place injury.

### **OPEB Liabilities Funding Strategy**

As of June 30, 2024 (most current) the Districts OPEB liability was \$1,943,553. Of that amount the District has currently funded \$2,189,455 or 112%. Maintaining 100% funded status will improve the Districts overall balance sheet and credit rating, decrease the Districts long term payments and operational costs and provide benefit security for current and former employees. Currently the District has adopted strategy 1 funding on the CERBT trust. This is to be reviewed each fiscal year as part of the adoption of the budget.

The District recently refinanced the Main Plant Rehab bond. The annual cash saving from that refinance was \$46,000 year. Those annual cash savings from the refinance were used to pay down the District OPEB liabilities which as of 2026 has been accomplished.

### **Pension Liabilities Funding Strategy**

As of June 30, 2024 (most current) the Districts accrued pension liability for all Members was \$13,334,029. Of that amount the Districts market value of assets in the plan is \$13,195,152. The net unfunded pension liability is \$138,877. The member pension plan is currently 99% funded.

Each year the District is required to contribute an amount based on net normal cost expressed as a percentage of payroll and an additional cash amount toward paying off the unfunded accrued liability (UAL)

District staff did made payments for UAL payoffs to CALPERS of \$64,093 for PEPRAs Members and \$863,956 for Classic Members on December 12, 2023 with board approval in order to fully fund pension obligations and not have an UAL (unfunded accrued liability) as the actuarial valuation reports are two years behind and the District understands the compounding interest on UAL's for balances for those two years.

In FY2019-2020 the District Board of Directors approved reserve policy funding for future CalPERS unfunded accrued liabilities. This action was taken as a result of CalPERS inadequacy of not reaching its investment return of 7.5% (now 6.8%). The Directors approved annual funding of 3.5% of market value assets until satisfying the set reserve target of \$1,000,000. The reserve target was fully funded in 2021

and most recently was used for the UAL accrued liability payment made on December 12, 2023. The current Balance in that reserve is \$561,978 and will continue to be refunded effective July 1, 2026 per policy.

### Other Operating Expenses

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

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

**6 SD5 25 YEAR-HISTORICAL STAFF SUMMARY**

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

Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16
District Manager	1	1	1	1	1	1	1	1	1	1
Office Manager	1	1	1	1	1	1	1	0	1	1
WWFM	0	0	0	1	1	1	1	1	0	0
Maintenance Supervisor	1	1	1	1	1	0	0	0	0	0
Senior Operator	3	3	3	2	2	2	2	2	2	3
Operator	0	0	0	0	0	0	1	1	1	0
Office Assistant	0	0	0	0	0	1	1	2	0	0
Maintenance/ Collections	4	4	4	4	4	3	3	3	4	4
Assistant District Manager	0	0	0	0	0	0	0	1	0	0
Maintenance Trainee	0	0	0	0	0	0	1	2	0	0
Operator In Training	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>11</b>	<b>13</b>	<b>9</b>	<b>9</b>

Position	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
District Manager	1	1	1	1	1	1	1	1	1	1
Office Manager	1	1	1	1	1	1	1	1		1
Operations Superintendent	0	0	0	0	1	1	1	1	1	1
Maint/Coll Superintendent	0	0	0	0	1	1	1	1	1	1
Senior Operator	3	3	3	2	1	1	1	1	2	2
Operator	0	0	0	1	1	1	1	2	2	2
Senior Maint/Collections	2	2	2	2	2	2	1	1	1	1
Maintenance/ Collections	1	1	1	1	1	1	2	2	2	2
Inspector	1	1	1	1	0	0	1	1	1	1
Permits and Admin Tech	0	0	0	0	1	1	1	1	1	0
Operator In Training	0	0	0	0	0	1	2	1	0	0
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>13</b>	<b>13</b>	<b>12</b>	<b>12</b>

---

## 7 FY 2026-2027 POSITION ALLOCATION & COMPLIANCE WITH AB2561 ANNUAL WORKFORCE VACANCY REPORT

---

The District will consider an annual workforce vacancy report (this section of the comprehensive budget) addressing position vacancies at the District as of June 2026. This is a new requirement tied to the passage of Assembly Bill (AB) 2561, signed into law in September 2024, requiring local public agencies to publicly address the status of all agency vacancies, recruitment, and retention efforts. For agencies with vacancies exceeding 20% of authorized full-time positions, additional disclosures may be required during the discussion. The below chart indicates the District position allocation and approved positions.

Status of Vacancies – The District is currently authorized and budgeted for twelve full-time positions as indicated below in the chart. All authorized positions are budgeted and filled with no current vacancies.

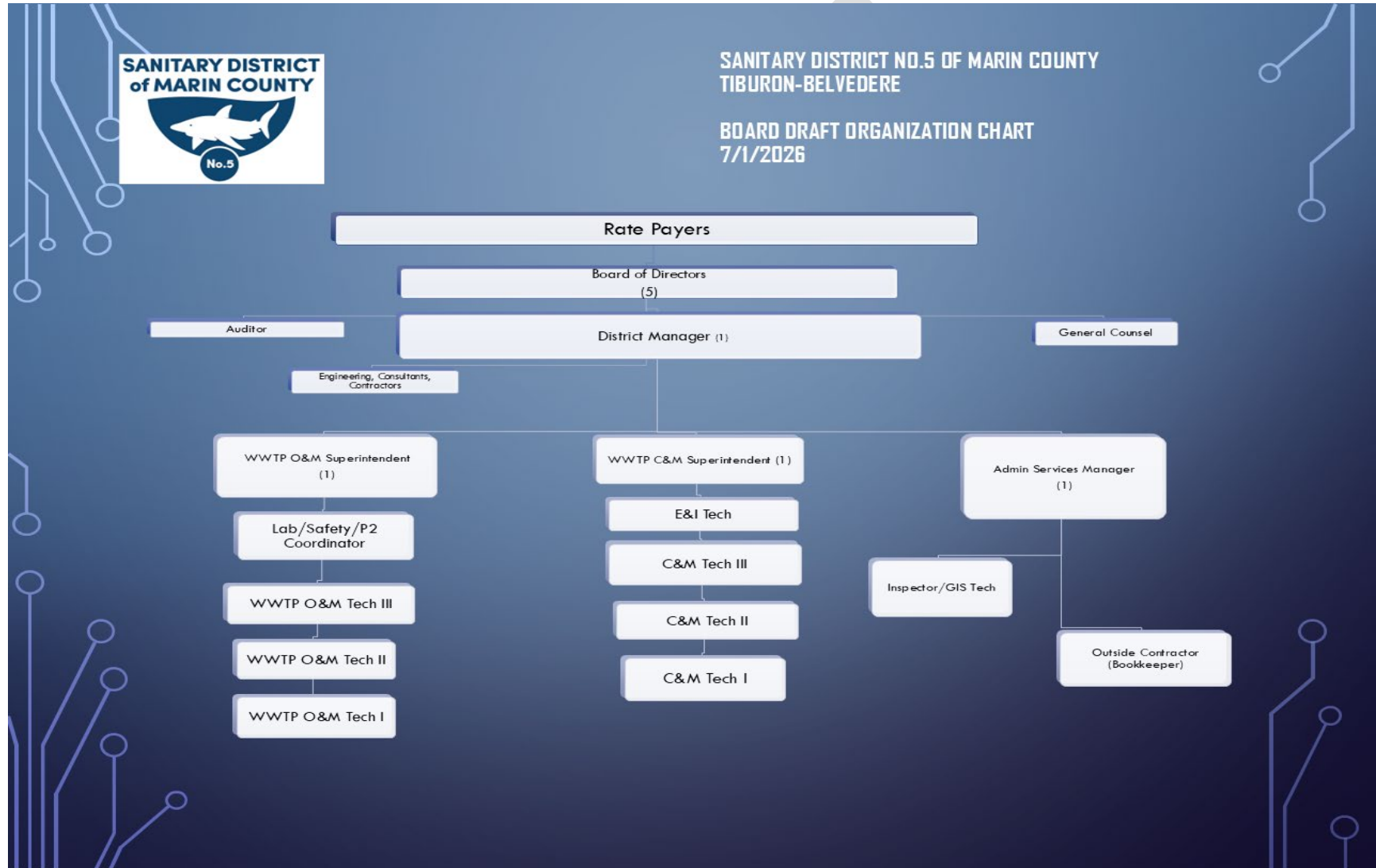
Hiring Obstacles - AB 2561 requires agencies to identify any necessary changes to policies, procedures, and recruitment activities that may lead to hiring obstacles. Staff have identified no necessary changes that may present obstacles in the hiring process.

Recruitment and Retention Efforts – The Districts current staff has remained relatively stable in recent years. Nevertheless, attracting qualified and experienced candidates in a competitive labor market has been a challenge in the past. While the District offers a comprehensive benefits package, many prospective applicants primarily focus on base salaries. The Districts current MOU calls for a 2.5% COLA raise in FY26-27 budget.

Sanitary District No.5 of Marin County Annual Budget FY2026-2027

Position	Salary Range (1) Monthly		Full Time Positions	
	Step 1	Step 5		
<b><u>Administration</u></b>			<b>25-26</b>	<b>26-27</b>
District Manager (2)		\$24,768.55	1	1
Administrative Services Manager	\$13,135.29	\$15,966.03	1	1
Administrative Assistant	\$6,318.30	\$7,679.93	0	0
<b><u>Operations &amp; Maintenance</u></b>				
WWTP Operations Superintendent	\$14,481.66	\$17,602.55	1	1
WWTP Lab/Safety/P2 Coordinator	\$11,346.76	\$13,792.06	1	1
WWTP O&M Tech III	\$10,806.44	\$13,135.29	1	1
WWTP O&M Tech II	\$9,335.01	\$11,346.76	1	2
WWTP O&M Tech I	\$8,063.93	\$9,801.76	0	0
<b><u>Collections &amp; Maintenance</u></b>				
WWTP C&M Superintendent	\$13,792.06	\$16,764.33	1	1
WWTP E&I Tech	\$9,801.76	\$11,914.10	1	1
WWTP Inspector/GIS Tech	\$9,801.76	\$11,914.10	2	1
WWTP C&M Tech III	\$9,801.76	\$11,914.76	0	0
WWTP C&M Tech II	\$8,467.13	\$10,291.84	0	1
WWTP C&M Tech I	\$7,314.22	\$8,890.48	1	1
<b><u>Intern/Trainees</u></b>				
WWTP O&M Intern/Trainee		\$5,457.99	1	0
(1) CPI is set at 2.5% for FY26-27 (2) District Manager salary is set by contract.				
*Engineering services are contracted out to consultants				
<b>Total</b>			<b>12</b>	<b>12</b>

# ORGANIZATION CHART



## Capital Budget

Total capital improvement program expenses for Fiscal Year 2026-2027 are estimated at \$5.72 million. The capital projects are split into several categories. Main Plant, Paradise Cove Plant, Collection System and DEBT service.

Capital Improvement Program income is estimated at \$3.84 million

### 7.1 CAPITAL IMPROVEMENT PROGRAM (CIP) INCOME

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

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

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

#### Ad Valorem (Property Taxes)

Property tax revenue from the Tiburon parcels is estimated at \$1,083,700 for FY 2026-2027. Property tax revenue represents 10.5% of the Districts total income. Excess (ERAF) Education Revenue Augmentation Funds are budgeted at \$350,000.

#### Connection Fees

New development or major remodels of existing structures represents 1% of Capital Improvement Program income. The majority of this income is from remodels as growth in the service area is limited.

#### Debt Financing

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

---

## 7.2 CAPITAL IMPROVEMENT PROGRAM EXPENSES

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

### Tiburon Main WWTP Capital Expenses

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

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

FY 2026-2027 Projects are included below- detailed information on each project can be found in the CIP Information Sheets at the end of this report Appendix K. The projects' cost total is \$1,450,000.

- MP Wet Weather Pump Replacement
- MP Headworks Grinder Replacement
- MP SCADA Upgrade Project
- MP Electric Forklift Purchase to replace LFP Forklift
- MP Parking Paving and Striping
- MP Site Security Upgrades- New Fencing

### **Paradise Cove WWTP Expenses**

The Paradise Cove Treatment Plant was upgraded in 2010. Two package treatment plants were installed and were recently recoated in 2020 in order to prolong their life as they are exposed to the elements as they sit right next to the Bay exposed to the sea air. Being that it is a small treatment plant the equipment for this location is smaller and size and has fewer moving parts than its counterpart. Expenses for the treatment plant in fiscal year 2026-2027 are limited to a Blower Building Rehabilitation and access security upgrade project totaling \$160K.

### **Collection System Capital Improvements**

Collection System Capital Improvement Program needs for fiscal year are a combination of things. The projects total \$4,250,000. The list of projects is below. Detailed information on each project can be found in the CIP Information Sheets at the end of this report:

- Tiburon Station #9 Wet well replacement project
- Pump and Valve Replacement Project
- Cove Road Pump Station Electrical and Generator Replacement Project & Site Improvements
- 2026-2027 Sewer Line Rehabilitation Project
- Manhole Rehabilitation Project

### **DEBT Service**

The 2020 Refinanced Main Plant Rehabilitation Bond debt service for fiscal year 2026-2027 is \$758,912 (Includes Interest payment) Debt service payment information through maturity in 2031 can be found in Appendix I

---

## 8 RESERVE POLICY

---

The District utilizes 4 separate cash reserves pursuant to Resolution No. 2026-004. The 4 cash reserves are as followed in order of funding priority they are generally described below for the entire district:

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

### Operating Reserve

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

### Capital Improvement Reserve

The Capital Improvements reserve is used to provide adequate funding to

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

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

### CalPERS Retirement Reserve

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

### Disaster Recovery Reserve

The Disaster Recover Reserve is used to provide a level of emergency capital for disaster recovery efforts until long-term financing is established. The target balance for this reserve is set at \$1,000,00

**8.1 APPENDIX A CONSOLIDATED FY2026-2027 BUDGET SUMMARY**

**Sanitary District No. 5 of Marin County**

**Consolidated Budget FY 2026-2027 Preliminary**

		2025-2026 Budget	2025-2026 Actuals	* 2026-2027 Budget	% Diff.
<b>Income</b>					
	Property Taxes- Ad Valorem	1,033,200	1,099,935	1,083,700	5%
	ERAF	300,000	478,938	350,000	17%
	Sewer Service Charge Revenue	7,173,819	6,861,604	7,960,376	11%
	Interest	320,600	685,548	542,000	69%
	Treatment & Collection Fees	300,000	460,744	300,000	0%
	Sewer Line Extension Fees	15,000	-	15,000	0%
	Other Income	100	1,033	100	0%
	Connection & Inpsection Permit Fees	35,000	70,775	50,000	43%
	SASM Expense Reimbursement	50,000	36,281	50,000	0%
<b>Total Budgeted Income</b>		<b>9,227,719</b>	<b>9,694,858</b>	<b>10,351,176</b>	<b>12%</b>
<b>Expense</b>					
	Operating Expenses	5,937,682	5,106,513	6,157,982	4%
	Capital Expenses	8,360,280	4,051,680	5,728,910	-31%
<b>Total Budgeted Expenses</b>		<b>14,297,962</b>	<b>9,158,193</b>	<b>11,886,892</b>	<b>-17%</b>
<b>Net Ordinary Income</b>		<b>-5,070,243</b>	<b>536,665</b>	<b>-1,535,716</b>	<b>-70%</b>
<i>Significant comments/changes to FY26/27 Budget Below:</i>					
*	* Actual numbers are based on financial transactions booked thru 5/14/2026				
	* COLA is 2.5% for FY26-27				
	* Sewer Service Charges to increase to \$1728 from \$1942 for Ad Valorem Credited Parcels per EDU				
	* Sewer Service Charges to increase to \$2237 from \$2460 for Base Rate Parcels per EDU				

**8.2 APPENDIX B OPERATING INCOME BUDGET FY2026-2027**

	2025-2026 Operations Budget	2025-2026 Actuals as of 5/7/2026	2026-2027 Operations Budget	% Diff.
<b>Operating Income</b>				
Sewer Service Charge - Ops	5,619,504	5,619,504	5,860,602	4.3%
Other User Fees	0	0	0	0.0%
Interest Earnings	320,600	685,548	542,000	69.1%
Connection & Inspection Permit Fees	35,000	70,775	50,000	42.9%
SASM Expense Reimbursement	50,000	36,281	50,000	0.0%
Other Income	100	1,033	100	0.0%
<b>Total Income</b>	<b>6,025,204</b>	<b>6,413,141</b>	<b>6,502,700</b>	<b>7.9%</b>

**8.3 APPENDIX C: OPERATING EXPENSE BUDGET FY2026-2027**

		2025-2026 Operations Budget	2025-2026 Actuals as of 4/30/2025	2026-2027 Operations Budget	% Diff.
<b>Expense</b>					
<b>Administrative Expenses</b>					
	<b>Advertising</b>	5,000	16,215	5,000	0.0%
	<b>Audit &amp; Accounting</b>	90,000	75,934	90,000	0.0%
	<b>Consulting Fees</b>	150,000	61,818	100,000	-50.0%
	<b>Travel &amp; Meetings</b>	25,500	22,903	26,000	2.0%
	<b>Continuing Education</b>	10,000	5,398	10,000	0.0%
	<b>County Fees</b>	18,000	19,502	20,000	10.0%
	<b>Directors Fees</b>	9,000	2,900	10,000	10.0%
	<b>Dues &amp; Subscriptions</b>	35,000	26,534	35,000	0.0%
	<b>Elections</b>	10,000	0	8,000	25.0%
	<b>Insurance PLP General Liability</b>	70,000	95,834	100,000	42.9%
	<b>Insurance APIP (Real) Property</b>	120,000	66,451	75,000	-60.0%
	<b>Insurance Damage - Auto</b>	10,000	5,128	10,000	0.0%
	<b>Legal</b>	45,000	38,257	45,000	0.0%
	<b>Office Supplies</b>	10,000	3,596	10,000	0.0%
	<b>Postage</b>	1,000	299	1,000	0.0%
	<b>Pollution Prevention</b>	5,500	566	6,000	8.3%
	<b>Miscellaneous Expense</b>	0	603	0	
	<b>Total Administrative</b>	<b>614,000</b>	<b>441,938</b>	<b>551,000</b>	<b>-11.4%</b>

	2025-2026 Operations Budget	2025-2026 Actuals as of 4/30/2025	2026-2027 Operations Budget	% Diff.
<b>Ops &amp; Maintenance Expenses</b>				
<b>Pumps &amp; Lines Maintenance</b>				
Pumps & Lines Maintenance	200,000	138,264	200,000	0.0%
Emergency Line Repairs	100,000	121,766	100,000	0.0%
<b>Total Pumps &amp; Lines Maintenance</b>	<b>300,000</b>	<b>260,030</b>	<b>300,000</b>	<b>0.0%</b>
<b>Main Plant Maintenance</b>				
Plant Maintenance Supplies	80,000	42,105	75,000	-6.7%
Plant Maint. Parts & Service	300,000	224,820	250,000	-20.0%
Janitorial Supplies & Service	10,000	6,180	10,000	0.0%
Main Plant Chemicals	170,000	139,422	180,000	5.6%
Lab Supplies & Chemicals	25,000	29,518	35,000	28.6%
Electrical & Instrument	25,000	36,603	25,000	0.0%
Grounds Maintenance	15,000	7,218	15,000	0.0%
Main Plant Sludge Disposal	60,000	44,835	60,000	0.0%
Main Plant Outfall	0	0	0	0.0%
<b>Total Main Plant Maintenance</b>	<b>685,000</b>	<b>530,701</b>	<b>650,000</b>	<b>-5.4%</b>
<b>Paradise Cove Plant Maintenance</b>				
Paradise Parts & Service	20,000	6,161	15,000	-33.3%
Paradise Supplies & Chemicals	6,500	10,827	10,000	35.0%
Paradise Sludge Disposal	3,000	0	3,000	0.0%
<b>Total Paradise Cove Plant Maintenance</b>	<b>29,500</b>	<b>16,990</b>	<b>28,000</b>	<b>-5.4%</b>
<b>Monitoring</b>				
Main Plant Lab Monitoring	50,000	44,021	55,000	9.1%
Paradise Cove Monitoring	12,000	9,354	11,000	-9.1%
Dilution Study	0		0	0.0%
Main Plant Chronic Tox Screening	15,000	2,535	5,000	-200.0%
<b>Total Monitoring</b>	<b>77,000</b>	<b>55,910</b>	<b>71,000</b>	<b>-8.5%</b>
<b>Permits/Fees</b>				
Main Plant NPDES Renewal	0	0	0	0.0%
Permits/Fees - General	53,000	57,756	60,000	11.7%
Paradise Cove Permits/Fees	10,000	7,832	10,000	0.0%
Paradise Cove NPDES Renewal	25,000	16,192	0	0.0%
<b>Total Permits/Fees</b>	<b>88,000</b>	<b>81,780</b>	<b>70,000</b>	<b>-25.7%</b>
<b>Truck Maintenance</b>				
Fuel	30,000	13,724	30,000	0.0%
Truck Maintenance	25,000	27,242	20,000	-25.0%
<b>Total Truck Maintenance</b>	<b>55,000</b>	<b>40,966</b>	<b>50,000</b>	<b>-10.0%</b>
<b>Total Ops &amp; Maintenance Expenses</b>	<b>1,234,500</b>	<b>986,380</b>	<b>1,169,000</b>	<b>-5.6%</b>

	2025-2026 Operations Budget	2025-2026 Actuals as of 5/7/2026	2026-2027 Operations Budget	% Diff.
<b>Salaries &amp; Benefits</b>				
Salaries	1,679,919	1,377,617	1,922,244	12.6%
Overtime	125,000	107,725	75,000	-66.7%
Standby Pay	80,000	61,560	98,000	18.4%
Employee Incentives	40,000	41,000	40,000	0.0%
Vacation Buyout	80,000	59,226	80,000	0.0%
Payroll Taxes	110,000	113,051	172,862	36.4%
Deffered Comp + Match	120,000	127,614	140,000	14.3%
Payroll fees	10,000	9,026	10,000	0.0%
Car Allowance	8,000	8,000	20,000	60.0%
<b>PERS Retirement</b>				
PERS Monthly Contributions	324,553	168,228	369,320	12.1%
PERS Replacement Benefit Fund (RLL)	0	0	0	0.0%
PERS UAL Payment	0	0	0	0.0%
SD5 Retirement Trust	371,311	371,311	368,074	-0.9%
<b>Total PERS Retirement</b>	<b>695,864</b>	<b>539,539</b>	<b>737,394</b>	<b>5.6%</b>
Employee Health, Dental, Vision, Life Ins., & LTDI	356,466	317,470	409,816	13.0%
Retiree Health	94,415	77,769	88,284	-6.9%
CERBT/OPEB Current Employee Contributions	75,000	318,958	0	0.0%
Workers Comp Insurance	48,518	35,080	64,381	24.6%
<b>Total Salaries &amp; Benefits</b>	<b>3,523,182</b>	<b>3,193,635</b>	<b>3,857,982</b>	<b>8.7%</b>

	2025-2026 Operations Budget	2025-2026 Actuals as of 5/7/2026	2026-2027 Operations Budget	% Diff.
<b>Other Operating Expenses</b>				
<b>Data/Alarms/IT Support &amp; Licensing</b>	100,000	85,077	100,000	0.0%
<b>Safety</b>	54,200	24,855	40,000	-35.5%
<b>Personal Protection Equipment/Uniforms</b>	10,800	8,712	15,000	28.0%
<b>Telephone</b>				
<b>Main Plant Telephones</b>	15,000	15,277	18,000	16.7%
<b>Paradise Cove Telephones</b>	5,000	694	1,000	-400.0%
<b>Pumps &amp; Lines Telephones</b>	6,000	3,524	6,000	0.0%
<b>Total Telephone</b>	<b>26,000</b>	<b>19,500</b>	<b>25,000</b>	<b>-4.0%</b>
<b>Utilities</b>				
<b>Water</b>	15,000	17,648	20,000	25.0%
<b>Main Plant Utilities</b>	260,000	237,625	275,000	5.5%
<b>Paradise Cove Utilities</b>	35,000	29,419	35,000	0.0%
<b>Pump Station Utilities</b>	65,000	61,723	70,000	7.1%
<b>Total Utilities</b>	<b>375,000</b>	<b>346,420</b>	<b>400,000</b>	<b>6.3%</b>
<b>Total Other Operating Expenses</b>	<b>566,000</b>	<b>484,560</b>	<b>580,000</b>	<b>2.4%</b>
<b>Total Operating Expense</b>	<b>5,937,682</b>	<b>5,106,513</b>	<b>6,157,982</b>	<b>3.6%</b>

**8.4 APPENDIX D: CAPITAL INCOME BUDGET FY2026-2027**

	2025-2026 Capital Budget	2025-2026 Actuals as of 5/7/2026	2026-2027 Capital Budget	% Diff.
<b>Capital Income</b>				
<b>Ad Valorem Property Tax Income Only</b>				
Property Tax Current Secured - Capital	1,000,000	1,062,961	1,050,000	5.0%
Prop Tax Current Unsecured	15,000	18,205	16,000	6.7%
Supplemental Assessment Current	1,000	1,358	1,000	0.0%
Supplemental Assessment Redm	500	963	500	0.0%
Supplemental Unsecured	15,000	12,805	14,000	-6.7%
Prop Tax Prior Unsecured	100	639	100	0.0%
Excess ERAF (Educational Revenue Augmentation Fund)	300,000	478,938	350,000	16.7%
HOPTR	1,500	2,958	2,000	33.3%
Other Tax (Unitary, RR, Misc.)	100	46	100	<b>0.0%</b>
<b>Total Property Taxes</b>	<b>1,333,200</b>	<b>1,578,873</b>	<b>1,433,700</b>	<b>7.5%</b>
<b>Sewer Service Fees Capital</b>	<b>1,554,315</b>	<b>1,242,100</b>	<b>2,099,774</b>	<b>35.1%</b>
<b>Connection Fees</b>				
Connection Fees New Combined	300,000	460,744	300,000	0.0%
<b>Total Connection Fees</b>	<b>300,000</b>	<b>460,744</b>	<b>300,000</b>	<b>0.0%</b>
Sewer Line Extension Fees	15,000	0	15,000	0.0%
<b>Total Capital Income</b>	<b>3,202,515</b>	<b>3,281,717</b>	<b>3,848,474</b>	<b>20.2%</b>

## 8.5 APPENDIX E: CAPITAL EXPENSE BUDGET FY2026-2027

	2025-2026 Capital Budget	2025-2026 Actuals as of 5/14/2026	2026-2027 Capital Budget	% Diff.
<b>Capital Expenditures</b>				
<b>9300 Main Plant CIP</b>				
9301 Headworks Improvement CIP	0	0	135,000	0.0%
9302 DW/WW Primary Clarifiers CIP	0	110,241	0	0.0%
9303 Aeration Basin Improvements CIP	0	0	0	0.0%
9304 Chemical Feed System Improvements CIP	0	0	0	0.0%
9304.05 C12 Induction Mixer Replacement	35,000	0	0	-100.0%
9305 Secondary Clarifier Improvements CIP	0	0	0	0.0%
9306 RAS/WAS/TWAS System Improvements CIP	0	0	0	0.0%
9307 Final Effluent Improvements CIP	0	0	0	0.0%
9308 Digester Improvements CIP	0	0	0	0.0%
9308.12 Digester Cleaning & Rehab Project	1,000,000	1,110,177	0	-100.0%
9309 Solids Handling Improvements CIP	0	0	0	0.0%
9309.11 Sludge Box #1 Replacement	30,000	30,000	0	-100.0%
9310 Facility Support CIP		0	0	0.0%
9310.15 Main Office HVAC Replacement	30,000	11,139	0	-100.0%
9311 Supply Fan Improvements CIP	0	0	0	0.0%
9311.05 Lab Supply Fan Replacement	15,000	15,000	0	-100.0%
9311.08 New Lab Room Fan Replacement	15,000	15,000	0	-100.0%
9312 MP Vehicle Replacements	0	139,716	0	0.0%
9312.1 Electric Forklift Upgrade (CARB)	75,000	0	75,000	0.0%
9313 Controls Electrical Improvements	0	0	0	0.0%
9313.2 SCADA Upgrade Project	50,000	8,657	400,000	700.0%
9313.3 MCC PLC Upgrade	100,000	126,903	0	-100.0%
9313.4 Screw Press LCP Panel Replacement	0	62,183	0	0.0%
9314 Building & Grounds Improvements CIP	0	0	0	0.0%
9314.02 Paving & Site Security Upgrades	100,000	127,078	150,000	50.0%
<b>Total Main Plant Equip Capital Expense</b>	<b>1,450,000</b>	<b>1,756,094</b>	<b>760,000</b>	<b>-47.6%</b>

	2025-2026 Capital Budget	2025-2026 Actuals as of 5/14/2026	2026-2027 Capital Budget	% Diff.
<b>9100 Collection System CIP</b>				
9101 Sewer Rehabilitation Projects	1,000,000	890,274	1,250,000	25.0%
9102 Pump Station Pump Replacement CIP	50,000	30,128	50,000	0.0%
9103 Valve & Wetwell Rehabilitation CIP	50,000	0	550,000	1000.0%
9104 Pump Station Generator Replacement CIP	0	0	0	0.0%
9104.11 Portable GenSet #1 Replacement 30KW	75,000	58,704	0	-100.0%
9105 Pump Station Control Panel Replacement CIP	0	0	0	0.0%
9106 Manhole Rehabilitation/Replacement CIP	75,000	9,429	75,000	0.0%
9107 Force Main Rehabilitation/Replacement CIP	0	0	0	0.0%
9108 Pump Station Communication Upgrades CIP	0	0	0	0.0%
9109 Large Pump Station Rehabilitation Project	0	0	0	0.0%
9109.2 Cove Road Pump Station Rehabilitation CIP	3,000,000	352,448	2,000,000	-33.3%
9110 Maintenance Vehicle Replacements CIP	0	0	0	0.0%
<b>Total Pumps &amp; Lines Capital</b>	<b>4,250,000</b>	<b>1,340,983</b>	<b>3,925,000</b>	<b>-7.6%</b>

	2025-2026 Capital Budget	2025-2026 Actuals as of 5/14/2026	2026-2027 Capital Budget	% Diff.
<b>9200 Paradise Cove Capital</b>				
9202 Pump & Blower Replacement CIP	0	0	0	0.0%
9203 Flow Meter Replacement CIP	0	0	0	0.0%
9204 Control Panel Replacement CIP	75,000	48,760	0	-100.0%
9205 Generator Replacement CIP	0	0	0	0.0%
9206 Inf WW Lid Replacement CIP	0	0	0	0.0%
9207 Access Road Improvements CIP	0	125,000	0	0.0%
9208 Building Rehabilitation CIP	100,000	0	60,000	-40.0%
9209 Access Security Project CIP	0	0	100,000	0.0%
9210 Grit Removal Project	0	0	0	0.0%
9211 UV Disinfection CIP	0	0	0	0.0%
9212 Package Plant Coating CIP	0	0	0	0.0%
<b>Total Paradise Cove Capital</b>	<b>175,000</b>	<b>173,760</b>	<b>160,000</b>	<b>-8.6%</b>
<b>9500 Undesignated Capital</b>				
9510 Undesignated Cap - Main Plant	50,000	21,059	50,000	0.0%
9520 Undesignated Cap - Paradise Cove Plant	25,000	0	25,000	0.0%
<b>9700 Debt Service</b>				
9730.01 Debt Service - MPR Bond REFI Principal	610,000	640,000	655,000	7.4%
9730.02 Debt Service - MPR Bond REFI Interest	150,284	119,784	103,912	-30.9%
<b>Total Debt Service</b>	<b>760,284</b>	<b>759,784</b>	<b>758,912</b>	<b>-0.2%</b>
<b>Total Capital Expenditures</b>	<b>8,360,280</b>	<b>4,051,680</b>	<b>5,728,910</b>	<b>-31.5%</b>
<b>Net Capital Income</b>	<b>(5,157,770)</b>	<b>(769,960)</b>	<b>(1,880,440)</b>	<b>63.5%</b>

## 8.6 APPENDIX F: SUMMARY OF CONTINUOUS 10 YEAR CAPITAL IMPROVEMENT PROGRAM

### Main Plant Capital Improvement Program

9300 M.P. Project Description	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	2034/2035	2035/2036	TOTAL
9301 Headworks Improvements CIP	135,000		1,000,000	75,000				100,000			1,310,000
9302 DW/WW Primary Clarifiers CIP									100,000		100,000
9303 Aeration Basin Improvements CIP		250,000						2,500,000			2,750,000
9304 Chemical Feed System Improvements CIP					50,000						50,000
9305 Secondary Clarifier Improvements CIP								150,000			150,000
9306 RAS/WAS/TWAS System Improvements CIP						100,000		100,000			200,000
9307 Final Effluent System Improvements CIP			35,000				35,000				70,000
9308 Digester Improvements CIP										1,000,000	1,000,000
9309 Solids Handling Improvements CIP				300,000							300,000
9310 Facility Support Improvements CIP					100,000						100,000
9311 Supply Fan - Air Handling Improvements CIP					30,000				30,000		60,000
9312 MP Vehicles Replacement CIP	75,000	75,000				60,000					210,000
9313 Controls Electrical Improvements CIP	400,000										400,000
9314 Building and Grounds Improvements CIP	150,000										150,000
MPR Bond Refi	758,912	757,668	761,052	758,940	761,456	763,476					4,561,504
Undesignated Capital Projects	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000		450,000
<b>Treatment Plant Total</b>	<b>810,000</b>	<b>375,000</b>	<b>1,085,000</b>	<b>425,000</b>	<b>230,000</b>	<b>210,000</b>	<b>85,000</b>	<b>2,900,000</b>	<b>180,000</b>	<b>1,000,000</b>	<b>7,300,000</b>

### Paradise Cove Capital Improvement Program

9200 Paradise Cove WWTP Project Descriptions	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	2034/2035	2035/2036	TOTAL
9202 Pump & Blower Replacement CIP			50,000				50,000				100,000
9203 Flow Meter Replacement CIP			15,000						15,000		30,000
9204 Control Panel Replacement CIP											0
9205 Generator Replacement CIP											0
9206 Inf WW Lid Replacement CIP					20,000						20,000
9207 Access Road Improvements CIP									75,000		75,000
9208 Building Rehabilitation CIP	60,000										60,000
9209 Access Security Improvements CIP	150,000										150,000
9210 Grit Removal CIP		50,000									50,000
9211 U.V. Disinfection CIP				50,000							50,000
9212 Tank Coating Improvements CIP						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	225,000
<b>Paradise Cove Total</b>	<b>235,000</b>	<b>75,000</b>	<b>90,000</b>	<b>75,000</b>	<b>45,000</b>	<b>175,000</b>	<b>75,000</b>	<b>25,000</b>	<b>115,000</b>	<b>25,000</b>	<b>910,000</b>

### Collection System Capital Improvement Program

9100 Collection System Project Description	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	2034/2035	2035/2036	TOTAL
9101 Sewer Rehabilitation Projects	1,250,000	850,000	850,000	800,000	800,000	700,000	700,000	525,000	525,000	525,000	7,525,000
9102 Flygt Pump Replacement CIP	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
9103 Valve& WetWell Improvements CIP	550,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	1,000,000
9104 Pump Station Generator Replacement CIP		50,000	50,000								100,000
9105 Pump Staton Control Panel Replacement				50,000			100,000				150,000
9106 Manhole Rehabilitation CIP	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	750,000
9107 Force Main Rehabilitation CIP		400,000	420,000	100,000	750,000	510,000	200,000		75,000		2,455,000
9108 Pump Station Communications Improvements CIP									50,000		50,000
9109 Large Pump Station Rehabilitation CIP	2,000,000										2,000,000
9110 Collection System Truck Replacement CIP						75,000					75,000
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
<b>Collection System Total</b>	<b>3,975,000</b>	<b>1,525,000</b>	<b>1,545,000</b>	<b>1,175,000</b>	<b>1,775,000</b>	<b>1,510,000</b>	<b>1,225,000</b>	<b>750,000</b>	<b>875,000</b>	<b>750,000</b>	<b>15,105,000</b>

### Summary of Capital Improvement Program

Capital Projects by Area Summary	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	2034/2035	2035/2036	TOTAL
Main Plant	810,000	375,000	1,085,000	425,000	230,000	210,000	85,000	2,900,000	180,000	1,000,000	6,300,000
Collection System	3,975,000	1,525,000	1,545,000	1,175,000	1,775,000	1,510,000	1,225,000	750,000	875,000	750,000	14,355,000
Paradise Cove Plant	235,000	75,000	90,000	75,000	45,000	175,000	75,000	25,000	115,000	25,000	910,000
MPR Debt Service + 2020 Refi	758,912	757,668	761,052	758,940	761,456	763,476	0	0	0	0	4,561,504
<b>TOTAL</b>	<b>5,778,912</b>	<b>2,732,668</b>	<b>3,481,052</b>	<b>2,433,940</b>	<b>2,811,456</b>	<b>2,658,476</b>	<b>1,385,000</b>	<b>3,675,000</b>	<b>1,170,000</b>	<b>1,775,000</b>	<b>26,126,504</b>

Main Plant CIP Projects	
Projects	DESCRIPTION
<u>9301 Headworks Improvements CIP</u>	Headworks Improvements consist of DW & WW Influent Pump Replacements, Valve Rehabilitation, Grinder Replacements Influent Screening Project, Hydrogen Sulfide Monitoring Improvements, Sluice Gate Replacements and Grit Removal
<u>9302 DW/WW Primary Clarifiers CIP</u>	Primary Clarifiers Improvements consist of settled sludge and scum pump replacements, Influent flow meter replacements Sludge and Scum Collector equipment rehabilitation and or replacement and Influent Sampler replacements
<u>9303 Aeration Basin Improvements CIP</u>	Aeration Basin Improvements consists of Aeration Blower replacements, difused air panel upgrades, Sluice Gate replacement Aeration SCFM Flow meter replacement, mud valve replacements and a larger nutrient removal upgrade -anoxic zone -
<u>9304 Chemical Feed System Improvements CIP</u>	Chemical Feed System Improvements consists of Hypochlorite and Bisulfite pump replacements, transfer pump replacement Insuction mixer and flash mixer replacements and Chemical Storage tank replacements
<u>9305 Secondary Clarifiers Improvements CIP</u>	Secondary Clarifier System Improvements consits of Sludge and Scum Collector equipment replacements/upgrades and Inf Sluice Gate replacements
<u>9306 RAS/WAS/TWAS Improvements CIP</u>	RAS/WAS/TWAS System Improvements consists of Pump replacements for RAS/WAS/TWAS systems, Polymer Injection System replacements, RAS&WAS flow meter replacements and Rotary Drum thickener improvements
<u>9307 Final Effluent Improvements CIP</u>	Final Effluent Improvements consist of Cl2 Analyzer, Dissolved Sulfite Analyzer, pH and Turbidity analyzer replacements/upgr Final Effluent Sampler replacement and Final Effluent flow meter replacement
<u>9308 Digester Improvements CIP</u>	Digester Improvements consist of Boiler replacements, Flare Rehabilitation, Digester gas flow meter replacements, Recirculation pump replacements, mix pump replacement, heat exchanger replacement and large rehab/cleaning projects
<u>9309 Solids Handling Improvements CIP</u>	Solids Handling Improvements consist of Screw Press Feed pump replacements, poly blend system replacements, screw press PLC upgrades, sludge box replacements, flow meter replacements and screw press equipment replacements and side stream treatment project for additional nutrient removal
<u>9310 Facility Support Improvements CIP</u>	Facility Support Improvements consist of HVAC replacements, Air Compressor replacement, Air dryer replacement, Plant water replacement, Emergency Generator replacement, roll up door replacements, plant water filter unit replacement, Control room upgrades and Odor Control upgrades
<u>9311 Supply Fan Improvements CIP</u>	Supply Fan Improvements consist of replacing supply and exhaust fans through out the Main WWTP
<u>9312 MP Vehicles Replacement CIP</u>	MP Vehicles Replacements consist of replacement of the Emergency Trailer, forklift, portable pump replacement, Operation Rounds truck replacement, P Cove Chemical Delivery truck and Administration training and Emergency response truck replacement
<u>9313 Controls Electrical Improvements CIP</u>	Controls Electrical Equipment Improvements consist of MCC PLC upgrade project, business server upgrades, scada server up MP swithc gear improvements, communications improvements and screw press LCP replacement
<u>9314 Building &amp; Grounds Improvements CIP</u>	Buildings and Grounds Improvements consist of Emergency outfall rehabilitation, parking improvements, shop driveway improvement site security upgrades, yard piping drain line rehabilitation and Restrooo/Lab/Locker Room improvements
<u>Undesignated Capital Projects</u>	Undesignated Capital Project funding is for critical projects that come up prior to there designated FY start date (emergency
MPR Bond	Main Plant Rehabilitation Completed in 2014 - Bond Payments to show true annual CIP projections.

**COLLECTIONS SYSTEM CAPITAL IMPROVEMENT PROJECTS**

Projects	DESCRIPTION
<u>9101 Sewer Line Rehabilitation Program</u>	Sewer Line Rehabilitation Program projects consist of the replacement of and or rehabilitation of aging sewer lines in the District inventory of 31 miles of gravity sewer lines - The District has a collection system master plan that identifies line segments needing repair or replacement and their condition and risk.
<u>9102 Pump Station Pump Replacement Program</u>	The Districts service area has 24 pump stations with 2-3 pumps in each station. The life expectancy for these pumps are 7-10 years. The Flygt submersible pumps vary in size from 3hp-75hp (majority 5hp) Pumps are replaced upon condition (age/wear/efficiency).
<u>9103 Valve &amp; Wet Well Improvements</u>	Valve & Wet Well Improvements consist of replacing valves and rehabilitating wet wells at the Districts 24 pump station sites. Replacements and rehabilitation are performed based on condition.
<u>9104 Pump Station Generator Replacement</u>	Pump station generator replacements consist of replacing aging Emergency Generators at the Districts 8 pump station sites that have emergency generators. Part of emergency preparedness and best management practices.
<u>9105 Pump Station MCC Replacement</u>	The District has 24 pump stations and recently completed standardization of the Motor Control Centers at 20 of the 24 pump stations. Some sites still require replacements to aging equipment and for standardization purposes.
<u>9106 Manhole Replacements</u>	Manhole replacements consist of replacing or rehabilitating aging manholes with an emphasis on repairing/replacing manholes that show significant deterioration and or infiltration.
<u>9107 Force Main Replacements</u>	Force Main Replacements include projects that will replace or rehabilitate force mains at the District 24 pump station sites. The Districts collection system master plan also has identified priorities for the force mains.
<u>9108 Pump Station Communications Upgrades</u>	Pump station communication upgrades consist of projects to enhance/improve communications from the Districts 24 pump stations back to the main plant SCADA system for improved reliability and operational control which greatly assists plant operations.
<u>9109 Large Pump Stations CIP Projects</u>	Large pump station CIP projects consist of rehabilitation projects at our 3 largest pump station sites: Cove Road Pump Station, Mar West Pump Station (Tib #5) and Seafirth #1.
<u>9110 Collection System Truck Replacements</u>	Collection System Truck Replacements consist of the replacing of the trucks serving the maintenance/collection system department. Those trucks would include Rodder Truck, Vector Truck, Inspection/USA Truck, Pump Station Rounds Truck, Generator Towing Truck, Crane Service Truck and the Electricians Truck.
<u>Undesignated Capital Projects</u>	Undesignated Capital Projects consist of collection system work that comes during the year on an emergency basis or to move forward a district scheduled project to accommodate a public works project (paving/hill repairs).

PARADISE COVE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS	
Projects	DESCRIPTION
<u>9202 Pump &amp; Blower Replacement Program</u>	Currently there are 6 grinder-style pumps in service at ParadiseCove. Each has a usefule life of 7-10 years. Pumps are replaced based on condition and service history and efficiency - same goes for the 4 Blowers in operation at this p
<u>9203 Flow Meter Replacements</u>	The Flow Meter Replacements project is the replacement of Influent and Effluent Flow meters upon failure to calibrate Floe meters are calibrated annually for accuracy and as a requirement of the District NPDES Permit.
<u>9204 Control Panel Replacement</u>	The Control Panel Replacement is for the replacement of the either of the two motor control centers servicing this plant 1 motor control center controls the influent pumps while the other controls the plant equipments (blowers, grinder pumps, chemical feed pumps, and analytical equipment)
<u>9205 Generator Replacement</u>	The Generator Replacement is for the replacement of the Emergency Generator upon nearing the end of its usefull life.
<u>9206 Inf WW Lid Replacement</u>	The influent WW lid replacement is the replacement of an access hatch to the sites wet well (to be replaced upon signs of sig wear and tear)
<u>9207 Access Road Improvements</u>	This project is for the improvement of the road surface to the plant (paving) as there is daily trips to this site with a regular t and up to twice a week in the vactor for sludge hauling.
<u>9208 Building Rehabilitation</u>	Building rehabilitation is the rehabilitation of the structure that houses the blowers and the other structure that houses the cl and analytical equipment and in field mini lab (for field testing as required in NPDES permit)
<u>9209 Access Security Project</u>	This project consists of the installation of new fencing around the facility and installation of a video monitoring system for im site safety
<u>9210 Grit Removal Project</u>	The grit removal project is a project that consists of evaluating and determining a good area for grit removal at the plant to grit from the system to prolong the life of the equipment at this plant
<u>9211 UV Disinfection Project</u>	This project consists of the evaluation and installation of a Ultra Violet light disinfection system at this plant As sodium hypochlorite continues to rise in cost and the District may have an oppportunity to replace is chemical feed system UV disinfection and reduce chemical costs and improve employee safety
<u>9212 Package Plant Coating Project</u>	This project consists of coating the two package treatment plants every- 7-10 years due to its proximity to the bay and the ta material being steel.
<u>Undesignated Capital Projects</u>	These funds will be used for unforeseen projects. (emergencies)

**8.7 APPENDIX G: FIVE YEAR HISTORICAL BUDGET SUMMARY- DETAILED**

	Jul '20 - Jun 21	Budget	Jul '21 - Jun 22	Budget	Jul '22 - Jun 23	Budget	Jul '23 - Jun 24	Budget	Jul '24 - Jun 25	Budget	Jul 1, '25 - May 8, 21	Budget
<b>Ordinary Income/Expense</b>												
<b>Income</b>												
5000 · Property Taxes / AD VALOREM												
5001.2 · TEETER	869,067.25	700,000.00	909,206.12	825,000.00	956,762.67	875,000.00	1,015,213.78	905,000.00	1,059,623.39	999,999.00	1,062,961.08	1,009,180.00
5046 · Excess ERAF	388,631.21	250,000.00	518,417.67	300,000.00	431,562.46	275,000.00	424,286.29	255,314.00	462,758.94	300,000.00	478,938.61	300,000.00
<b>Total 5000 · Property Taxes / AD VALOREM</b>	<b>1,303,704.13</b>	<b>981,933.00</b>	<b>1,488,924.78</b>	<b>1,156,133.00</b>	<b>1,484,080.12</b>	<b>1,189,633.00</b>	<b>1,484,528.03</b>	<b>1,206,814.00</b>	<b>1,564,026.19</b>	<b>1,347,599.00</b>	<b>1,579,533.15</b>	<b>1,345,080.00</b>
5007 · Sewer Service Charge												
5007.1 · Sewer Service - Ops	3,879,621.18	2,523,700.00	4,037,348.01	2,283,000.00	4,462,176.62	2,368,000.00	5,544,378.94	4,861,118.00	6,329,775.91	5,115,266.00	6,861,604.22	5,619,504.00
5007.2 · Sewer Service - Cap	1,039,166.36	914,600.00	900,456.97	866,300.00	517,171.28	605,719.00	0.00	0.00	0.00	1,028,242.00	0.00	643,423.00
<b>Total 5007 · Sewer Service Charge</b>	<b>4,918,787.54</b>	<b>3,438,300.00</b>	<b>4,937,804.98</b>	<b>3,149,300.00</b>	<b>4,979,347.90</b>	<b>2,973,719.00</b>	<b>5,544,378.94</b>	<b>4,861,118.00</b>	<b>6,329,775.91</b>	<b>6,143,508.00</b>	<b>6,861,604.22</b>	<b>6,262,927.00</b>
5201 · Interest												
5201.1 · Interest - County of Marin	136.53	0.00	119.96	0.00	18.13	0.00	2,397.26	0.00	2,905.86	100.00	2,905.67	100.00
5201.2 · Interest - LAIF	78,026.33	156,402.00	55,998.08	100,000.00	336,905.22	100,000.00	599,083.72	100,000.00	678,971.73	200,000.00	632,610.86	300,000.00
5201.3 · Interest MPR Project Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5201.4 · Interest LAIF Market Value Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5201.5 · Income Dividend Reinvest-CLASS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,894.88	0.00	0.00	50,033.48	20,500.00
<b>Total 5201 · Interest</b>	<b>78,162.86</b>	<b>156,402.00</b>	<b>56,118.04</b>	<b>100,000.00</b>	<b>336,923.35</b>	<b>100,000.00</b>	<b>601,480.98</b>	<b>100,000.00</b>	<b>721,772.47</b>	<b>200,100.00</b>	<b>685,550.01</b>	<b>320,600.00</b>
5900.3 · Connection Fees												
<b>Total 5900.3 · Connection Fees</b>	<b>269,007.00</b>	<b>200,000.00</b>	<b>480,216.53</b>	<b>200,000.00</b>	<b>375,226.00</b>	<b>250,000.00</b>	<b>273,852.00</b>	<b>400,000.00</b>	<b>441,441.00</b>	<b>400,000.00</b>	<b>452,518.00</b>	<b>300,000.00</b>
5900.4 · Permit Inspection & Admin Fees	46,597.50	11,062.00	21,205.62	17,000.00	28,029.50	10,000.00	15,900.00	16,250.00	38,833.56	35,000.00	70,775.02	35,000.00
5900.5 · SASM Expense Reimb.	52,736.33	101,680.00	78,033.03	100,000.00	118,568.75	100,000.00	77,673.60	75,000.00	51,417.31	75,000.00	36,281.47	50,000.00
<b>Total Income</b>	<b>6,682,800.99</b>	<b>4,903,282.63</b>	<b>7,062,302.98</b>	<b>4,736,573.00</b>	<b>7,306,666.62</b>	<b>4,723,452.00</b>	<b>8,014,686.78</b>	<b>6,749,761.10</b>	<b>9,147,957.32</b>	<b>8,201,207.00</b>	<b>9,687,295.71</b>	<b>8,328,707.00</b>

6000 · Administrative Expenses												
6001 · Advertising	690.00	1,000.00	2,049.81	1,000.00	455.00	1,000.00	0.00	2,000.00	5,090.00	0.00	16,215.00	5,000.00
6008 · Audit & Accounting	28,350.03	35,000.00	29,153.45	40,000.00	35,192.80	40,000.00	59,503.35	40,000.00	82,211.99	90,000.00	75,934.74	90,000.00
6017 · Consulting Fees	363,035.34	200,000.00	78,435.35	150,000.00	129,800.35	100,000.00	208,502.48	100,000.00	75,162.01	125,000.00	61,818.32	150,000.00
6018 · Travel & Meetings												
6018.1 · Meetings & Travel	10,869.19	7,000.00	11,548.24	6,000.00	18,524.93	17,000.00	14,524.83	15,000.00	28,221.44	17,000.00	17,450.61	25,500.00
6018.2 · Standby Mileage Expense Reimb	8,956.38	8,000.00	8,042.96	9,000.00	3,441.49	8,000.00	5,362.52	8,000.00	3,793.06	8,000.00	5,436.92	3,500.00
<b>Total 6018 · Travel &amp; Meetings</b>	<b>19,825.57</b>	<b>15,000.00</b>	<b>19,591.20</b>	<b>15,000.00</b>	<b>21,966.42</b>	<b>25,000.00</b>	<b>20,890.74</b>	<b>23,000.00</b>	<b>32,014.50</b>	<b>25,000.00</b>	<b>22,887.53</b>	<b>29,000.00</b>
6020 · Continuing Education	4,844.33	10,000.00	4,752.61	10,000.00	10,169.15	10,000.00	22,676.17	10,000.00	8,826.80	10,000.00	5,398.48	10,000.00
6021 · County Fees	16,570.52	16,500.00	16,241.34	16,590.00	15,969.14	16,590.00	11,552.38	16,590.00	17,814.48	16,590.00	19,502.83	18,000.00
6024 · Director Fees	6,800.00	9,000.00	7,100.00	9,000.00	7,510.68	9,000.00	9,189.32	9,000.00	5,800.00	9,000.00	2,900.00	9,000.00
6025 · Dues & Subscriptions	22,899.39	34,000.00	15,062.94	31,000.00	24,015.73	31,000.00	20,761.58	33,000.00	20,655.67	35,000.00	26,534.99	35,000.00
6026 · Elections	250.00	9,000.00	0.00	0.00	250.01	9,000.00	0.00	0.00	250.00	10,000.00	0.00	0.00
6033 · Insurance												
<b>Total 6033 · Insurance</b>	<b>70,444.31</b>	<b>68,027.00</b>	<b>93,603.17</b>	<b>74,000.00</b>	<b>69,441.64</b>	<b>114,500.00</b>	<b>113,771.49</b>	<b>170,000.00</b>	<b>156,518.14</b>	<b>170,000.00</b>	<b>167,413.58</b>	<b>200,000.00</b>
6039 · Legal	32,843.50	50,000.00	43,806.65	50,000.00	25,606.46	50,000.00	46,662.00	50,000.00	29,593.91	50,000.00	38,257.00	45,000.00
6047 · Office Supplies	9,933.87	13,000.00	12,439.28	10,000.00	8,156.74	10,000.00	21,052.68	11,000.00	13,410.77	11,000.00	3,596.34	10,000.00
6056 · Postage	1,183.51	1,000.00	922.98	1,000.00	6,054.83	1,200.00	1,533.36	1,300.00	(729.80)	1,300.00	299.01	1,000.00
6059 · Pollution Prevention/Public Edu	5,018.19	5,000.00	(4,701.33)	5,000.00	1,435.00	5,000.00	3,310.59	5,500.00	3,682.14	5,500.00	566.92	5,500.00
<b>Total 6000 · Administrative Expenses</b>	<b>582,735.25</b>	<b>466,527.00</b>	<b>318,957.45</b>	<b>412,590.00</b>	<b>356,043.95</b>	<b>422,290.00</b>	<b>567,037.25</b>	<b>471,390.00</b>	<b>450,768.70</b>	<b>558,390.00</b>	<b>441,928.22</b>	<b>607,500.00</b>

<b>7000 · Ops &amp; Maintenance Expenses</b>												
<b>7010 · Pumps &amp; Lines Maintenance</b>												
7011 · Pumps & Lines Maintenance	90,898.24	50,000.00	183,941.03	75,000.00	80,345.95	100,000.00	213,625.51	200,000.00	337,944.90	200,000.00	138,264.19	200,000.00
7013 · Emergency Line Repair	31,032.57	50,000.00	58,170.55	50,000.00	95,608.42	100,000.00	65,544.65	100,000.00	17,119.16	100,000.00	121,766.19	100,000.00
<b>Total 7010 · Pumps &amp; Lines Maintenance</b>	<b>121,930.81</b>	<b>100,000.00</b>	<b>242,111.58</b>	<b>125,000.00</b>	<b>175,954.37</b>	<b>200,000.00</b>	<b>279,170.16</b>	<b>300,000.00</b>	<b>355,064.06</b>	<b>300,000.00</b>	<b>260,030.38</b>	<b>300,000.00</b>
<b>7020 · Main Plant Maintenance</b>												
7021 · Plant Maintenance Supplies	22,543.00	15,000.00	43,483.65	25,000.00	92,100.89	80,000.00	82,994.56	80,000.00	54,873.97	80,000.00	42,105.25	80,000.00
7022 · Plant Maint. Parts & Service												
<b>Total 7022 · Plant Maint. Parts &amp; Service</b>	<b>117,066.46</b>	<b>100,000.00</b>	<b>299,819.15</b>	<b>130,000.00</b>	<b>542,481.11</b>	<b>300,000.00</b>	<b>522,193.81</b>	<b>300,000.00</b>	<b>293,872.17</b>	<b>300,000.00</b>	<b>224,820.72</b>	<b>300,000.00</b>
7023 · Janitorial Supplies & Service	7,271.27	9,000.00	7,472.07	9,000.00	12,393.77	9,000.00	6,385.83	10,000.00	8,560.04	10,000.00	6,180.50	10,000.00
7024 · Main Plant Chemicals	87,773.60	105,000.00	155,210.94	111,000.00	114,257.92	120,000.00	174,578.28	165,000.00	180,357.46	165,000.00	139,422.81	170,000.00
7025 · Lab Supplies & Chemicals	13,305.04	15,000.00	20,612.01	20,000.00	26,799.10	21,000.00	16,431.56	25,000.00	13,848.22	25,000.00	29,518.21	25,000.00
7027 · Electrical & Instrument	4,068.06	5,000.00	35,219.31	15,000.00	20,955.54	15,000.00	13,366.46	30,000.00	17,322.22	30,000.00	36,603.61	25,000.00
7028 · Grounds Maintenance	6,732.87	5,000.00	7,711.89	6,000.00	4,755.80	5,000.00	8,842.55	8,000.00	13,955.36	8,000.00	7,218.39	15,000.00
7029 · Main Plant Sludge Disposal	39,493.99	40,000.00	41,011.70	41,000.00	40,692.05	50,000.00	63,447.84	55,000.00	47,828.74	55,000.00	44,835.53	60,000.00
<b>Total 7020 · Main Plant Maintenance</b>	<b>321,084.10</b>	<b>294,000.00</b>	<b>623,013.93</b>	<b>363,500.00</b>	<b>901,977.24</b>	<b>600,000.00</b>	<b>907,923.32</b>	<b>673,000.00</b>	<b>644,715.74</b>	<b>673,000.00</b>	<b>531,842.54</b>	<b>685,000.00</b>
<b>7040 · Paradise Cove Plant Maint</b>												
7041 · Paradise Parts & Service	15,719.61	10,000.00	5,064.04	10,000.00	30,266.22	20,000.00	17,961.56	20,000.00	51,619.38	20,000.00	6,161.57	20,000.00
7042 · Paradise Supplies & Chemicals	8,667.94	5,000.00	9,511.32	5,000.00	1,097.91	6,500.00	4,590.49	6,500.00	5,603.39	6,500.00	10,827.28	6,500.00
7043 · Paradise Sludge Disposal	2,645.00	8,000.00	4,110.22	0.00	4,447.92	6,000.00	0.00	3,000.00	4,550.00	3,000.00	0.00	3,000.00
<b>Total 7040 · Paradise Cove Plant Maint</b>	<b>34,282.55</b>	<b>23,000.00</b>	<b>18,685.58</b>	<b>15,000.00</b>	<b>35,812.05</b>	<b>32,500.00</b>	<b>22,552.05</b>	<b>29,500.00</b>	<b>61,772.77</b>	<b>29,500.00</b>	<b>16,988.85</b>	<b>29,500.00</b>
<b>7050 · Monitoring</b>												
7051 · Main Plant Lab Monitoring	48,524.85	50,000.00	54,264.53	45,000.00	52,187.65	45,000.00	65,152.97	50,000.00	59,411.68	50,000.00	44,021.25	50,000.00
7052 · Paradise Cove Monitoring	13,634.15	15,000.00	13,196.20	15,000.00	9,892.05	12,500.00	6,137.40	10,000.00	11,920.02	9,000.00	9,354.80	12,000.00
7053 · Chronic Toxicity	3,379.50		7,022.00	0.00	14,959.50	0.00	8,192.50	15,000.00	19,415.00	15,000.00	2,535.00	15,000.00
<b>Total 7050 · Monitoring</b>	<b>65,538.50</b>	<b>65,000.00</b>	<b>74,482.73</b>	<b>60,000.00</b>	<b>77,039.20</b>	<b>57,500.00</b>	<b>79,482.87</b>	<b>75,000.00</b>	<b>90,746.70</b>	<b>74,000.00</b>	<b>55,911.05</b>	<b>77,000.00</b>
<b>7060 · Permits/Fees</b>												
7061 · Main Plant NPDES Renewal	3,817.00		852.50	0.00	5,443.25	40,000.00	19,331.00	0.00	0.00	0.00	0.00	0.00
7062 · Permits/Fees - General	57,986.41	41,000.00	40,687.48	50,000.00	45,648.90	50,000.00	58,585.67	50,000.00	57,748.63	50,000.00	57,756.27	53,000.00
7063 · Paradise Cove Permits/Fees	7,500.18	8,000.00	7,959.71	9,000.00	7,845.15	9,000.00	8,578.75	9,000.00	8,151.08	9,000.00	7,832.00	10,000.00
7064 · Paradise Cove NPDES Renewal	7,233.55	40,000.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	16,192.00	25,000.00
<b>Total 7060 · Permits/Fees</b>	<b>76,537.14</b>	<b>89,000.00</b>	<b>49,290.12</b>	<b>59,000.00</b>	<b>58,937.30</b>	<b>99,000.00</b>	<b>86,495.42</b>	<b>59,000.00</b>	<b>65,899.71</b>	<b>59,000.00</b>	<b>81,780.27</b>	<b>88,000.00</b>
<b>7070 · Truck Maintenance</b>												
7071 · Fuel	9,577.13	8,000.00	16,430.73	15,000.00	21,716.76	15,000.00	14,660.59	20,000.00	32,432.66	20,000.00	13,724.96	30,000.00
7072 · Maintenance	22,507.06	8,000.00	11,057.74	10,000.00	59,712.69	30,000.00	35,338.33	30,000.00	23,536.46	30,000.00	27,242.39	25,000.00
<b>Total 7070 · Truck Maintenance</b>	<b>32,084.19</b>	<b>16,000.00</b>	<b>27,488.47</b>	<b>25,000.00</b>	<b>81,429.45</b>	<b>45,000.00</b>	<b>50,015.69</b>	<b>50,000.00</b>	<b>55,969.12</b>	<b>50,000.00</b>	<b>41,203.36</b>	<b>55,000.00</b>
<b>Total 7000 · Ops &amp; Maintenance Expenses</b>	<b>651,457.29</b>	<b>587,000.00</b>	<b>1,035,041.60</b>	<b>647,500.00</b>	<b>1,331,149.61</b>	<b>1,034,000.00</b>	<b>1,425,639.51</b>	<b>1,186,500.00</b>	<b>1,274,192.45</b>	<b>1,185,500.00</b>	<b>987,756.45</b>	<b>1,234,500.00</b>

8000 - Salaries and Benefits Expenses												
8001 - Salaries	1,100,328.02	1,143,549.00	1,302,487.12	1,353,783.00	1,402,876.74	1,504,000.00	1,590,977.65	1,598,548.00	1,611,420.04	1,636,798.00	1,377,617.76	1,679,919.00
8003 - Overtime	116,736.06	100,000.00	228,381.00	100,000.00	218,837.85	200,000.00	157,016.48	100,000.00	117,655.06	125,000.00	107,725.07	125,000.00
8004 - Standby Pay	74,045.76	72,450.00	81,168.95	76,043.00	85,281.34	80,000.00	91,191.34	80,000.00	76,278.57	80,000.00	61,560.48	80,000.00
8005 - Employee Incentives	27,000.00	45,000.00	61,460.04	70,000.00	27,995.00	60,000.00	32,000.00	60,000.00	40,000.00	25,000.00	41,000.00	40,000.00
8006 - Vacation Buyout	31,307.66	25,000.00	43,667.05	30,000.00	60,208.44	65,000.00	81,023.62	80,000.00	42,466.34	80,000.00	59,226.04	80,000.00
Total 8008 - Deferred Comp 457	(1,187.04)		(4,820.73)	0.00	65,394.64	78,000.00	41,372.55	65,000.00	61,955.59	60,000.00	58,695.30	120,000.00
8013 - Payroll Taxes	94,060.54	98,212.00	110,232.29	101,047.00	124,349.57	155,965.00	137,173.24	110,000.00	137,120.90	110,000.00	113,051.69	110,000.00
8015 - Payroll Service Processing Fees	6,420.96	5,500.00	6,907.68	6,250.00	6,415.85	7,000.00	10,730.23	7,000.00	11,136.00	8,000.00	9,026.30	10,000.00
8016 - Car Allowance	6,000.01	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00
8019 - PERS Retirement												
8019.05 - PERS Retirement	180,910.32	253,061.00	131,120.38	304,705.00	217,670.14	262,992.00	165,358.47	272,332.00	159,522.00	312,067.00	168,228.86	324,553.00
8019.08 - PERS Retirement - CalPERS UA	96,367.00	20,000.00	0.00	20,000.00	9,503.04	0.00	928,049.00	0.00	0.00		21,226.00	0.00
8019.10 - PERS Retirement Trust	0.00	313,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68,000.00	0.00	403,752.00
8019 - PERS Retirement - Other	0.00		(120.39)	0.00	0.00	0.00	(243,485.00)	0.00	323,039.00	0.00	120.00	0.00
Total 8019 - PERS Retirement	277,618.96	586,311.00	(2,947,572.01)	325,055.00	2,421,821.18	263,342.00	866,223.47	272,332.00	493,945.00	380,067.00	189,574.86	728,305.00
8020 - Employee Health												
8020.05 - Employee Health	190,208.15	200,653.00	196,904.15	223,418.00	254,852.68	319,272.00	297,363.58	290,000.00	298,403.37	300,000.00	306,887.05	356,466.00
Total 8020 - Employee Health	187,613.35	200,653.00	194,546.99	223,418.00	258,574.63	319,272.00	296,888.34	290,000.00	296,325.12	302,500.00	293,586.04	353,966.00
8022 - Retiree Health												
8022.05 - Retiree Health	57,662.98	80,994.00	111,790.82	77,127.00	78,035.74	91,592.00	48,105.32	80,144.00	118,343.89	75,000.00	77,769.80	94,415.00
8022.10 - CERB/TIOPEB Annual Arc Contri	72,400.00	72,400.00	268,400.00	118,400.00	0.00	0.00	0.00	140,000.00	0.00	140,000.00	318,958.00	75,000.00
Total 8022 - Retiree Health	130,062.98	153,394.00	380,190.82	195,527.00	(95,019.20)	91,592.00	38,233.26	220,144.00	87,815.89	215,000.00	396,727.80	169,415.00
8023 - Workers Comp Insurance	39,318.00	50,250.00	63,959.30	55,000.00	27,636.99	57,268.00	52,609.00	58,000.00	35,819.76	56,000.00	35,080.00	48,518.00
Total 8000 - Salaries and Benefits Expenses	2,137,944.68	2,486,319.00	(474,229.91)	2,542,123.00	4,648,768.15	2,887,439.00	3,410,886.87	2,947,024.00	3,019,738.27	3,086,365.00	2,750,871.34	3,553,123.00
8500 - Other Operating Expenses												
8510 - Data/Alarms/IT Supp & Licensing	101,162.02	80,000.00	87,004.50	100,000.00	111,750.63	100,000.00	106,560.69	100,000.00	101,982.76	100,000.00	85,077.36	100,000.00
8515 - Safety	30,100.76	20,000.00	40,523.36	40,000.00	112,079.59	60,000.00	89,341.76	60,000.00	25,342.92	60,000.00	24,855.75	54,200.00
8520 - Personal Protection/Safety Wear												
Total 8520 - Personal Protection/Safety Wear	6,793.26	15,000.00	7,856.42	15,000.00	16,657.61	15,000.00	12,140.23	15,000.00	10,703.07	15,000.00	8,712.44	10,800.00
8530 - Telephone												
8531 - Main Plant Telephones	8,994.53	11,000.00	7,230.24	11,000.00	11,416.15	11,000.00	16,437.59	11,000.00	16,403.29	12,000.00	15,277.89	15,000.00
8532 - Paradise Cove Telephones	4,204.41	4,000.00	5,531.12	4,000.00	3,147.28	500.00	1,203.86	500.00	3,934.13	1,500.00	694.24	5,000.00
8533 - Pumps & Lines Telephones	6,003.37	7,000.00	6,732.62	7,000.00	2,920.07	7,000.00	6,072.03	7,000.00	4,541.42	7,000.00	3,524.61	6,000.00
8530 - Telephone - Other	0.00		0.00		0.00		0.00		3,240.53	0.00	3,990.37	0.00
Total 8530 - Telephone	19,202.31	22,000.00	19,493.98	22,000.00	17,483.50	18,500.00	23,713.48	18,500.00	28,119.37	20,500.00	23,487.11	28,000.00
8540 - Utilities												
8541 - Water	8,706.35	5,000.00	9,384.49	8,000.00	12,735.06	8,000.00	13,568.07	9,000.00	15,460.09	11,000.00	17,648.14	15,000.00
8542 - Main Plant Utilities	191,597.92	180,000.00	190,523.29	200,000.00	194,612.14	220,000.00	227,515.26	230,000.00	271,052.02	240,000.00	237,625.76	260,000.00
8543 - Paradise Cove Utilities	19,004.22	13,500.00	23,031.26	18,000.00	22,976.24	20,000.00	37,716.98	22,000.00	36,263.20	35,000.00	29,419.45	35,000.00
8544 - Pump Station Utilities	45,939.21	35,000.00	45,277.28	45,000.00	59,522.14	45,000.00	75,551.72	48,000.00	66,262.10	65,000.00	61,723.84	65,000.00
Total 8540 - Utilities	265,247.70	233,500.00	268,216.32	271,000.00	289,845.58	293,000.00	354,352.03	309,000.00	389,037.41	351,000.00	346,417.19	375,000.00
Total 8500 - Other Operating Expenses	422,506.05	370,500.00	423,094.58	448,000.00	547,816.91	486,500.00	586,108.19	502,500.00	555,185.53	546,500.00	488,549.85	566,000.00
Total Expense	3,794,643.27	3,910,346.00	1,302,863.72	4,050,213.00	6,883,565.06	4,830,229.00	5,989,885.38	5,107,414.00	5,299,884.95	5,376,755.00	4,669,105.86	5,961,123.00

**8.8 APPENDIX H: FIVE YEAR HISTORICAL – LAIF FUND SUMMARY (AS OF 5/21/2026)**

## LAIF Balance History

	<u>Jun 30, 22</u>	<u>Jun 30, 23</u>	<u>Jun 30, 24</u>	<u>Jun 30, 25</u>	<u>May 20, 26</u>
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
JP Morgan Chase - Escrow 5213	0.00	0.00	0.00	0.00	1.00
JP Morgan Chase - Primary 7399	57,522.63	731,826.94	76,696.30	145,543.06	(109,256.40)
JP Morgan Chase - Payroll 7506	62,346.80	69,339.56	55,586.56	98,565.44	159,139.52
JP Morgan Chase - Transfer 7522	630,868.25	458,183.15	261,582.09	309,486.93	563,278.25
<b>Local Agency Investment Fund</b>					
<b>Belvedere</b>					
Belvedere Capital & CIP Reserve	2,908,184.98	4,585,323.71	0.00	0.00	0.00
Belvedere Disaster Recovery Fund	356,250.00	356,250.00	0.00	0.00	0.00
Belvedere Operating	3,279,279.43	1,159,193.96	0.00	0.00	0.00
Belvedere Operating Reserve	516,923.05	516,923.05	0.00	0.00	0.00
Belvedere PERS Retirement Trust	356,250.00	356,250.00	0.00	0.00	0.00
<b>Total Belvedere</b>	<u>7,416,887.46</u>	<u>6,973,940.72</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
SD5 CalPERS Retirement Trust	0.00	0.00	71,951.00	0.00	0.00
SD5 Capital & CIP Reserve	0.00	0.00	9,725,065.99	9,725,065.99	9,909,384.99
SD5 Disaster Recovery Fund	0.00	0.00	1,000,000.00	0.00	0.00
SD5 Operating	0.00	0.00	4,117,317.82	5,633,516.67	5,000,000.53
SD5 Operating Reserve	0.00	0.00	1,200,853.05	1,200,853.05	1,577,661.05
<b>Tiburon</b>					
Tiburon Capital & CIP Reserve	4,634,672.74	5,139,742.28	0.00	0.00	0.00
Tiburon Disaster Recovery Fund	643,750.00	643,750.00	0.00	0.00	0.00
Tiburon Operating	1,662,821.94	1,309,213.37	0.00	0.00	0.00
Tiburon Operating Reserve	683,930.00	683,930.00	0.00	0.00	0.00
Tiburon PERS Retirement Trust	643,750.00	643,750.00	0.00	0.00	0.00
<b>Total Tiburon</b>	<u>8,268,924.68</u>	<u>8,420,385.65</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Local Agency Investment Fund</b>	<u>15,685,812.14</u>	<u>15,394,326.37</u>	<u>16,115,187.86</u>	<u>16,559,435.71</u>	<u>16,487,046.57</u>

<b>California CLASS</b>					
CalPERS UAL Fund	0.00	0.00	0.00	144,883.79	563,683.83
Emergency Replacement Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,034,962.09</u>	<u>1,069,947.53</u>
<b>Total California CLASS</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,179,845.88</u>	<u>1,633,631.36</u>
<b>Total Checking/Savings</b>	16,436,549.82	16,653,676.02	16,509,052.81	18,292,877.02	18,733,840.30
<b>Accounts Receivable</b>					
Accounts Receivable	<u>76,223.62</u>	<u>225,825.77</u>	<u>312,091.76</u>	<u>295,324.27</u>	<u>294,032.32</u>
<b>Total Accounts Receivable</b>	<u>76,223.62</u>	<u>225,825.77</u>	<u>312,091.76</u>	<u>295,324.27</u>	<u>294,032.32</u>
<b>Other Current Assets</b>	<u>92,750.99</u>	<u>128,950.16</u>	<u>101,229.39</u>	<u>135,696.43</u>	<u>139,738.63</u>
<b>Total Current Assets</b>	16,605,524.43	17,008,451.95	16,922,373.96	18,723,897.72	19,167,611.25
<b>Fixed Assets</b>	19,118,200.30	18,809,155.30	18,393,029.30	19,257,162.30	19,257,162.30
<b>Other Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>2,679,954.00</u>	<u>1,944,003.00</u>	<u>1,944,003.00</u>
<b>TOTAL ASSETS</b>	<u><b>35,723,724.73</b></u>	<u><b>35,817,607.25</b></u>	<u><b>37,995,357.26</b></u>	<u><b>39,925,063.02</b></u>	<u><b>40,368,776.55</b></u>
<b>LIABILITIES &amp; EQUITY</b>					
Liabilities	4,593,625.17	6,107,507.60	7,958,253.74	7,633,364.69	7,097,230.00
Equity	<u>31,130,099.56</u>	<u>29,710,099.65</u>	<u>30,037,103.52</u>	<u>32,291,698.33</u>	<u>33,271,546.55</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>35,723,724.73</b></u>	<u><b>35,817,607.25</b></u>	<u><b>37,995,357.26</b></u>	<u><b>39,925,063.02</b></u>	<u><b>40,368,776.55</b></u>

**8.9 APPENDIX I: DEBT SERVICE SUMMARY – 2020-2031**

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

**BOND DEBT SERVICE****SANITARY DISTRICT No. 5 OF MARIN COUNTY**

**Taxable Advance Refunding all 2012 Revenue Bonds**  
**Private Placement - California Bank & Trust Lender**  
**Callable anytime with 30 day's written notice**

**FINAL PRICING**

Dated Date 03/26/2020

Delivery Date 03/26/2020

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

**8.10 APPENDIX J: SD5 RESERVE POLICY- RESOLUTION NO 2026-05**

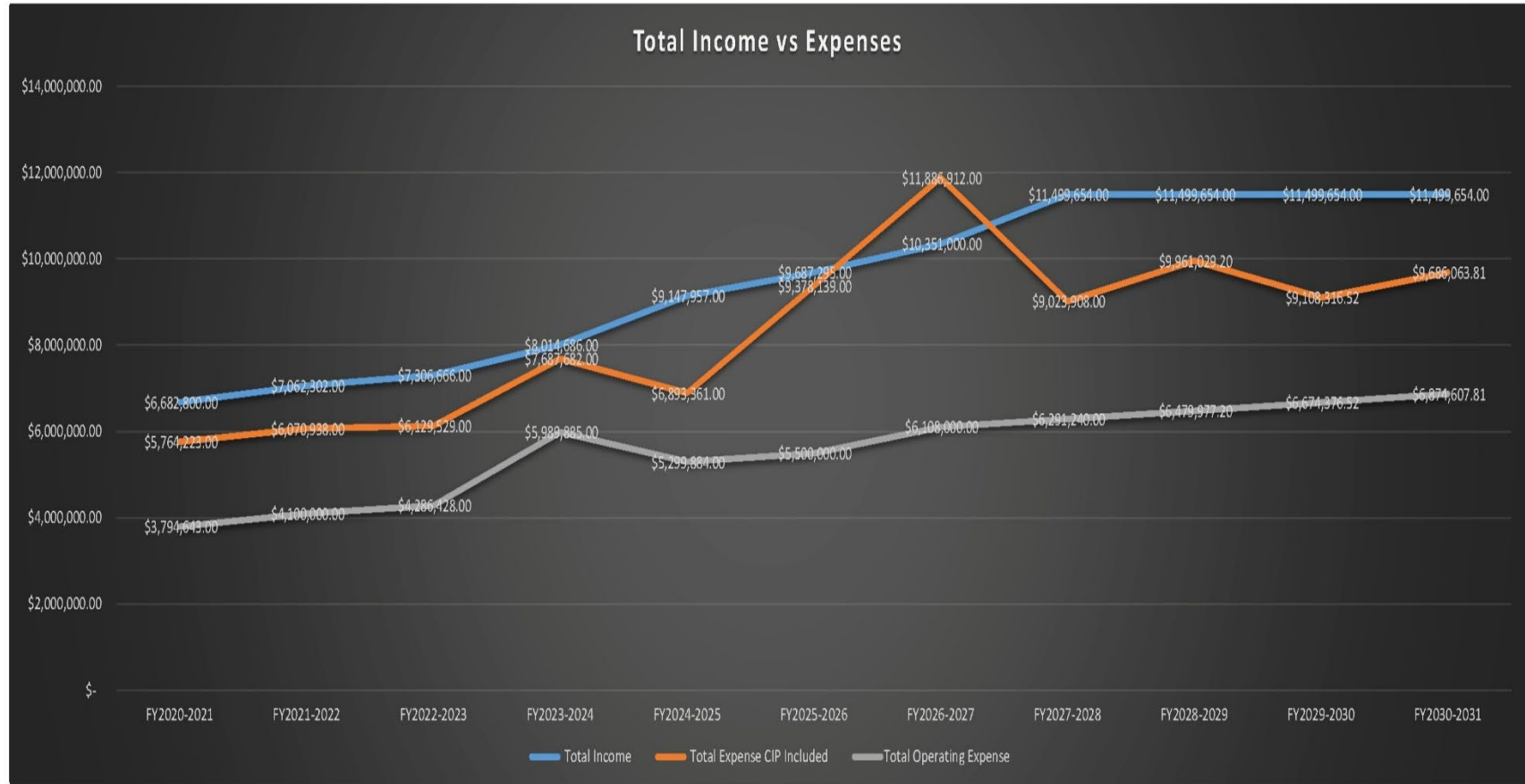
**SD5 RESERVE POLICY  
RESOLUTION NO. 2026-05  
July 1, 2026**

	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 conveyence 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	\$1,577,661* Current Operating Reserve Fund  \$5,500,000* Current Operating Fund	\$9,909,384  (Current Capital & Capital Reserve Balance)	\$628,688*	\$1,000,000*
TARGET BALANCE	\$2,500,000	\$15,000,000	\$1,000,000*	\$1,000,000*
PROPOSED ANNUAL FUNDING	(FY26-27 Sewer Service Fees: \$7,960,376)  5% of Sewer Service Charges ≈ \$398,000*	TBD per Annum	3.5 % = \$371,312 (for target) (Classic- SPEPRA) 3.5% of Market Value Asset- CALPERS	\$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 5.1.2026

### 8.11 APPENDIX K- INCOME VS EXPENSE PROJECTION GRAPH

26-27 Budget Projections w	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028	FY2028-2029	FY2029-2030	FY2030-2031
Total Income	\$ 6,682,800.00	\$ 7,062,302.00	\$ 7,306,666.00	\$ 8,014,686.00	\$ 9,147,957.00	\$ 9,687,295.00	\$ 10,351,000.00	\$ 11,499,654.00	\$ 11,499,654.00	\$ 11,499,654.00	\$ 11,499,654.00
Total Expense CIP Includc	\$ 5,764,223.00	\$ 6,070,938.00	\$ 6,129,529.00	\$ 7,687,682.00	\$ 6,893,361.00	\$ 9,378,139.00	\$ 11,886,912.00	\$ 9,023,908.00	\$ 9,961,029.20	\$ 9,108,316.52	\$ 9,686,063.81
Total Operating Expense	\$ 3,794,643.00	\$ 4,100,000.00	\$ 4,286,428.00	\$ 5,989,885.00	\$ 5,299,884.00	\$ 5,500,000.00	\$ 6,108,000.00	\$ 6,291,240.00	\$ 6,479,977.20	\$ 6,674,376.52	\$ 6,874,607.81



RESOLUTION NO. 2026-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
ADOPTING ADMINISTRATIVE POLICIES

**WHEREAS**, it is necessary to have a consolidated set of Administrative Policies for the purpose of facilitating efficient and economical services to the public and providing for an efficient and accurate operation in the Administrative office of Sanitary District No. 5 of Marin County;

**WHEREAS**, through the years the District Board of Directors have adopted single policies through board action covering various administrative functions;

**WHEREAS**, with the creation of this consolidated set of Administrative Policies, District staff will efficiently and effectively be able to update and add policies through resolution approval as they become necessary;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of Sanitary District No. 5 of Marin County does hereby adopt the attached “Sanitary District No.5 of Marin County- Administrative Policies”

\* \* \* \* \*

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 18<sup>th</sup> day of June, 2026, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors: None

ABSENT, Directors: None

ABSTAIN, Directors: None

APPROVED:

ATTEST:

\_\_\_\_\_  
Catharine Benediktsson  
President, Board of Directors

\_\_\_\_\_  
John Carapiet  
Secretary, Board of Directors

**SANITARY DISTRICT  
of MARIN COUNTY**



# **ADMINISTRATIVE Policies/Procedures Manual**

Issue Date: July 1, 2026

Revised: TBD



**SD5 ADMINISTRATIVE POLICIES/PROCEDURES  
INDEX**

**NUMBER RANGE: 1 – 100**

**GENERAL (1-50)**

<b>No.</b>	<b>SECTION</b>	<b>SUBJECT</b>	<b>Current Date</b>
1	GEN	District Policy/Procedure Identifier Standard	07/1/26
2	GEN	Media Information Requests	07/1/26
3	GEN	Disposal of Surplus Assets	07/1/26
4	GEN	District Tours	07/1/26
5	GEN	Records Management and Retention	07/1/26
6	GEN	Electronic Data Management	07/1/26
7	GEN	Cost Savings/Innovation Award Program	07/1/26
8	GEN	Public Records Act Requests	07/1/26
9	GEN	Acceptance of Hauled Wastes	07/1/26
10	GEN	Beneficial Use of Agency Products	07/1/26
11	GEN	Use of Plant Water for Sewer Cleaning Purposes	07/1/26
12	GEN	Internship Program Guidelines	07/1/26
13	GEN	Environmental Preferable Purchasing and Practices	07/1/26
14	GEN	Travel Expense Reimbursement	07/1/26

**HUMAN RESOURCES (51-70)**

<b>No.</b>	<b>SECTION</b>	<b>SUBJECT</b>	<b>Current Date</b>
51	HR	District Recruitments	07/1/26
52	HR	Personnel Action Form (PAF)	07/1/26
53	HR	Overtime Request Form (ORF)	07/1/26
54	HR	Time off Request Form (TORF)	07/1/26
55	HR	Hours of Work	07/1/26
56	HR	EV Charging/Greenhouse Gas Reduction Program	07/1/26
57	HR	Employee Performance Evaluation Process	07/1/26
58	HR	Employee Award Recognition	07/1/26
59	HR	Maintenance of Employee Personnel Files	07/1/26

**HUMAN RESOURCES (51-90) (continued)**

No.	SECTION	SUBJECT	Current Date
60	HR	Recognition for Employee Service	07/1/26
61	HR	SD5Fleet Vehicle Assigned Use	07/1/26
62	HR	Employee Professional Development	07/1/26
63	HR	Employee Designated Parking	07/1/26
64	HR	Employee Compensation and Benefit Approval Process	07/1/26
65	HR	Social Media Policy	07/1/26
66	HR	Modified Duty/Return to Work Quick Reference	07/1/26
67	HR	Employee or Retiree Requested Payment Changes	07/1/26

**SAFETY/SECURITY/IT (91-100)**

No.	SECTION	SUBJECT	Current Date
91	SAFE	Facility Security	07/1/26
92	SAFE	Health and Safety Policy	07/1/26
93	SAFE	Safety and Wellness Incentive Program	07/1/26
94	SAFE	Information Technology Security	07/1/26
95	SAFE	Key and Keypad Control	07/1/26
96	SAFE	Third Party District Information Technology Support	07/1/26
97	SAFE	Artificial Intelligence Use (AI)	07/1/26

<b>POLICY/PROCEDURE #:</b>	<b>1</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE - GENERAL</b>
<b>SUBJECT:</b>	<b>District Policy/Procedure Identifier Standard</b>
<b>DATE:</b>	<b>07/01/2026</b>

**PURPOSE**

To establish a standard methodology for assigning an identifier (number) to District policies and procedures.

**PROCEDURE**

Policies/Procedures that apply to the District or multiple departments will be assigned an identifier utilizing the methodology provided in the table below. The Administrative Services Manager (ASM) is responsible for assigning new identifiers and maintaining an index of active identifiers. Staff developing new organizational policies and procedures will obtain identifiers from the ASM.

The structure of the District’s Policy/Procedure binder is as follows:

<b>POLICIES/PROCEDURES</b>	<b>SECTION</b>
Administrative 1 – 100	General 1 - 50 Human Resources 51 - 90- Security 91 100
Personnel 101 – 500	Legal 101 – 200 Employment Practices 201 – 300 Benefits 301 – 400 Rules & Regulations 401 – 500
Financial 501 – 600	Financial Policies 501 -600 Revenue Treasury Expenditures Reporting Goods & Materials Contracting
Memorandum of Understanding (MOU) & Unrepresented Benefits Plan	

<b>POLICIES/PROCEDURES</b>	<b>POLICY NUMBER</b>
Board of Directors Policy	<ul style="list-style-type: none"> <li>1 Board Member and Meeting Decorum</li> <li>2 Compensation Policy for District Officials</li> <li>3 Board Meeting Noticing and Recording</li> <li>4 Reimbursement Policy for Travel/ Expenses for Directors</li> <li>5 Directors Response to Queries Raised by Members of the Public</li> <li>6 Access to Public Documents</li> <li>7 Establishing and Utilizing Committees</li> </ul>

<b>POLICY/PROCEDURE #:</b>	<b>2</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE - GENERAL</b>
<b>SUBJECT:</b>	<b>Media Information Requests</b>
<b>DATE:</b>	<b>07/01/2026</b>

## **POLICY**

To promptly and transparently respond to media information requests, except legally restricted confidential, personnel, or medical information.

## **PROCEDURE**

Information requests from the media (reporters) shall be forwarded to the District Manager (DM) or their designee for a formal District response. In general, it is in the best interest of the District to respond to all media inquiries. If the DM is not available at the time of the request, the guidelines below shall be followed.

- I. Staff receiving the request will obtain the reporter's contact information and deadline, and provide it to the Administrative Services Manager.
- II. The Administrative Services Manager will forward the reporter's contact information to the appropriate Department Manager.
- III. The Department Manager will contact the reporter to determine the nature of the information requested. The requested information does not need to be given during the initial contact.
- IV. The Department Manager will determine if the information is readily available, and evaluate if the information can be retrieved and a response formulated by the reporter's deadline.
- V. The Department Manager will contact the DM to discuss the request and an appropriate response. If the DM is not accessible, the designated Acting DM will contact the Board Chair to discuss the request.
- VI. Responses to media inquiries shall be limited to the information being requested.
- VII. After the information is provided, the Department Manager will prepare a brief written summarizing of the discussions with the reporter and the information provided, and provide it to the DM.

*Note: Refer to the Public Records Act Request Administrative Policy, when the request is for a public record.*

<b>POLICY/PROCEDURE #:</b>	<b>3</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – GENERAL</b>
<b>SUBJECT:</b>	<b>Disposal of Surplus Assets</b>
<b>DATE:</b>	<b>07/01/2026</b>

**POLICY**

SD5 will dispose of surplus assets when they have exceeded their service life, are obsolete, where the value of replacement is less than rehabilitation, or they no longer serve the Districts mission.

**PROCEDURE**

District assets will be determined to be surplus by department. Department managers will estimate the value of the asset to be declared surplus and provide a recommendation to the District Manager on the manner to dispose of the assets, including process and method, and the advertising approach.

- I. Advertising—The Department Manager will review options for advertising, including advertising in print media or listing on websites. The most appropriate method will be determined using factors such as asset value, advertisement costs, desired audience, and breadth of advertisement.
  
- II. Disposal Methods—The disposal method may include sale to the highest bidder after sealed proposals are opened, donation to a local non-profit organization, or discarding or recycling with other solid waste. Department managers will determine and recommend the most appropriate disposal method for each asset.

SD5 reserves the right to reject proposals if the bid is lower than the estimated asset value, or if additional advertising is determined appropriate.

- III. Authorization—The Board of Directors shall approve disposal for any item whose current value is \$5,000 or greater. The District Manager shall approve disposal of any item valued less than \$5,000.
  
- IV. Reporting—After an asset has been sold, donated, or disposed, the District manager will ensure the asset information is updated in the Districts fixed asset schedule and asset management program.
  
- V. All funds realized from the sale of surplus assets will be deposited in the Districts general operating account.

<b>POLICY/PROCEDURE #:</b>	<b>4</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – GENERAL</b>
<b>SUBJECT:</b>	<b>District Tours</b>
<b>DATE:</b>	<b>07/01/2026</b>

## **PURPOSE**

This policy identifies the route and procedures to be used when scheduling and providing educational tours of the District.

## **GENERAL PROCEDURES**

The identified procedures and route stop descriptions provide a basic framework for discussion in each area.

- A. Refer persons requesting a group tour to the Operations Superintendent, who will take the pertinent information, schedule the tour, and arrange for a tour leader.
- B. Group tours must be scheduled in advance. Individual tours may be given with minimal advance scheduling, provided the tour leader has obtained authorization from their supervisor to conduct the tour.
- C. Generally, tours shall be scheduled during normal District business hours. However, exceptions may be considered by the District Manager. Tours are to be conducted with the utmost concern for the safety of the tour group.
- D. Tours requests from individuals and small groups shall be scheduled together for efficiency.
- E. Tours shall not be conducted in the vicinity of construction work. If construction is near the Districts standard tour route, the tour leader shall adjust the route accordingly.
- F. Tour groups will have at least one adult for each 15 students for Grades 5 and above, and for younger students the ratio shall be one adult to each three students. Tours shall only be provided to students Grades 3 and above, except as approved by the District Manager. Student group tour leads must carry radios on all tours.
- G. All tour attendees shall complete and submit the SD5 Tour Waiver and Release Form prior to the scheduled tour event. The form can be found on the District intranet and website.

- H. In the event of a facility-wide emergency, the tour leader shall immediately escort the tour group to the Emergency Assembly Area, depicted as “AA” in the attached map, and await further instructions.
- I. After completing the tour, the tour leader will email the Operations Superintendent the pertinent information regarding the tour, including tour date and time, organization name, size of group. This information shall be included in the Districts monthly Managers Report to the board of directors and the annual pollution prevention report.
- J. Students are not allowed to take cell phones, PC tablets, and similar electronic devices on the tour, and they must be left in vehicles or in the administration building’s electronic device storage container. Adults may carry mobile devices, but they must be left in the device storage containers in designated areas of the facility during the tour.

### **TOUR ROUTE**

- I. The attached map depicts the standard facility tour route.
- II. A complete tour should take an average of approximately 1-2 hours. The time taken and the details provided at each stop will vary based on overall time constraints, interests of the tour group, the tour leader’s other duties, etc.
- III. Each stop identified on the tour route map is lettered and corresponds to the heading letters in the Tour Route and Description section, below. The description talking points are a general guideline only, and may be supplemented by the tour leader’s knowledge of particular areas.
- IV. Tour Route and Descriptions
  - A. Administration Building/Board Room (depending upon conditions)
    - 1) SD5 owns and operates two wastewater treatment plants (WWTP) Tiburon Main Plant and Paradise Cove Plant.
    - 2) Our service area: part of the Town of Tiburon East of Gilmartin Drive The City of Belvedere, and unincorporated areas in Tiburon.
    - 3) SD5 was created in 1922 -the 1st wastewater facilities began operation in 1947 ---- --incorporated as wastewater utility
    - 4) A computer control system monitors operating conditions at the Districts facilities and automates control of many different treatment processes.

B. Laboratory

- 1) The lab conducts compliance testing for a number of compounds under our NPDES (National Pollutant Discharge Elimination System) permit which regulates our discharge into SF Bay. The permit protects the beneficial uses of the Bay by applying specific limits to a number of different compounds.
- 2) Control testing is performed on treatment processes to ensure they are operating as effectively and efficiently as possible.
- 3) If time permits, briefly describe the equipment and the test procedures used and the bioassay testing equipment.
- 4) If time permits, briefly describe the District's pretreatment and pollution prevention programs.

C. Headworks/Grinders/Primary Clarifiers

- 1) Grinders are the first step of wastewater solids separation; they grind large, untreatable objects (plastic, wood, toys, etc.) from the wastewater for easier disposal and handling/equipment protection downstream.
- 2) Primary clarifiers: A physical process. The water is slowed down to ~2 ft./sec. to allow floating material, "scum," and non-floating materials, "sludge," to be removed.
- 3) The waste materials from the primary process (scum and sludge) are pumped to the anaerobic digesters to produce biogas.

G. Secondary Treatment – Aeration Tanks

- 1) Secondary treatment is a two-step biological process that uses microorganisms to clean the water.
  - a) Aeration Tanks: Wastewater from the primary process, "primary effluent," are introduced into the aeration basins along with returned activated sludge. Air is diffused into the tanks, which provides oxygen for the microorganisms. Air, along with a food source, allows these organisms to consume nutrients, grow, and thrive.

H. Secondary Clarifiers

- 1) Aeration tank effluent flows to the Secondary Clarifiers where the activated sludge settles to the bottom.
- 2) A majority of the activated sludge is sent back to the aeration tanks, called Return Activated Sludge, to maintain the treatment process. The rest of the activated sludge is “wasted off” from the treatment stream – called Waste Activated Sludge. This is thickened with special equipment called rotary drum thickeners and pumped to the digesters for treatment.
- 3) By balancing the amount of returned and wasted sludge, the optimum age and type of microorganisms can be selected that will both treat the wastewater properly and settle well in the secondary clarifiers.

I. Chlorine Contact Tanks/Dechlorination

- 1) High-efficiency mixing of a chlorine solution (similar to pool chlorine) is introduced to secondary-treated water as a disinfectant prior to discharge into SF Bay.
- 2) After the water is chlorinated, it travels slowly in long basins called chlorine contact tanks. These tanks are very long so that the chlorine can stay in contact with the wastewater long enough to adequately remove harmful bacteria.
- 3) A portion of the disinfected water is recycled, and used on-site to irrigate landscaping, cool a cogeneration engine, wash equipment and tanks, and transport chemicals. Some is trucked off-site to clean sewer pipelines.
- 4) At the end of the chlorine contact period, residual chlorine in the water is removed utilizing a dechlorinating solution called sodium bisulfite.

J. Outfall

- 1) Once the water has been fully treated, disinfected, and dechlorinated, it is discharged into a 36” diameter Outfall Pipeline.
- 2) The Outfall Pipeline is about 850’ feet long and generally follows the alignment of the Golden Gate Bridge in the Bay.
- 3) At the end of the outfall, the final effluent is slowly discharged into the Bay through a diffuser section with 40+ separate diffusers.

K. Chemical Storage

- 1) A chlorine solution and sodium bisulfite are stored here. SD5 has 2 4,000 gallon tanks to store chlorine solution, and two 4,000 sodium bisulfite bulk storage tanks.
- 2) Chlorine is a caustic chemical that requires special tanks, pumps, transfer lines, and storage.

- 3) Sodium bisulfite, in the next storage room, is used to dechlorinate the disinfected effluent. Tanks and plumbing in this room are insulated and heated because sodium bisulfite needs to be kept warm so that it doesn't crystallize and plug the lines

L. Anaerobic Digesters

- 1) We have two anaerobic digesters that receive and process sludges that are pumped from the primary and secondary clarifiers.
- 2) These materials decompose without oxygen present (anaerobic digestion), which produces biogas.
- 3) The Digesters are heated to at least 95 degrees Fahrenheit. The solids are retained for at least 45 days to break down the organic components of the solids, kill pathogenic bacteria, and reduce odors.

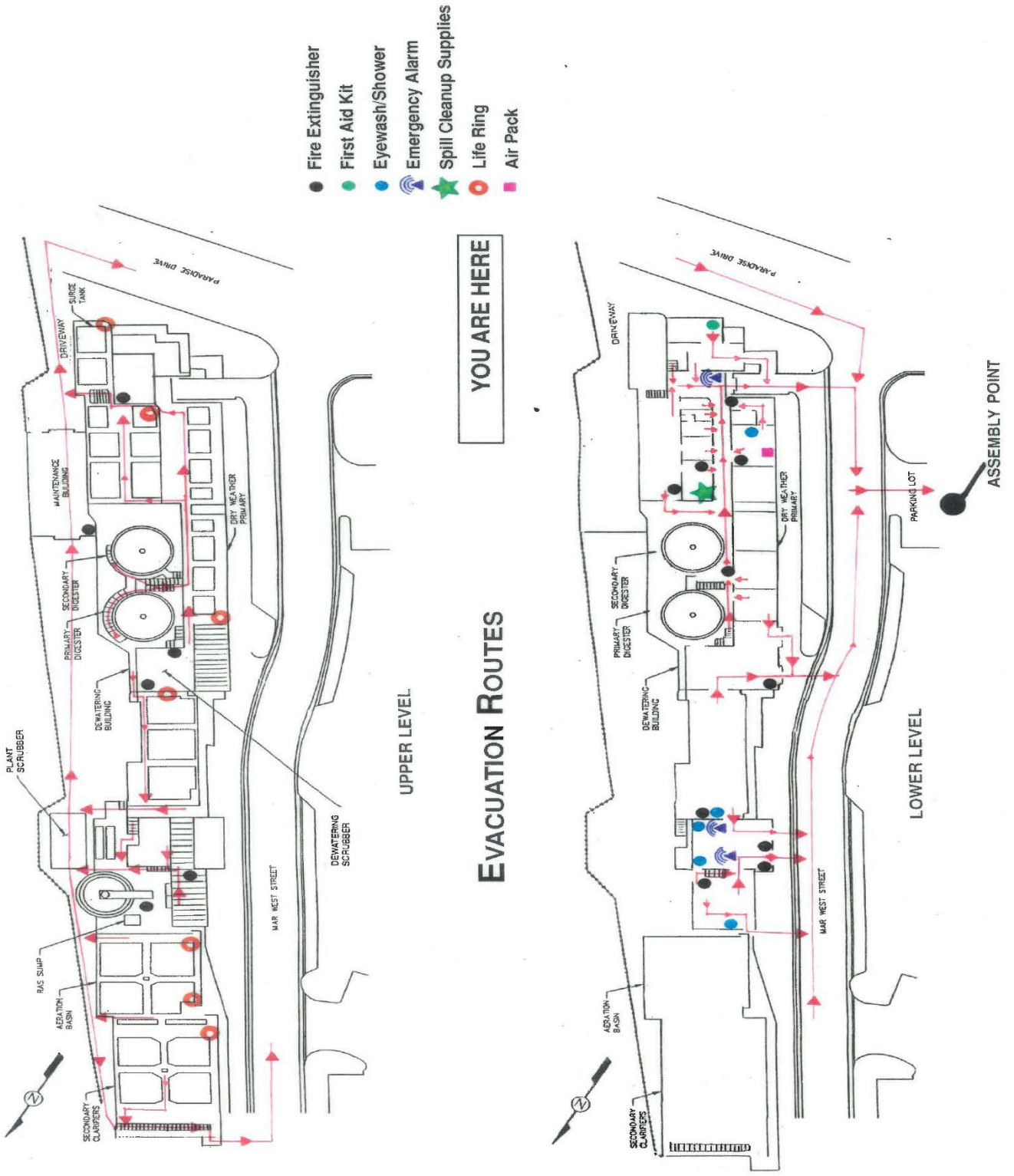
M. Solids Handling Building (2<sup>nd</sup> floor)

- 1) After the sludge has been digested, it is dewatered using slow speed screw press on the floor above. This reduces the water content from about 98% to about 75%.
- 2) To enhance dewatering, a dilute polymer solution is injected into the sludge just before it enters the centrifuges. This polymer is mixed downstairs, and then stored in two tanks before being pumped into the sludge feed line connected to the running screw press.
- 3) The resulting biosolids are loaded into trucks and beneficially reused as fertilizer/soil amendments for growing hay and alfalfa, or during the wet weather months, hauled to landfills for reuse as alternative daily cover.

N. Biogas Treatment and Flares

- 1) Biogas is about 65% methane (natural gas) and 35% carbon dioxide.
- 2) Biogas is used in our boilers to produce hot water to heat the digesters. Occasionally it is necessary to burn off some of this gas in flares to manage the digester's biogas volume.

Attachments:  
– Tour Route Map



<b>POLICY/PROCEDURE#:</b>	<b>5</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – GENERAL</b>
<b>SUBJECT:</b>	<b>Records Management and Retention</b>
<b>DATE:</b>	<b>7/01/26</b>

## **PURPOSE**

Establish guidelines and procedures pertaining to the maintenance, management, retention, and destruction of District records in hard copy and electronic format.

## **RECORDS STORAGE LOCATIONS**

Each District department manager is responsible for the management of department-related files.

Personnel, Finance, HR, Sewer Permits and Current Capital Improvement project records archive is located in a secure room on the main office. Operations, Maintenance, Regulatory and historical capital improvement project records can be found on the 2<sup>nd</sup> Floor in the Operations Control/File Storage Room. Records are stored in Metal Filing Cabinets with the contents clearly labeled on the front of each cabinet and drawer. Managers will visit the archive at least annually to review and organize the records in their respective sections.

## **PROCEDURE**

Each category of record has a clearly identified designated employee who is responsible for determining retention time and disposal method, as shown in the Records Retention Schedule.

### **I. Retention**

- A. The designated employee is responsible for determining required retention times for his/her categories of records.
- B. The designee is responsible for filing records using a system that is readily understandable and searchable.
- C. The designee is responsible for moving files to the Archive when appropriate, and ensuring that the files are appropriately boxed and labeled, ensuring that sensitive records (described below) are appropriately stored, and keeping his/her area of the Archive clean and orderly.

## **II. Records Purge/Destruction**

- A. The designee shall authorize purging of records according to the retention schedule. No records will be destroyed without the authorization of the appropriate Department Manager.
- B. The designee will determine what type of destruction method is required for each type of record in his/her department
  - 1. In-house shredding – for small quantities of paper using the Administrative shredder.
  - 2. Offsite shredding – supervised, for large quantities, at Marin Sanitary Service’s facility.
  - 3. Discarded to dumpster for recycling or trash – non-sensitive documents.
- C. Records that are confidential or sensitive are to be shredded.

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Accidents/Damage to District Property	Admin	GC 34090; CCP 337.15	10	10	Risk management administration
Affidavits of Publication / Posting	Admin	GC 34090; SSR	2	2	Legal notices for public hearings, publication of resolutions, etc.
Agreements (see also Contracts)	Admin	CCP 337; CCP 337.2	Termination/Completion + 4	Termination/Completion + 4	Original contracts and agreements, back-up materials. Includes: leases, license agreements, software license agreements, service/maintenance contracts, joint venture agreements
Development Agreements	Admin	CCP 337.15	Termination/Completion + 10	Termination/Completion + 10	Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property
<b>Annexations / Reorganizations</b>	<b>Admin</b>	<b>GC 34090; GC 60201(d)(1)</b>	<b>P</b>	<b>P</b>	<b>Notices, resolutions, certificates of completion</b>
Appraisals	Admin	GC 34090; GC 6254(h)	2	2	For real property owned by District - not a public record until real estate transaction is complete
<b>Articles of Incorporation</b>	<b>Admin</b>	<b>GC 34090; GC 60201</b>	<b>P</b>	<b>P</b>	
Bids, Successful	Admin	GC 34090; GC 60201	4	4	Includes plan and specifications; notices/affidavits
Bids, Unsuccessful	Admin	GC 34090; GC 60201	2	2	Unsuccessful bid packages only
<b>CEQA Documents (EIRs, etc)</b>	<b>Admin</b>	<b>GC 34090; CEQA Guidelines; SSR</b>	<b>Completion of Project/Mitigation + 10</b>	<b>P</b>	<b>Final EIRs for major projects should be kept indefinitely. Neg Decs and other docs keep for 10 yrs</b>
Collective Bargaining Agreements	Admin	29 CFR 516.5	4	4	
Complaints - Miscellaneous	Admin	GC 34090	2	2	Miscellaneous complaints, not otherwise covered by the retention schedule
<b>Conflict of Interest Code</b>	<b>Admin</b>	<b>GC 87300 et seq.</b>	<b>P</b>	<b>P</b>	<b>Conflict of Interest Code required under Political Reform Act; must be reviewed by July 1st of every even-numbered year and amended if necessary</b>
Conflict of Interest Statements	Admin	GC 81009(e)	7	7	Campaign statements: 7 yrs GC 81009(c); economic interest reports: 7 yrs GC 81009(e); copies may be microfilmed after two years
Contracts (see also Agreements)	Admin	CCP 337	Termination/Completion + 4	Termination/Completion + 4	Original contracts and agreements and back-up materials, including leases, service/maintenance contracts, etc.; includes joint venture agreements with other water agencies
Contracts - Development of Real Property	Admin	CCP 337.15	Termination/Completion + 10	Termination/Completion + 10	Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing or observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Correspondence	Admin	GC 34090	2	2	General correspondence, including letters and e-mail; customer correspondence, etc.
Employment - Vehicle Mileage Reimbursement Rates	Admin	GC 34090	Until Superseded	Until Superseded	Annual mileage reimbursement rates
Grants	Admin	GC 34090; 24 CFR 570.502	Completion of Program + 4	Completion of Program + 4	For federal and state grants, as well as financial records. Grant documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, inventory, consolidated plan, etc.
Legal Notices/Affidavits of Publication	Admin	GC 34090	2	2	Notices of public hearings, proof of publication of notice
Legal Opinions	Admin	GC 34090	Until Superseded/Resolved + 2	Until Superseded/Resolved + 2	Active until issues resolved
<b>Minutes, Board of Directors</b>	<b>Admin</b>	<b>GC 6021(d)(3)</b>	<b>P</b>	<b>P</b>	<b>Minutes of District Board meetings.</b>
Minutes, Committee meetings	Admin	GC 34090	2	2	Minutes of various committee meetings, including any documentation, memos, etc.
Notices - Public Meetings	Admin	GC 34090	2	2	Special meetings
Oaths of Office	Admin	GC 34090; 29 USC 1113; SSR	Current + 6	Current + 6	Elected and public officials - Board Members
OSHA	Admin	LC 6410; 8 CCR 14307; 29 CFR 1904.2-1904.6	5	5	OSHA Log 200, Supplementary Record, Annual Summary (Federal & State - Cal OSHA)
OSHA (Accident/Illness Reports)	Admin	LC 6410; 8 CCR 14307; 8 CCR 3204; GC 6254(c)	Separation + 30	Separation + 30	Personnel - employ exposure records and employee medical records
Policies, District Board / Administrative	Admin	GC 34090	Current + 2	Current + 2	All policies and procedures, directives rendered by the District not assigned a resolution number; original policies adopted by the District Board
Political Support/Opposition, Requests and Responses	Admin	GC 34090	2	2	Related to legislation
Press Releases	Admin	GC 34090	2	2	Related to District actions/activities
Procedures - Departmental	Admin	GC 34090	Until Superseded	Until Superseded	Documentation of procedures used within each department
<b>Property, Acquisition/Disposition</b>	<b>Admin</b>	<b>CCP 337.15; SSR</b>	<b>10</b>	<b>P</b>	<b>District owned. Supporting documents regarding sale, purchase, exchange, lease, or rental of property by District</b>
Public Records Requests*	Admin	SSR	Resolution + 2	Resolution + 2	*Do not destroy if related to legal action.

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Recordings - routine video monitoring, telephone, and radio communications*	Admin	GC 34090; GC 34090.6	1*	1*	*Videos - 1 year; phone and radio communications - 100 days (destruction must be approved by legislative body and with written consent of agency attorney). If recordings relate to a claim or pending litigation, they must be preserved until the matter is resolved.
Recordings - video recordings of meetings of legislative bodies	Admin	GC 54953.5	3	3	Recordings of public meetings made by or at the direction of the District (e.g., Board meetings)
Recordings - video recordings of other events	Admin	GC 34090; GC 34090.7	90 days	90 days	Other than video recordings of public meetings; considered duplicate records if another record of the same event is kept (i.e., written minutes)
<b>Records Management - Certificates of Destruction</b>	<b>Admin</b>	<b>GC 34090; SSR</b>	<b>P</b>	<b>P</b>	
Records Retention Schedules	Admin	GC 34090	Current + 2	Current + 2	
Reports, Administrative	Admin	GC 34090; SSR	2	2	
Reports, Customer Complaints*	Admin	SSR	Resolution + 2	Resolution + 5	*Except complaints related to litigation
Statement of Economic Interest - Form 700 (copies) (elected officials)	Admin	GC 81009(f), (g)	4	4	Copies of original statements of elected officials forwarded to Fair Political Practices Commission
Statement of Economic Interest - Form 700 (originals) non-elected	Admin	GC 81009(e), (g)	7	7	Originals of statements of designated employees
Cal-OSHA	Admin/HR	LC 6410; 8 CCR 14307	5	5	Personnel-Logs, Supplementary Record, Annual Summary (Federal & State - Cal OSHA)

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Committee and Task Force Meeting Notes	ALL WGs	SSR	3	3	
Canceled Checks	BS/FIST	GC 6021(d)(12); CCP 337	Date of Payment + 4 or Date of Payment + 7	Date of Payment + 7	7 years after payment for payments to employees and contractors, including reimbursements; 4 years for other contracts (SOL). Includes check copies, canceled and voided checks, and voided copies for direct deposit
Ledgers, Payroll	BS/FIST	GC 6021(d)(12)	Date of Payment + 7	Date of Payment + 7	
Computer Network Data Backup	BS/IT	INTERNAL	2	2	Per IT policy & procedure

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Account Records - General Ledger	Finance	GC 34090; CCP 337; SSR	Audit + 4	P	SSR recommends permanent retention; all annual financial summaries
<b>Accounting Records - Permanent Books of Accounts</b>	<b>Finance</b>	<b>26 CFR 1.6001-1(c) &amp; (e)</b>	<b>P</b>	<b>P</b>	<b>Records showing items of gross income, receipts, and disbursements (including inventories, per IRS regulations)</b>
Accounts Payable	Finance	GC 6021(d)(12); CCP 337; 26 CFR 31.6001-1(e)(2)	Audit + 4 or Date of Payment + 7	Audit + 4 or Date of Payment + 7	7 years after date of payment for payments to employees and contractors, including expense and travel reimbursements/compensation; Audit + 4 years for other records, including journals, statements, asset inventories, account postings with supporting documents, vouchers, investments, invoices and back-up documents, purchase orders, petty cash, postage, PERS reports, check requests, etc.
Accounts Receivable	Finance	CCP 337; 26 CFR 31.6001-1(e)(2)	Audit + 4	Audit + 4	Receipts for deposited checks, coins, currency; checks received, reports, investments, receipt books, cash receipts, cash register tapes, payments for fees, permits, etc.
Annual Financial Report	Finance	GC 34090	Audit + 2	Audit + 2	Independent auditor analysis
<b>Audit Reports</b>	<b>Finance</b>	<b>GC 60201(d)(12); SSR</b>	<b>Completion + 7</b>	<b>P</b>	<b>Financial services; internal and/or external reports; independent auditor analysis</b>
Audit Hearing or Review	Finance	GC 34090	2	2	Documentation created and/or received in connection with an audit hearing or review
Bank Account Reconciliations	Finance	26 CFR 31.6001-1(e)(2); SSR	Audit + 4	Audit + 7	Bank statements, receipts, certificates of deposit, etc.
Billing Records	Finance	GC 34090	3	3	Utility bill stubs - submitted with payment
Bonds	Finance	CCP 337.5	Cancellation, Redemption or Maturity + 10	Cancellation, Redemption or Maturity + 10	Authorization/public hearing records/prospectus/proposals/certificates/notices/transcripts/registers/statements
Bonds - Unsold/Unused	Finance	GC 34090; GC 43900 et seq.	2	2	NOTE: Specific requirements for disposal of unused bonds
Bonds - Surety	Finance	CCP 337	4	4	Documentation created and/or received in connection with the performance of work/services for the District
Budget, Annual	Finance	GC 34090	Audit + 2	Audit + 2	Operating and construction budgets, adjustments, journal entries, account transfers
California State Tax Records	Finance	R&TC 19530; R&TC 19704	6	6	Forms filed annually; quarterly and year-end reports
Cash Receipts	Finance	GC 6021(d)(12); CCP 337	Date of Payment + 4 or Date of Payment + 7	Date of Payment + 7	7 years after payment for payments to employees and contractors, including reimbursements; 4 years for other contracts (SOL)
Comprehensive Annual Financial Reports (CAFR)	Finance	GC 34090; CCP 337	Audit + 4	Audit + 4	

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Credit Card Documents	Finance	GC 60201(d)(12)	Date of Payment + 7	Date of Payment + 7	Credit card bills or statements, and other records related to use of District-owned credit cards
Deferred Compensation Reports	Finance	29 CFR 516.5; 29 CFR 1627.3	3	3	Pension/Retirement Funds
Federal Tax Records	Finance	29 USC 436; 26 CFR 31.6001.1-4; 26 CFR 31.6001-1(e); 29 CFR 516.5-516.6	File Date + 5	File Date + 5	Includes Forms 1096, 1099, W-4 and W-2
Financial Audits	Finance	GC 60201(d)(12); SSR	Completion + 7	P	
Financial Statements/Reports	Finance	CCP 337; SSR	Audit + 4	Audit + 4	Final reports showing details of revenues, costs, expenses, balance sheets, etc. Includes record of rate development history
Fixed Assets Inventory	Finance	GC 34090	Audit + 2	Audit + 2	Reflects purchase date, cost, account number
Fixed Assets Surplus Property	Finance	GC 34090; CCP 337	Audit + 4	Audit + 4	Auction; disposal; listing of property; sealed bid sales of equipment
Fixed Assets Vehicle Ownership and Title	Finance	VC 9900 et seq.	Until Sold	Until Sold	Title transfers when vehicle is sold
Fund Transfers	Finance	GC 34090	Audit + 2	Audit + 2	Internal; bank transfers and wires
<b>General Ledgers</b>	<b>Finance</b>	<b>GC 34090; CCP 337; SSR</b>	<b>Audit + 4</b>	<b>P</b>	<b>SSR recommends permanent retention; all annual financial summaries</b>
Gifts/Bequests	Finance	GC 34090	Receipt Date + 2	Receipt Date + 2	Receipts or other documentation
<b>Insurance - District Owned Policies</b>	<b>Finance</b>	<b>CCP 337.2; GC 34090; 29 CFR 1904.44; SSR</b>	<b>P</b>	<b>P</b>	<b>Includes insurance bonds, policies insuring district property and other assets; liability and property insurance; Joint Powers Agreements; insurance certificates; workers compensation; indemnity; PERS working files; certificates of participation; loss analysis reports; actuarial studies</b>
<b>Investment Files</b>	<b>Finance</b>	<b>GC 34090; CCP 337; GC 53607; SSR</b>	<b>P</b>	<b>P</b>	<b>Summary of transactions, inventory and earnings reports</b>
Invoices	Finance	GC 34090	Audit + 2	Audit + 2	Copies sent for fees owed, billing, related documents
Journals - General	Finance	CCP 337	Audit + 4	Audit + 4	Adjustments to District's books of account for construction and general accounts
Journals - Payroll	Finance	GC 60201(d)(12)	Date of Payment + 7	Date of Payment + 7	May include expense reimbursement or independent contractor's compensation
<b>Ledgers, General</b>	<b>Finance</b>	<b>GC 34090; CCP 337; SSR</b>	<b>Audit + 4</b>	<b>P</b>	<b>SSR recommends permanent retention; all annual financial summaries</b>
Purchasing RFQs, RFPs	Finance	GC 34090	Current + 2	Current + 2	Requests for Qualifications; Requests for Proposals regarding goods and services

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Purchase Orders, Requisitions	Finance	GC 34090; CCP 337	Audit + 4	Audit + 4	Original documents
Reports, Payroll	Finance	GC 60201(d)(12)	Date of Payment + 7	Date of Payment + 7	
Returned Checks	Finance	GC 34090; SSR	Audit + 4	Audit + 4	Adjustments - NSF, etc. (not District checks)
State Controller	Finance	GC 34090	Current + 2	Current + 2	Annual Reports
State Tax Records	Finance	29 USC 436; 26 CFR 31.6001.1-4; 26 CFR 31.6001-1(e); 29 CFR 516.5-516.6	File Date + 5	File Date + 5	Includes Forms 1096, 1099, W-4 and W-2
Stop Payments	Finance	GC 34090	2	2	Bank Statements
Taxes, special	Finance	CCP 338	Audit + 3	Audit + 3	Special tax levied by local agency on a per parcel basis
Unemployment Insurance Records	Finance	IRC 3301-3311	4	4	
Vouchers - Payments	Finance	GC 34090; CCP 337	Audit + 4	Audit + 4	Account postings with supporting documents
Wage Garnishment	Finance	CCP 337	Until garnishment satisfied; then retain until audited + 4	Until garnishment satisfied; then retain until audited + 4	Wage or salary garnishment
Warrant/Check Register	Finance	GC 34090	Audit + 2	Audit + 2	Record of checks issued; approved by Board (copy may be retained as part of Board agenda packet information)
Workers Compensation Files	Finance	8 CCR 10102; 8 CCR 15400.2	Until Settled + 5	Until Settled + 5	Work-injury claims (including denied claims); claim files, reports, etc.
Payroll Records	Finance/HR	GC 6021(d)(12); 29 CFR 516.6(c); 29 CFR 516.5; GC 60201	Date of Payment + 7	Date of Payment + 7	Includes annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports; records showing compensation paid to employees, officers; payroll time cards/sheets; wage rates/job classifications

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Payroll Registers	Finance/HR	29 CFR 516.5(a); LC 1174(d); GC 60201; SSR	Date of Payment + 7	P	Payroll registers that show labor costs by employee and program; SSR recommends permanent retention
Accident/Illness Reports	HR	GC 6254(c); 8 CCR 3204(d)(1)(A)(B)	Separation + 30	Separation + 30	Includes employee medical records and records of employee exposure to toxic substances or harmful physical agents; includes Material Safety Data Sheets (MSDS). Does NOT include: health insurance claims; first aid records of one-time treatments for minor injuries; records of employees who worked less than one year if records are given to employee upon separation
Cal-OSHA	HR/Admin	LC 6410; 8 CCR 14307	5	5	Personnel-Logs, Supplementary Record, Annual Summary (Federal & State - Cal OSHA)
Equal Employment Opportunity Commission (EEOC) Records	HR	29 CFR 1602.30	3	3	Records, reports showing compliance with federal equal employment requirements (EEO-4 Reports, etc.)
Employee Benefits	HR	29 USC 1027; 28 CCR 1300.85.1; 11 CCR 560; 29 CFR 1627.3(b)(2)	Life of Plan/Policy + 6	Life of Plan/Policy + 6	Benefit plans (including "cafeteria" and other plans); health insurance programs, COBRA records, insurance policies (health, vision, dental, deferred compensation, etc.)
Employee Bonds	HR	GC 34090	Separation + 2	Separation + 2	Personnel fidelity bonds
Employee Files (see also Personnel Files/Records)	HR	GC 12946; GC 6254(c); 29 CFR 1627.3	Separation + 3	Separation + 3	Includes applications, evaluations, certifications, promotions, commendations, transfers, grievances, employment verifications, etc.
Employee Information, Payment	HR	GC 60201	Date of Payment + 7	Date of Payment + 7	Rate of pay and weekly compensation earned
Employee Medical & Exposure Records (toxic substances or harmful physical agents)	HR	GC 6254(c); 29 CFR 1910.1020; 8 CCR 3204(d)(1)(A)(B)	Separation + 30	Separation + 30	Includes medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents. (For employees of less than one year, no need to retain medical records regarding exposure to toxic substances/harmful physical agents if they are returned to employee upon termination).
Employee, Non-Safety	HR	29 CFR 1627.3; GC 12946	Separation + 3	Separation + 3	Includes: release authorizations, certifications, reassignments, outside employment, commendations, disciplinary actions, terminations, oaths of office, evaluations, pre-employment medicals, fingerprints, identification cards
Employee, Recruitment	HR	GC 12946; GC 34090; 29 CFR 1602.31; 29 CFR 1627.3	3	3	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins, employee statistics, benefit activity
Employment Applications - Not Hired	HR	GC 34090; GC 12946; 29 CFR 1627.3(b)(1)(i)	2	2	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant
Employment Eligibility Verification (I-9 Forms)	HR	8 USC 1324a(b)(3); PL 99-603	Date of Hire + 3 or Separation + 1, whichever is later	Date of Hire + 3 or Separation + 1, whichever is later	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Employment - Personnel Training Records	HR	GC 34090; GC 12946	Separation + 2	Separation + 2	Paperwork documenting internal and external training; certification/designations
Employment - Surveys and Studies	HR	GC 60201(d)(12); GC 12946; GC 34090; 29 CFR 516.6	8	8	Includes classification, wage rates
ERISA (Employee Retirement Security Act) Records	HR	29 USC 1027; 29 USC 1059	6	6	ERISA plan reports, certified information filed, records of benefits due
Ethics Training Records (AB 1234)	HR	GC 53235.2	Receipt of Training + 5	Receipt of Training + 5	Records required by Gov. Code section 53235.2 showing dates that local officials satisfied the training requirements and the entity that provided the training
Family and Medical Leave Act (FMLA)	HR	29 CFR 825.500; GC 12946	Separation + 3 (Federal) or 2 (State)	Separation + 3	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave
Human Res Files - Claims (Discrimination)	HR	GC 60201(d)(4); SSR; 28 USC 1658	Resolution + 5	Resolution + 5	Confirm with attorney prior to destruction
Human Res Files - Litigation	HR	GC 60201(d)(4); SSR	Resolution + 2	Resolution + 10	Confirm with attorney prior to destruction
Human Res Files - Medical, including Workers Comp; Accident/Illness Reports	HR	29 CFR 1910.1020; 8 CCR 3204 (D)(1)(A)	Separation + 30	Separation + 30	Includes employee exposure records, and analyses using medical/exposure records; does NOT include: health insurance claims, first aid records of one-time treatments for minor injuries, and records of employees who worked for less than one year if records are given to employee upon termination
Human Res Files - Recruitment	HR	GC 12946; GC 34090; 29 CFR 1602.31; 29 CFR 1627.3	Current Year + 2	Current Year + 2	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins, employee statistics, benefit activity
Human Res Files - Salary Survey	HR	GC 60201(d)(12); GC 12946; GC 34090; 29 CFR 516.6	8	8	Includes classification, wage rates
Human Res Files - Training Course Records	HR	GC 34090; GC 12946	Separation + 2	Separation + 2	Paperwork documenting internal and external training; certification/designations
Human Res. Files - Personnel Files	HR	GC 12946; GC 6254(c); 29 CFR 1627.3	Separation + 3	Separation + 3	Includes applications, evaluations, certifications, promotions, commendations, transfers, grievances, employment verifications, etc.
Human Res. Files - Benefits	HR	29 USC 1027; 28 CCR 1300.85.1; 11 CCR 560; 29 CFR 1627.3(b)(2)	Life of Plan/Policy + 6	Life of Plan/Policy + 6	Benefit plans (including "cafeteria" and other plans); health insurance programs, COBRA records, insurance policies (health, vision, dental, deferred compensation, etc.)
Labor Relations - Collective Bargaining	HR	29 CFR 516.5(b)	Current + 3	Current + 3	Collective bargaining agreements; negotiations; contracts with employee organizations
Payroll Records	HR/Finance	GC 6021(d)(12); 29 CFR 516.6(c); 29 CFR 516.5; GC 60201	Date of Payment + 7	Date of Payment + 7	Includes annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports; records showing compensation paid to employees, officers; payroll time cards/sheets; wage rates/job classifications
<b>Payroll Registers</b>	<b>HR/Finance</b>	<b>29 CFR 516.5(a); LC 1174(d); GC 60201; SSR</b>	<b>Date of Payment + 7</b>	<b>P</b>	<b>Payroll registers that show labor costs by employee and program; SSR recommends permanent retention</b>

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Personnel Files/Records (see also Employee Files)	HR	GC 12946; GC 6254(c); 29 CFR 1627.3	Separation + 3	Separation + 3	Includes applications, evaluations, certifications, promotions, commendations, transfers, grievances, employment verifications, etc.
Personnel Policies and Procedures / Rules and Regulations	HR	29 CFR 516.6; 29 CFR 1627.3(a); SSR	Current + 3	Current + 10	Including employee handbooks, employee manuals, and other policies/procedures
Salary/Compensation Studies, Surveys - District	HR	GC 60201(d)(12); GC 12946; GC 34090; 29 CFR 516.6	8	8	Includes classification, wage rates
Salary/Compensation Studies, Surveys - Other Agencies	HR	GC 34090	Current + 2	Current + 2	Studies or surveys of other agencies regarding wages, salaries and other compensation or benefits

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Marketing, Promotional	PR	GC 34090	2	2	Brochures, announcements, etc.
<b>Newsletters</b>	<b>PR</b>	<b>GC 34090; SSR</b>	<b>2</b>	<b>P</b>	<b>May wish to retain permanently for historic reference</b>

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
<b>As-Builts, Capital Improvements, Construction (Recorded &amp; Non-Recorded)</b>	<b>Engineering</b>	<b>GC 34090; H&amp;S 19850; SSR</b>	<b>P</b>	<b>P</b>	<b>Records on planning, design, construction, conversion or modification of local government-owned facilities, structures and systems</b>
Backflow Test Reports	Engineering	17 CCR 7605	3	3	Reports of testing and maintenance
Collections/Landfill	Engineering	22 CCR 64662(b); SSR	Current + 3	Current + 3	Daily records, usage, records showing history of cleaning and other maintenance to sewer structure
<b>Deeds &amp; Easements</b>	<b>Engineering</b>	<b>GC 30490; GC 6021(d)(8)</b>	<b>P</b>	<b>P</b>	<b>File with recorded documents; originals may not be destroyed</b>
Encroachment Permits	Engineering	GC 34090; GC 60201	Expiration + 2	Expiration + 2	Permits granted to allow a property owner to encroach on District property for a specific purpose; permits granted by other public agencies
Field Safety Meeting Logs	Engineering	GC 34090	Current + 2	Current + 2	Meeting logs showing efforts to promote safety among field operations personnel
<b>Grid Books</b>	<b>Engineering</b>	<b>GC 34090; GC 60201</b>	<b>P</b>	<b>P</b>	<b>Grid books for sewer system and non-domestic. Hand-drawn originals.</b>
Inspection Reports - Construction	Engineering	GC 34090	Project Completion + 2	Project Completion + 2	Copies of daily inspection reports - construction projects
<b>Maps, Septic Tank</b>	<b>Engineering</b>	<b>GC 34090; SSR</b>	<b>P</b>	<b>P</b>	<b>Location maps</b>
Material Safety Data Sheets (MSDS)	Engineering	8 CCR 3204(d)(1)(B); 8 CCR 5194	Current + 30	Current + 30	MSDS must be kept for as long as the chemical is in the workplace. Where safety data sheets are destroyed, a record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used shall be retained for at least thirty years
<b>Notice of Completion</b>	<b>Engineering</b>	<b>GC 34090; GC 60201</b>	<b>P</b>	<b>P</b>	<b>Original notices of completion</b>
Permits - NPDES; Waste Discharge	Engineering	40 CFR 122.21; 122.41	Until Expired + 5	Until Expired + 5	Includes waste discharge permits
Permits - Out Of Business Industries	Engineering	SSR	Current + 2	Current + 2	
Permits - Use Permits w/ Cities	Engineering	GC 34090; SSR	Current + 2	Current + 2	
Permits, Air Quality (BAAQMD)	Engineering	BAAQMD; GC 34090; SSR	Current + 2	Current + 7	BAAQMD Record Retention
<b>Property, Abandonment</b>	<b>Engineering</b>	<b>GC 34090</b>	<b>P</b>	<b>P</b>	<b>Buildings, condemnation, demolition</b>
<b>Tract Improvement Plans</b>	<b>Engineering</b>	<b>GC 34090; GC 60201</b>	<b>P</b>	<b>P</b>	<b>Plans, drawings and parcel maps of District property; includes original drawings, blueprints, and imaged documents</b>
<b>Tract Maps</b>	<b>Engineering</b>	<b>GC 34090; GC 60201</b>	<b>P</b>	<b>P</b>	<b>Maps showing easements and official improvements</b>
Tract Records	Engineering	CCP 337.15	Completion + 10	Completion + 10	Records related to all tracts of land within the District. Includes applications, correspondence, engineering studies, final acceptances, etc.
<b>Utility Services - Connection Records</b>	<b>Engineering</b>	<b>GC 34090; SSR</b>	<b>P</b>	<b>P</b>	<b>Maps, sewer line connections</b>

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Valve Test Reports	Engineering	17 CCR 7605	Current + 3	Current + 3	Reports indicating when a valve was tested and test results
Vehicle Maintenance Records	Engineering	GC 60201; GC 34090	Sale/Disposition + 2	Sale/Disposition + 2	Includes history of maintenance performed on District-owned vehicles; smog certifications; registrations

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Confined Space Entry Permits	Operations	29 CFR 1910.146 (e)(6); 40 CFR 122.41(j)(2)	3	3	Permitted entries into confined spaces - sewers, storm drains - in order to comply with regulations
Construction Project Files, Capital Improvement Projects - Project Administration, Schedules, Certified Payrolls*, Correspondence, Diaries, Bid & Proposal docs, Insurance Certificates, etc.	Operations	CCP 337.15	Project Completion + 10	Project Completion + 10	*Projects w/ SRF Loans retain certified payrolls for 26-36 years (depending on SRF agmt) after project completion
Diaries and Log Books, Operations	Operations	SSR	3	5	
<b>Diaries, Construction</b>	<b>Operations</b>	<b>CCP 337.15; SSR</b>	<b>P</b>	<b>P</b>	
Facilities	Operations	GC 34090; SSR	Current + 2	Current + 2	Correspondence, maps, patron list
<b>Hazardous Materials - Hazardous Waste Disposal</b>	<b>Operations</b>	<b>Cal OSHA; 40 CFR 122.21; SSR</b>	<b>Current + 10</b>	<b>P</b>	<b>Documents regarding handling and disposal of hazardous waste. Permanent retention of environmentally sensitive materials is recommended.</b>
<b>Hazardous Materials - Permits, Hazardous Materials Storage</b>	<b>Operations</b>	<b>GC 34090; SSR</b>	<b>Current + 2</b>	<b>P</b>	<b>Permanent retention of environmentally sensitive materials is recommended.</b>
Hazardous Materials - Exposure Records	Operations	8 CCR 3204(d)(1)(B)	Employee Separation + 30	Employee Separation + 30	Employee exposure records; name/identity of chemical substance used; when and where chemical substance was used
<b>Hazardous Materials - Underground Storage Tank</b>	<b>Operations</b>	<b>GC 34090; SSR</b>	<b>P</b>	<b>P</b>	<b>Documents regarding: storage, location, installation, removal, remediation, maintenance and repair</b>
<b>Improvements (lighting, unground utility, supporting documents)</b>	<b>Operations</b>	<b>GC 34090; SSR</b>	<b>P</b>	<b>P</b>	<b>Supporting documents - bonds, taxes, construction</b>
Incineration Plants, Sludge	Operations	40 CFR 61.54; SSR	Current + 2	Current + 2	Sludge, sampling, charging rate to measure mercury content
Incinerator Operations, Treatment Plant	Operations	40 CFR 60.153	Current + 2	Current + 2	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance Manuals / Repair Records	Operations	GC 60201	Until Sale/Disposition + 1	Until Sale/Disposition + 1	Equipment service/maintenance
Reports, Daily Maintenance	Operations	GC 34090; SSR	3	3	Service requests, invoices, supporting documentation
Reports, Field - Collection Syst.	Operations	GC 30490; SSR	3	3	
Reports, Odor Control/Monitoring	Operations	GC 30490; SSR	3	3	
Reports, Operations (EBDA, NPDES)	Operations	40 CFR 122.21; 122.41	Until Expired + 5	Until Expired + 5	
Reports, Pipe Inspection CCTV [13]	Operations	GC 34090; SSR	3	3	
Reports, Pretreatment Program	Operations	GC 34090; SSR	3	3	
Service Requests	Operations	GC 30490; SSR	Completion + 2	Completion + 2	Stored electronically in CMMS.

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Sewer Connection Fee Files	Operations	CCP 338	3	3	
Sewer Line Flows and Inspections	Operations	GC 34090	2	2	Includes video inspections showing sewer line flows
Sewer Monitoring/Samples	Operations	40 CFR 122.21; 122.41	3	3	Monitoring records
Sewer Overflow Prevention and Response Plans	Operations	SWRCB Order 2006-03; GC 60201	5	5	Sanitary Sewer Overflows - Prevention and Response Plans prepared by District; plans must be updated every 5 years and audits are required every 2 years
Sewer Pre-Treatment Monitoring	Operations	40 CFR 122.21; 122.41	3	3	Monitoring records
Sewer Pre-Treatment Permits	Operations	40 CFR 122.21; 122.41	Expiration + 3	Expiration + 3	
Sewer Pump Tests and Meter Tests	Operations	40 CFR 122.41(j)(2); 40 CFR 141.33(b); 22 CCR 64470	5	5	
SSC Files (Sewer Service Charge)	Operations	CCP 338	3	3	
Standard District Specifications	Operations	SSR	P	P	
Storm Water Permits (NPDES)	Operations	40 CFR 122.21; 122.41	Expiration + 3	Expiration + 3	NPDES permits and monitoring records
Utility Services - Applications	Operations	GC 34090; SSR	Current + 2	Current + 2	Applications for utility connections, disconnects, registers, service
Utility Services - Billing Records	Operations	GC 34090; SSR	Audit + 2	Audit + 2	Customer name, service address, meter reading, usage, payments, applications/cancellations/adjustments
Utility Services - Journals, Utility Billing	Operations	GC 34090; SSR	Current + 2	Current + 2	Billing including monthly activity
Utility Services - Rebates, Reports	Operations	GC 34090	Current + 2	Current + 2	
Waste Discharge Records	Operations	22 CCR 64662(b); SSR	3	3	

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
RECORDS RETENTION POLICY  
AS OF 10.20.16**

Document Series Title	Responsible Group	Authority	Minimum Retention Period (in years)	Recommended Retention	Remarks
Pump Station Maintenance Records	FMC	SSR	Life of Equipment + 1	Life of Equipment + 1	
Agendas, Board Meetings	GM	GC 34090; SSR	3	3	Documentation received, created and/or submitted to Board of Directors.
Board Meeting - Agenda Packet	GM	GC 34090	3	3	Documentation received, created and/or submitted to Board of Directors
Claims	GM	GC 60201(d)(4); GC 34090; SSR	Until Settled + 5	Until Settled + 5	Both paid and denied
<b>District Formation, Restructure</b>	<b>GM</b>	<b>GC 60201(d)(1)</b>	<b>P</b>	<b>P</b>	<b>Keep Original Documents</b>
Election Records	GM	SSR	Term + 5	Term + 5	
Emergency Assistance Records	GM	PL 93-288	5	5	Records related to disaster assistance provided by state and federal agencies (e.g., FEMA). Keep FEMA reimb docs at least 2 years after reimbursement.
Litigation Files	GM	GC 6021(d)(4)	Resolution + 2	Resolution + 10	Case files. Check with Attorney before destroying.
<b>Plans and Drawings - Laterals/Sewer Construction; Strategic, Long Term</b>	<b>GM</b>	<b>GC 34090; H&amp;S 19850; GC 60201; SSR</b>	<b>P</b>	<b>P</b>	<b>Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments, plans and drawings showing plumbing design and installations at commercial sites, or other planning-related matters</b>
<b>Rate Change Notice (Prop. 218)</b>	<b>GM</b>	<b>Cal Const. Art. XIII</b>	<b>P</b>	<b>P</b>	<b>Store Electronically after 10 years</b>
<b>Real Property Records</b>	<b>GM</b>	<b>GC 60201(d)(8)</b>	<b>P</b>	<b>P</b>	

Authorized Signatures:

\_\_\_\_\_  
Tony Rubio

\_\_\_\_\_  
Benjamin Stock, Legal Counsel

Adopted by SD5 Board Resolution No. 2016-09 on October 20th, 2016

Retention Abbreviations	
P	Permanent (Do Not Destroy)
<b>Legal Authority Abbreviations</b>	
CCP	Code of Civil Procedure (CA)
CCR	California Code of Regulations
CFR	Code of Federal Regulations
EC	Elections Code (CA)
GC	Government Code (CA)
H&S	Health & Safety Code (CA)
IRC	Internal Revenue Code
IRS	Internal Revenue Service
LC	Labor Code
PC	Penal Code
R&TC	Revenue & Taxation Code (CA)
SSR	Secretary of State Local Government Record Retention Recommendations (CA)
USC	United States Code

<b>POLICY/PROCEDURE #:</b>	<b>6</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – GENERAL</b>
<b>SUBJECT:</b>	<b>Electronic Data Management</b>
<b>DATE:</b>	<b>7/01/26</b>

## **PURPOSE**

To establish guidelines for electronic data management in the areas of storage, capacity, accessibility, and archiving.

## **PROCEDURE**

- I. General
  - A. The Administrative Services Manager is responsible for developing and maintaining procedures related to electronic data management.
  - B. All electronic data is stored and saved pursuant to the District’s Administrative Policy: Records Management and Retention.
- II. Data Management Systems
  - A. File Server
    - 1) Hosted on SD5 Business Server.
    - 2) Data on the server is retained per the data’s retention policy.
    - 3) Incremental backups are performed nightly to the District’s backup storage servers.
    - 4) The Administrator is responsible for creating and managing accounts and permissions.
  - B. Local Computers
    - 1) Workstations are installed across the District facilities
    - 2) Data on local drives is considered provisional, interim, or a stopgap rendition of information, and as such is not retained nor protected.
    - 3) Backups are not performed, so important data should not be stored locally.
    - 4) The Administrator is responsible for creating and managing accounts and permissions.
  - C. Email
    - 1) Hosted on Microsoft Office 365
    - 2) Data protection is ensured by Microsoft.

- 3) The Administrator is responsible for creating and managing accounts and permissions.
- D. SCADA
- 1) Hosted on SD5 SCADA Server
  - 2) Historical SCADA data will be retained for 10 years.
  - 3) Incremental backups are performed nightly to the District's backup storage servers.
  - 4) The Administrator is responsible for creating and managing accounts and permissions.
- E. CMMS – Maintenance Management System
- 1) Hosted on SD5 Business Server.
  - 2) Historical data is retained indefinitely.
  - 3) Incremental backups are performed nightly to the District's backup storage servers.
  - 4) The Administrator and CMMS Administrator are responsible for creating and managing accounts and permissions.
- F. QuickBooks – Financial System
- 1) Hosted on SD5 Business Server.
  - 2) Historical data is retained for various periods depending on classification of data. See official SD5 retention policy.
  - 3) Incremental backups are performed nightly to the District's backup storage servers
  - 4) Administrator are responsible for creating and managing accounts and permissions.
- G. WIMS/LIMS
- 1) Hosted on SD5 SCADA Server.
  - 2) Historical data is retained indefinitely.
  - 3) Incremental backups are performed nightly to the District's backup storage servers.
  - 4) The Operations Superintendent is responsible for creating and managing accounts and permissions.

- H. DKF Training Link – Safety Training (Computerized)
  - 1) Hosted by 3<sup>rd</sup> Party on Web (SD5 Safety Policies located on business server).
  - 2) Incremental backups are performed nightly to the District’s backup storage servers.
  - 3) The Administrator is responsible for creating and managing accounts and permissions.
  
- I. SDS – Safety Data Sheets
  - 1) Provided as a hosted service.
  - 2) Applicable safety data sheets are continually updated, no snapshots exist.
  - 3) Data protection is ensured by the hosting provider, but no historical backups to recover deleted content are available. Monthly onsite snapshot retained by Safety Officer.
  - 4) The Safety Officer is responsible for creating and managing accounts and permissions.
  
- J. District Website
  - 1) Hosted on web-by Streamline.
  - 2) Incremental backups are performed weekly to the District’s backup storage servers.
  - 3) The Administrator is responsible for creating and managing accounts and permissions.

<b>POLICY/PROCEDURE #:</b>	<b>7</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – GENERAL</b>
<b>SUBJECT:</b>	<b>Cost Savings/Innovation Award Program</b>
<b>DATE:</b>	<b>7/1/2026</b>

**PURPOSE**

To encourage and support District employees’ efforts in identifying and implementing ways to continuously improve SD5 operations and business practices. The District will support this creativity and innovation by providing an award with the employee(s) who implement a beneficial idea or an employee(s) who implements cost saving activities.

**SCOPE**

The costs saving categories are energy reduction, chemical cost reduction, energy savings, work process productivity/efficiency gains, extension of asset/equipment life, improved quality of treatment at lower cost and labor savings. Other categories may be considered on a case-by-case basis, as determined by the employee’s department manager.

**PROCEDURES**

- I. Administration
  - A. The review and implementation procedures outlined in this Policy, and the associated forms, may be revised as necessary based on the program’s effectiveness.
  - B. This procedure supplements, and is to be used in conjunction with, the following forms:
    - 1) Proposal Application
    - 2) Proposal Evaluation
  - C. The department manager will maintain a file of all proposals and evaluations, prepare newsletter articles as appropriate, coordinate the evaluation process, and recommend any award distribution.
  - D. The employee’s department manager will evaluate proposals of projects and evaluate completed projects and coordinate with other staff on the evaluation process as needed.

II. Eligibility

All District employees except senior managers are eligible to participate in the program.

III. Project Proposals

- A. Individuals or teams may propose cost savings measures; teams are encouraged since the implementation, measurement, and analysis of projects and outcomes may involve multiple departments.
- B. Proposers are responsible for performing a pre-screening of ideas, completing the application form, developing the implementation plan, and gathering data for measuring and analyzing outcomes.

IV. Project Evaluation Process

- A. The following summarizes the proposal review for proposed projects
  - 1) Each proposing individual or team will complete the information on the Application or Evaluation form, as appropriate, and submit it to their department manager.
  - 2) Department manager will perform the formal review within two weeks of receiving the form.
  - 3) Technical Services and Finance staff may assist with technical aspects of the proposal or evaluation review, as needed.
  - 4) If the department manager recommends a proposed project for implementation or a completed project for consideration of award, the District Manager will make the final determination.
  - 5) Once a project proposal has been reviewed and authorized by the District Manager, the proposer(s) will coordinate with the appropriate department manager(s) to implement the proposal on a trial basis.
  - 6) Proposers will gather, or coordinate gathering of, all pertinent data to determine the approved project's cost savings.
- B. The Following summarized the proposal review for consideration of implementation of projects
  - 1) Individuals or teams may propose initiatives.
  - 2) Proposers are responsible for screening ideas and gathering data to support their proposal.

- 3) The individual or group must complete the Innovation Award Program application form and submit it to their department manager for review and consideration of approval.
- 4) Within 14 days, the department manager will approve or deny the proposal. During the review period, the department manager may ask the applicant(s) clarifying questions. If approved, the proposal will be forwarded to the District Manager.
- 5) The District Manager will review the proposal and make a final decision within 14 days.

VI. Determination of Cost Savings

- A. Savings will be calculated according to the following steps:
  - 1) Department manager(s) will submit a final report and any award recommendation to the District Manager
  - 2) Final Report will include what measure(s) were used to calculate baseline costs and cost savings.
  - 3) If savings will accrue over time, the appropriate time period for determining savings will be included with the final report.
  - 4) The proposer(s) will coordinate the data gathering to support the cost savings calculations.
  - 5) Appropriate staff will review the proposed cost savings calculations for accuracy.

VII. Award Amounts

- A. Awards for successful projects will be based on the verified cost savings calculated as described above.
- B. Award will be received as monetary award.
- C. Monetary awards will be made by the District as a single, one-time payment for each successful project.
- D. Monetary award will be of the fixed amount of savings, up to \$2,000 per each successful project.
- E. For team proposals, the team will determine award allocation amongst team members, but the total amount will not exceed \$2,000 per each successful project.

II. Fixed Awards

A. Proposals

B. Implementation Process

- 1) Once a proposal has been authorized by the General Manger, the proposer(s) will coordinate with the appropriate department manager(s) to implement the proposal.
- 2) In general, the proposing staff member(s) will make up the implementation team; additional support from outside departments will be coordinated on an as needed basis.
- 3) Proposers will assist with the gathering of all pertinent data to evaluate the proposal’s practicality.
- 4) A status report of the implementation results shall be provided on the approved application form.

C. Proposal Award

- 1) The District Manager will consider the implementation results and determine the proposal award level – practical, remarkable, or exemplary, and record the level on the application form.
- 2) Award will be received as a check according to the table below:

Practical	\$500
Remarkable	\$1000
Exemplary	\$2000

III. Recognition of Outstanding Work

The District Manager may, at the recommendation of a department manager and/or their discretion, award a gift card in an amount of their choosing to an employee who demonstrates outstanding work.

<b>POLICY/PROCEDURE #:</b>	<b>8</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE - GENERAL</b>
<b>SUBJECT:</b>	<b>Public Records Act Requests</b>
<b>DATE:</b>	<b>07/1/2026</b>

## **PURPOSE**

To provide guidance to District staff on the procedures to follow upon receiving informal and formal public records requests for District records, and for the public to access District records.

## **PROCEDURE**

### **I. Legal Review**

- A. The Public Records act requires the District to provide the public with available information and records, except those that are related to legally-protected confidential, personnel, or medical matters.
- B. The District Manager (GM), or designee, upon review of the request, will determine whether a legal review for exemptions is required before the request can be processed.
- C. Should a legal review be required, the GM will notify the District's General legal counsel and request a review, specifying any requested response time.
- D. The legal review will address any issues of confidentiality and records exemption, under the guidelines of the law. Documents that include personal information, such as employee social security numbers, may be subject to redaction or block-outs in order to protect confidentiality. Government Code §6254 sets forth specific exemptions from the definition of a public record. Some of the most relevant ones are preliminary drafts, notes, or inter-District or intra-District memoranda that are not retained by the public District in the ordinary course of business; personnel, medical or similar files; and statements of personal worth.
- E. Legal counsel will advise the GM of what documents should not be provided and the supporting reasons, and the GM will inform the requesting party of any limitation of the request.

### **II. Informal Records Requests for District Information**

- A. Periodically, District staff receive requests from an individual or a stakeholder group for general District information, such as job descriptions, policies, procedures, compensation and benefits, or process data. Stakeholder groups may include JPA member agencies, industry associations, CASA members, environmental groups, or other local agencies. Staff will send the request to

Administrative Specialist (AS), who will forward them to the appropriate Department Manager who will respond to the request in a timely manner.

- B. If the Department Manager (DM) believes the request may be formal in nature, due to the information requested and/or the group making the request, the DM shall inform the GM, and the procedures for Formal Records Requests shall be followed.

## **II. Formal Records Requests**

### **A. Receipt of Formal Records Requests**

- 1) Upon receipt of correspondence, paper hard copy or electronic, that is either identified as a Public Records Act Request (PRAR), a Freedom of Information Act Request, or could be reasonable interpreted to be a formal records request, the staff member will forward the request to the AS who shall enter the information in the Public Records Request Log. If it is a hard copy, the AS shall date stamp it. The PRAR log shall include the requestor's contact information, the date received, the initial response due date, the date of the District response, review appointment day and time (if applicable), legal review information, and the disposition of the request.
- 2) The AS then shall provide the request to the GM, who will confer with the DM whose department retains the records.
- 3) The GM and/or the DM then determines the scope of the request and the timeframe to prepare a response.

### **B. Processing of Formal Records Requests**

- 1) The District must respond to requests in writing within 10 days with a timeframe for providing the documents. Email responses are preferable.
- 2) The GM and the appropriate DM will determine whether the District retains the records in the form requested, either paper hard copy and/or electronic.
- 3) If the District does retain the record in the form requested:
  - a) The DM shall determine the estimated number of copies that will be required to satisfy the scope of the request, or
  - b) The GM or designee will email the electronic records to the requestor.
- 4) If the District retains all or some of requested documents or information, but not in the form requested, the GM or designee will notify the requester of the form in which the requested records are retained, provide an estimate of the duplication costs if paper records are

requested, and ask if the requester would like the records be provided to them either in paper hard copy or electronic via email.

- 5) If the District does not retain the records in any form, the DM shall promptly inform the GM, who will inform the requesting Party.
- 6) For paper hard copy documents, the GM or their designee shall advise the requester of the number of documents that the request requires, and the estimated duplication costs.
- 7) The GM or their designee will gather the requested documents, collect payment, and inform the requester when the copies will be available for pick-up at the District office.
- 8) Requester has the option of coming to the District office to collect the records, or, if the Requestor is unable to come by the office, AS will notify Requester that the documents can be mailed and charged according to stated fees.
- 9) The requesting party may choose to refine their request for duplication, or to make an appointment to physically view documents at the District office. If so, the GM or designee will ask the AS to set up a time for the requester to come to the District's office.
  - a. The AS shall schedule the appointment during normal business hours, and at a time that does not disrupt District operations.
  - b. During the requester's appointment to review the documents, he/she may flag additional documents to be duplicated.
- 10)

C. Communication with Requester:

- 1) All correspondence and communication between District staff and the requester shall be done in writing, preferably email, and filed appropriately.
- 2) If a phone call is received from the requester, the call shall be referred to the GM handling the request.
- 3) If staff responds to a call from a requester, the employee shall inform their DM, detailing the conversation and what response was given.
- 4) Upon disposition of a records request, the GM will notify the AS of the disposition, and provide copies of any responses from the requesting party for filing

Duplication Fees and Payment

- If the requestor can't receive the records via email or the files are too large, they can be placed on digital media for pick-up or mailing.

- Duplication of documents and the digital media device costs are charged at the rates shown below.
- Payment is collected in advance of providing the records or digital media.
- In the interest of conserving paper, or if the original document dictates, duplexed copies may be made.

**FEE SCHEDULE**

**PRINT COPIES:**

<b>PAGES</b>	<b>ONE-SIDED</b>	<b>TWO-SIDED</b>
Black and White (8-1/2 x 11)	.10c per page	.20c per page
Color (8-1/2 x 11)	.20c per page	.40c per page
Black and White (11 x 17)	.25c per page	.50c per page
Color (11 x 17)	.30c per page	.60c per page

**DIGITAL MEDIA:** Actual cost of media storage device

**MAILING VIA USPS:** Current USPS rates

<b>POLICY/PROCEDURE #:</b>	<b>9</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – GENERAL</b>
<b>SUBJECT:</b>	<b>Acceptance of Hauled Wastes</b>
<b>DATE:</b>	<b>07/1/2026 (Board Approved)</b>

### **PURPOSE**

To identify the types of hauled wastes that the District accepts for treatment and processing, and to establish the procedures for receiving the waste materials.

### **PROCEDURES**

The District is not currently set up for the acceptance of hauled wastes. At no time shall any employee allow anyone to discharge waste into a District owned manhole or headworks of the 2 treatment plants.

The only allowable accepted waste is for the sole purpose of SD5 operations which includes hauled waste activated sludge from the Paradise Cove plant to the Districts Main Treatment plant and screened and wastewater flow from the District owned vector truck after cleaning activities. (grit and detritus from those operations must be trucked to Redwood Landfill for final disposal)

Receiving of waste activated sludge from the Paradise Cove plant will take place at the manhole outside of the RAS/WAS room at the main plan on Paradise Drive.

- Ensure that Best Management Practices are used for discharging into the manhole (containment set up around manhole- have spill kit nearby)
- Set up traffic control cones for temporary lane closure (or have another employee perform traffic control)
- Document date & time of discharge along with estimated quantity
- Send report Operations staff at end of daily operation. Notify Operations to note log book accepted/discharged loads.

<b>POLICY/PROCEDURE #:</b>	<b>10</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – GENERAL</b>
<b>SUBJECT:</b>	<b>Beneficial Use of District Products</b>
<b>DATE:</b>	<b>07/01/2026</b> <i>(Board approved)</i>

### **POLICY**

SD5 is committed to pursuing the beneficial use of District products by identifying resources that generate value for the District and its customers, improve environmental quality, and contribute to the local economy.

### **PROCEDURE**

1. SD5 will pursue beneficial use options for key District products such as reclaimed water, biosolids, and biogas.
2. The District recognizes that as technology advances there may be opportunities to improve the quality of existing products, and recover additional products from the wastewater treatment facilities for beneficial uses. SD5 will evaluate appropriate new and emerging technologies.
3. SD5 will highlight benefits of District product reuse through public education and outreach.
4. When feasible, the District will seek out partnerships with local agencies and/or private entities on the production, distribution, and beneficial reuse of District products.

<b>POLICY #:</b>	<b>11</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE - GENERAL</b>
<b>SUBJECT:</b>	<b>Use of Plant Water for Sewer Cleaning</b>
<b>DATE:</b>	<b>07/1/2026</b>

## **PURPOSE**

To outline the criteria and process for using planter water for the purposes of cleaning sewer line through the use of the Districts vactor truck . Recycled water will be transferred from the Facility's chlorine contact basin via a 2-inch hose to a Vactor truck for sanitary sewer cleaning. Recycled water will be used periodically to clean sewer lines via jetting and flushing activities to prevent clogging and odor buildup. Jetting directs highly pressurized water against the inner pipe walls to break up and remove debris and grease. Flushing introduces a heavy flow of water into the sewer line to remove debris. The District-owned Vactor truck, with an approximate tank capacity of 1,000 gallons, will be utilized to transport recycled water and for cleaning operations. The recycled water will only be used to clean sanitary sewers owned by the District that convey sewage to the Facility for treatment. The recycled water used for sanitary sewer cleaning will be returned to the Facility for treatment following use.

## **Regulatory Approach**

The District has regulatory coverage for the Facility via National Pollutant Discharge Elimination System (NPDES) Order No. R2-2018-0038, Permit No. CA0037753. California Code of Regulations Title 22 (22 CCR), section 60307 allows hauling and use of "at least undisinfected secondary recycled water" for sanitary sewer flushing. The quality of the recycled water produced at the Facility meets the applicable treatment level and use requirements.

## **PROCEDURE**

The District may use the recycled water as stated in the Letter provided that the following conditions are ensured:

- The site-specific BMPs stated in the Letter and listed below are implemented.
- District staff will observe all truck fill operations. District staff will measure the volume required and the volume delivered to the truck to prevent over-filling.
- The Vactor truck will be equipped with signage stating the tank is filled with recycled water.
- Any recycled water remaining in the Vactor truck after completion of cleaning operations will be discharged to the sanitary sewer for treatment and authorized disposal at the Facility.
- Portable signage that is visible to the public will be posted near the sewer cleaning area(s) stating that recycled water is in use.
- Hand washing or hand sanitation stations will be located on the Vactor truck.
- Any person working with recycled water will be advised to wash their hands with soap and potable water or use hand sanitizer after contact with recycled water.

- Recycled water will not be applied as spray, mist, or runoff that could come in contact with external drinking fountains, passing vehicles/pedestrians, or designated eating areas.
- The District's Spill Response Plan will be followed if there is a suspected spill into a storm drain. In particular, nearby creeks and storm drains will be protected from the spilled recycled water by covering and blocking storm drain inlets with BMPs such as an inflatable plug or wattles.
- Equipment will be cleaned over absorbent pads, drip pans, plastic sheeting, or other material to capture all spillage. Waste materials generated during equipment cleaning will be properly disposed of.

The District's Spill Response Plan was provided to the San Francisco Bay Regional Water Quality Control Board (Water Board). Since the Spill Response Plan is tailored to sanitary sewer spills, also refer to the Water Board's recycled water spill reporting protocol (Att. B) for the conditions under which recycled water spills must be reported and the protocols for that reporting. The District shall report spills consistent with its Spill Response Plan and the expectations set forth in Att. B.

- Use of the recycled water in a manner different from that described in the Letter is prohibited unless approved by the Water Board's Executive Officer.
- The use and discharge of recycled water shall not create a condition of pollution, contamination, or nuisance as defined by California Water Code Section 13050.
- Vehicles, tanks, and containers must have water-tight valves and fittings and must not leak or spill contents during transport.

<b>POLICY/PROCEDURE #</b>	<b>12</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – GENERAL</b>
<b>SUBJECT:</b>	<b>Internship Program Guidelines</b>
<b>DATE:</b>	<b>7/01/2026</b>

## **PURPOSE**

SD5 provides internships for students and recent college graduates who are interested in learning about careers in the water or wastewater industry.

## **ELIGIBILITY**

Student interns may be from a Marin County high school or college or currently enrolled in a college undergraduate or graduate degree, Career Technical Education (CTE), Regional Occupational Program (ROP), or similar program.

## **EMPLOYMENT STATUS**

Student interns will receive an hourly pay rate within a pay range established by the Board of Directors. Internships will generally be for one (1) school semester or 6 months. For special assignments and projects, the internship may be extended an additional semester or up to six (6) months. Paid interns are not eligible for District benefits except Workers' Compensation.

In no event will an internship exceed 960 hours in a calendar year.

## **PROCEDURE**

### **I. Intern Request**

- A. Department managers may request interns by submitting a request (Exhibit A) to the District Manager for approval.

Requests must include:

- 1) Anticipated starting and ending dates.
  - 2) Anticipated working hours.
  - 3) A description of the projects and/or tasks to be performed and how they will be integrated into other ongoing District programs and activities.
  - 4) How the intern will benefit from the training and experience of such work assignments.
- B. A District employee, currently in a lead or supervisory role, will be designated as the intern's mentor and is responsible for the intern's day-to-day training, supervision, and evaluation.

## II. Intern Advertisement and Selection

- A. Intern requests may include advertising of internship opportunities through the Marin County Office of Education and high schools, junior college, college, and university placement and counseling offices, academic departments, student associations, career/job fairs, and recognized internship programs.
- B. Applicants interested in an internship are required to meet with their academic advisor, as applicable, to determine internship eligibility, and provide to the District:
  - 1) A completed SD5 job application form.
  - 2) Proof of current enrollment in high school, an authorized academic/educational program, or proof of recent graduation.
- C. The selection process shall be conducted jointly by the manager and designated staff. Selection criteria shall include, but is not exclusive of, core academic course work, work experience, and job application and/or resume information.
- D. The department manager and the mentor shall meet with the intern in person, via phone, or virtual conference to review the following:
  - 1) Work experience desired.
  - 2) Work hours and schedule.
  - 3) Hourly compensation.

## III. Introduction and Orientation

- A. During the first week of the internship, the intern will meet with their mentor to develop and review the internship work plan. The work plan will identify learning objectives and general work tasks and activities.
- B. Interns shall receive an District orientation during their first week of employment that will include the following:
  - 1) SD5 overview – mission, culture, and structure.
  - 2) Conduct expectations – work rules, communication, and harassment prevention.
  - 3) Safety training – employee safety training checklist completed by Safety Officer.
  - 4) Facility tour.
- C. Guidelines for the mentor:
  - 1) Interns are not authorized to perform as, occupy, or cover for vacant District positions.
  - 2) Avoid skipping or compressing the onboarding process.
  - 3) Do not leave interns unsupervised.
  - 4) Integrate socialization and networking opportunities.

- 5) Provide feedback and recognition on a regular basis.
- 6) Explain the significance or contribution made to the District while assigning projects.

IV. Evaluation

- A. Mentors are expected to evaluate intern progress on a continuous, ongoing basis.
- B. Mentor will seek out staff feedback on their intern's work performance and conduct.
- C. Department managers wishing to extend an intern's assignment beyond the original ending date must obtain advance written approval from the District Manager.
- D. At the end of the internship, the mentor shall conduct an oral interview with the intern to get feedback from the student about the internship experience.
- E. There shall be no expectation of continued employment at conclusion of the internship.

V. Internship Program Reporting

- A. Annually in June, managers who had an intern(s) in their respective department over the past fiscal year will prepare the following information about each internship program participant:
  - 1) Intern name.
  - 2) School attending or recently graduated from, and major course of study.
  - 3) Duration of internship.
  - 4) Assigned projects, assignments, and work activities.
- B. The District Manager will provide the Board with an internship program oral report at the July meeting.



### INTERN REQUEST FORM

DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

WORKSITE LOCATION/S: \_\_\_\_\_ NO. OF INTERNS: \_\_\_\_\_

START/END DATES: \_\_\_\_\_ WORK HOURS: \_\_\_\_\_

MENTOR/SUPERVISOR: \_\_\_\_\_

**EDUCATION LEVEL:**

- HIGH SCHOOL  UNDERGRAD  RECENT GRAD  GRAD SCHOOL  CTE (Tech Ed)
- ROP (Regional Occupational Program)  Other \_\_\_\_\_

**SEMESTER:**  Fall  Spring  Summer

PROJECT NAME AND/OR ASSIGNMENT: \_\_\_\_\_

PROJECT/ASSIGNMENT DESCRIPTION: \_\_\_\_\_

---



---



---



---



---

INTERN QUALIFICATIONS-ACADEMIC MAJOR/MINOR: \_\_\_\_\_

---



---



---

BENEFITS TO INTERN: \_\_\_\_\_

---



---



---



---

Department Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

District Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<b>POLICY/PROCEDURE #</b>	<b>13</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – GENERAL</b>
<b>SUBJECT:</b>	<b>Environmentally Preferable Purchasing and Practices (EPPP)</b>
<b>DATE:</b>	<b>7/01/2026</b>

**PURPOSE**

To purchase and use environmentally preferable products, such as products with recycled content, whenever possible, to the extent that such use does not negatively impact employee and environmental health and safety, or operational efficiency.

**PROCEDURES**

- I. Environmentally preferable products include but are not limited to:
  - a. Recycled paper products, printing and writing paper, and printer cartridges
  - b. Recycled plastic products
  - c. Biodegradable and compostable products
  - d. Products made from renewable materials
  - e. Products with reduced packaging
  
- II. SD5 will favorably consider the selection of recycled content and renewable materials, products and supplies over their non-recycled content and non-renewable alternatives in cases where availability, fitness, operational efficiency, quality, safety, and price of the recycled product is otherwise equal to, or better than the non-recycled content and/or non-renewable alternative.
  
- III. Departments shall examine their purchasing practices and, where feasible, adjust them to include the use of products which contain post-consumer recycled content, are reusable, or are designed to be easily recyclable.
  - a. Whenever feasible, recycled paper shall be purchased and used in copy machines and printers.

Outside contractors bidding to provide products or services to the District shall be encouraged, not required, to use recycled content whenever practicable.

<b>POLICY/PROCEDURE #:</b>	<b>14</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – GENERAL</b>
<b>SUBJECT:</b>	<b>Travel Expense Reimbursement</b>
<b>DATE:</b>	<b>7/01/2026</b>

## **PURPOSE**

To define the process for authorization, payment, and reimbursement of travel expenses incurred by District staff while conducting District business.

## **PROCEDURE**

### **I. Authorization for Travel**

- A. District staff shall complete a “Preauthorization for Employee Travel/Request form ” form and obtain supervisory and department manager approval prior to incurring any District expenses related to travel or other business functions.
- B. District Manager approval is required when:
  - 1) Travel involves overnight lodging accommodations,
  - 2) Travel is two or more consecutive days and does not require overnight accommodations,
  - 3) Total travel expenses would exceed \$500, or
  - 4) The employee is requesting a per diem advance with any travel.
- C. While attending approved functions, District staff is responsible for exercising sound judgment in spending District funds. When alternatives are available, the District will generally pay for the least expensive alternative.
- D. Upon completion of travel, the employee will complete the “TravelExpense Report” and provide to his/her supervisor a complete accounting of travel expenses incurred. The employee will attach the Preauthorization form and receipts for all expenses to the Travel Expense Report.
- E. The decision of the District Manager shall be final in cases where a conflict of opinion about the appropriateness of reimbursement exists.

### **II. Travel and Related Expenses**

Expenses associated with travel may be charged on a District-issued purchase card (credit card) as long as the charges are pre-approved. For purchases using a personal credit card copies of receipts must be kept and submitted along with final expense reimbursement form. District Purchase card charges must be made according to Financial Policy: Purchasing.

- A. Transportation: The following transportation modes may be used for the purposes of traveling on District business:
- 1) Air: Allowance for air travel will be reimbursed only for the actual round-trip air fare to the airport nearest to the conference location. Economy or equivalent class shall be utilized when traveling by commercial airline. The District will reimburse the employee for the cost of one personal baggage fee each way.
  - 2) District Vehicle: District staff may be required to use an District vehicle when available while traveling on District business. Prior approval of the District Manager or the department manager must be obtained for use of an District vehicle, as vehicle availability will be based on various factors and is at the discretion of the District.
  - 3) Personal Vehicle: A personal vehicle may be used for travel if an District vehicle is unavailable. For personal vehicle use, mileage is reimbursed at the rate currently established by the Internal Revenue Service. Whenever possible, employees shall pool rides when traveling on District business. If the use of a personal vehicle is approved, the limit of reimbursement shall be based on the lesser of the calculated mileages (residence or SD5) to the destination.  
  
If the use of a personal vehicle is approved over air travel, the limit of reimbursement is based on the lesser of the calculated mileage or current air fare cost to the destination airport.
- B. Rental Car: Rental cars are not to be used without prior approval by the District Manager. Public transport, taxi services, and ridesharing services shall be used as needed at destination locations. If a rental car is necessary the cost of the rental will be approved at the lowest compact car rate published for the duration of the meeting/conference.
- C. Other Transportation Expenses: Estimates for parking, bridge tolls, and other related transportation expenses are to be included when completing the Preauthorization form. Receipts shall be attached to the Travel Expense Report in order to obtain reimbursement. No receipt is required for reimbursement of bridge tolls. Travel costs from the employee's residence to the departure airport shall be reimbursed by the mileage stated above or by local transportation to the airport.
- D. Lodging
- 1) Expenses will be allowed for lodging at the single-room rate for preauthorized overnight travel. The approved rate will be based on the conference-sponsoring hotel single-room rate, when applicable.
  - 2) Employees shall be responsible for all cost differentials for spouse/family member accompanying the employee if the actual room rate exceeds the conference single room rate.

- 3) Meals or other charges on the hotel bill will be charged to the per diem amount as stated below. All receipts must be retained for payment or reimbursement.
- 4) When a lodging bill includes meals or other charges which exceed per diem rates, the employee is responsible for the amount that exceeds the lodging and per diem allowance as set forth in this procedure.
- 5) Lodging expenses will be covered for one night prior to the start of conference through the end of the conference any additional days or days prior to the night before the conference start shall be the sole responsibility of the employee.

E. Meals and Incidental Expenses

- 1) Overnight Travel: The District will provide a per diem amount per Financial Policy: *Travel, Training and Other Business Expense Reimbursements*, at the rates noted on the Preauthorization for Employee Travel/Request form and Travel Expense Report forms.
- 2) Meals provided by a conference in which District staff participates will be subtracted from the overnight travel per diem rate.
- 3) District staff may be advanced the per diem amount upon request.
- 4) The daily per diem rate for meals and incidentals will be paid at the Marin rate found on [https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems\\_report&city=&fiscal\\_year=2026&state=CA&zip=](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&city=&fiscal_year=2026&state=CA&zip=)

F. Daily Travel

- 1) Meal allocations: Meal allocations for travel where no overnight stay is required, and the meals are not provided by the registration fee, will be based on the per diem limits established each calendar year for the marin area per [https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems\\_report&city=&fiscal\\_year=2026&state=CA&zip=](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&city=&fiscal_year=2026&state=CA&zip=)
- 2) Registration Fees: Generally, the District will pre-pay registration fees for approved conferences prior to the date of the event either by District purchase card or District issued check. In cases where the District purchase card is not accepted for payment of registration fees, the employee shall complete a Purchase Order form and request a check payment for the registration fee.
- 3) Overtime: If the conference attendance and travel time exceeds the employee's daily work hours, the employee may be eligible for overtime compensation. Overtime shall be discussed with the department manager when the Preauthorization form is submitted for approval.
- 4) Other Expenses: Expenses not allowed above are NOT reimbursable. In

no event shall expenses incurred by a non-District employee be reimbursed by District.

**III. Emergency/Standby and Unscheduled Work activity expenses**

- A.** On occasion there is the requirement to respond to emergency and unscheduled work activities along with standby duty responsibilities.
1. Emergency Response activities the District will pay mileage to and from work for the Emergency Response Activity, the District will also pay for lodging at a local hotel should the emergency require close proximity to the District facilities for a prolonged duration of time. (example; any operational activity as determined by the District Manager or department head to require 24/7 staffing for more than 2 days.) The District will also provide lunch for emergency activities such as wet weather events, in the event that emergency response activities last more than 4hours and lunch was not able to be provided staff members shall be entitled to meal allowance “lunch” per diem.
  2. Standby Response activities will be paid mileage for any employee that opts not to use the District standby vehicle for standby response activities
  3. Unscheduled work activities and weekend operator coverage activities will be paid mileage (unscheduled work includes any mandatory or voluntary work assignment outside of your normal work shift that did not receive 2 or more weeks prior notification)

**IV. Payment/ Reimbursement of Expenses**

- A.** Upon return, receipts (including credit card receipts) must be attached to a completed Travel Expense Report.
- When the receipt is for an expense paid on an District purchase card, a note must be added to the purchase card statement stating that the receipt is attached to the Travel Expense Report.
- 1) All expenses are to be included regardless of whether the costs have been advanced, prepaid, or are reimbursable, along with the original Preauthorization for Employee Travel/Request for Per Diem Advance form.
  - 2) Any variance between the receipt and reimbursement amount must be explained in writing.
- B.** The completed Expense Report shall be signed and dated by the District staff incurring the expense and approved by the appropriate Department Manager.
- C.** The Department Manager will submit it to the Administrative Services Manager for final review of the Report and forward it to the District Manager for approval, as appropriate.

<b>POLICY/PROCEDURE #:</b>	<b>51</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>Agency Recruitments</b>
<b>DATE:</b>	<b>07/1/26</b>

This procedure supports *Personnel Policy #208 - Recruitment and Selection*.

## **PROCEDURE**

- I. When a vacancy occurs in a job classification or when a new job classification is created, the Department Manager (manager) will prepare a recruitment plan and consult with the District Manager about filling the vacancy.
- II. After the recruitment plan is approved, the District Manager or designee will contact the District's recruiting firm to request a proposal to perform the recruitment and administer the recruitment process. The proposal must include a scope of work detailing the recruitment tasks, schedule, and fees.
- III. The manager will prepare a purchase order to the recruiting firm for the recruitment fee, referencing the approved proposal.
- IV. After the first interviews, the Administrative Specialist will engage HireRight to perform the background checks on selected applicants.
- V. Once a top candidate is identified by the manager and it is approved by the District Manager, the following steps will be performed.
  - A. The AS will prepare a letter of conditional offer of employment for signature by the District Manager.
  - B. The manager will discuss the terms of the conditional offer with the candidate and notify them that the AA will be scheduling an appointment for functional capacity evaluation and a pre-employment physical, with testing for illegal substances, and Hire right will be conducting a criminal background check.  
  
If during the course of this discussion, the candidate requests accommodation for the evaluation or discloses other information pertaining to possible workplace accommodations, the manager will not proceed to the next step without guidance from the District Manager.
  - C. The AS will schedule the functional capacity test and pre-employment physical with the medical provider.
  - D. The AS will email the location of testing facility to the candidate.

- E. Should the candidate decline the conditional offer of employment prior to the evaluation, it is preferable that they provide that in writing to the manager
- VI. Below are the steps once the AS has received the results from the functional capacity evaluation, pre-employment physical, and criminal background check:
- A. The AS provides the evaluation and criminal background check results to the manager.
  - B. The manager then assesses the evaluation results to determine if candidate has passed the illegal substance screening and can physically perform the job functions.
  - C. If one of the following situations arises, the manager will discuss the situation with the Administrative Services Manager and District Manager. Additional guidance from the employment law attorney will be required before proceeding with the hire.
    - 1) An illegal substance is detected
    - 2) Physical conditions are found that limit or prevent performance of essential job function(s)
    - 3) The candidate has a criminal background
  - D. The manager shall receive approval from the District Manager before proceeding with the hire.
  - E. The AS will email the appropriate Employment Agreement template to the manager.
  - F. The manager will discuss and finalize the terms and conditions of employment with the candidate and prepare an Employment Agreement for signature between the District Manager and candidate.
  - G. The manager will give the AS an initial copy of the Agreement signed by the District Manager. The AS will create medical and personnel files for the new employee, and place a fully executed Agreement in the personnel.
  - H. The manager will notify all District employees via email prior to the arrival of the new employee, and coordinate with the AS to prepare for the new employee's first day of work.
- V. Forms for use in conjunction with this policy can be found at: [T:\1](#).  
Personnel\2025 New Hire Onboarding Docs

<b>POLICY/PROCEDURE #:</b>	<b>52</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>Personnel Action Form (PAF)</b>
<b>DATE:</b>	<b>07/11/2026</b>

### **PURPOSE**

Use of a standard form by District employees to request, implement, and document personnel-related changes to salary, benefits, work schedule, and other personal information.

### **PROCEDURE**

- I. The Personnel Action Form (PAF) will be completed to transact any personnel actions listed on the form. The type of action to be performed will determine who is responsible for completing the form.
- II. The levels of authorization required for a given action are documented on the PAF.
- III. Completed forms are provided to the Administrative Services Manager (ASM) for initial review. The ASM will forward the documents to the District Manager (GM) if the GM approval is required, otherwise the ASM will forward the documents for processing by the appropriate District staff.
- IV. The original completed form will be filed in the employee's personnel file. A copy of the approved PAF will be provided to the employee and/or department manager.
- V. The PAF form can be found on the District shared drive at \\S5server\HRcommon\SD5 Admin Forms

<b>POLICY/PROCEDURE #:</b>	<b>53</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>Overtime Request Form (ORF)</b>
<b>DATE:</b>	<b>07/01/2026</b>

### **PURPOSE**

Use of a standard form by District employees to request, implement, and document requests for overtime worked, scheduled overtime and standby response activities for the purposes of ensuring accurate timecards and payment of such overtime or conversion to compensatory time off.

### **PROCEDURE**

- VI. The Overtime Request Form (ORF) will be completed to transact any overtime scheduled worked.
- VII. The levels of authorization required for a given action are documented on the ORF.
- VIII. Completed forms are provided to the Department Manager (ASM) for initial review. The ASM will forward the documents to the Administrative services manager as part of the payroll submission and finally to the (GM) for final approval.
- IX. The original completed form will be filed with corresponding payroll packet stored in the District Managers office.
- X. The ORF form can be found on the District shared drive at \\S5server\HRcommon\SD5 Admin Forms

<b>POLICY/PROCEDURE #:</b>	<b>54</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>Time off Request Form (TORF)</b>
<b>DATE:</b>	<b>07/01/2026</b>

### **PURPOSE**

Use of a standard form by District employees to request, implement, and document requests for time off ensuring proper scheduling of minimum staffing and ensuring accurate time cards and time off balances for such time off.

### **PROCEDURE**

- XI. The Time off Request Form (TORF) will be completed to transact any time off or requests for time off which includes, vacation, sick, floating holiday, holiday owed, comp time, and all other approved time as outlined in the MOU
- XII. The levels of authorization required for a given action are documented on the TORF.
- XIII. Completed forms are provided to the Department Manager (ASM) for initial review. The ASM will forward the documents to the Administrative services manager as part of the payroll submission and finally to the (GM) for final approval.
- XIV. The original completed form will be filed with corresponding payroll packet stored in the District Managers office.
- XV. The TORF form can be found on the District shared drive at \\S5server\HRcommon\SD5 Admin Forms

<b>POLICY/PROCEDURE #:</b>	<b>55</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>Hours of Work</b>
<b>DATE:</b>	<b>06/22/2021</b>

## **PURPOSE**

To summarize the current Hours of Work provisions from the District’s Personnel Policies and the MOU, and gives guidance to supervisory staff on the appropriate methods to adjust employee daily and weekly hours of work while complying with the overtime provisions of the Fair Labor Standards Act (FLSA).

## **DETAILS**

The following sections of the District’s Personnel Policies and the MOU define the workweek, scheduling, and overtime.

### District Personnel Policies:

- Policy #205 - Hours of Work
- Policy #206 - Overtime/Compensatory Time

### MOU:

- Section 10.1 - Regular Workweek and Regular Workday
- Section 10.2 - Schedules
- Section 11.1 - Overtime Defined

## **HOURS OF WORK PROVISIONS**

For District employees working an 8-hour or 10-hour shift, the regular workweek shall begin at 00:00 hours on Sunday and conclude the following Saturday at 24:00 hours. For employees working the 9-80 shift or 12hr shift, each employee’s defined workweek will be communicated in a written agreement with the employee, and will be in compliance with FLSA requirements.

Work Schedule - All District employees shall have an established standard workday and workweek schedule, with daily starting and ending times. Each employee is expected to observe his/her schedule, by being at work at their defined start time, and to stay at work until their defined ending time.

## **OVERTIME**

The FLSA defines overtime as hours worked beyond 40 work hours (excluding leave time) in the established workweek. Additionally, the MOU requires overtime for hours worked in excess of the number of hours in a represented employee's established workday schedule.

Overtime is paid at 1.5 times the employee's regular pay rate. Overtime can be taken as cash added to the employee's bi-weekly paycheck or taken as compensatory time, which is added to their compensatory time leave bank, at the employee's discretion. An employee who opts to receive compensatory time in lieu of overtime pay must have either 1) a predestination on file, or 2) notified their supervisor of intent to receive compensatory time in lieu of overtime pay prior to accepting overtime work. Employees cannot accrue more than 80 hours of compensatory time. If an employee's comp time accrual reaches this limit, they will be paid cash for overtime worked until their compensatory time balance drops below the 80-hour cap.

## **WORK SCHEDULE ADJUSTMENT**

Adjustments to an employee's established workday or workweek must be approved in advance by the department manager or designee, or the District Manager.

Represented Employees - An employee's established workday schedule (start/end times) can be adjusted within a given workday. Hours worked in a workday in excess of those in the employee's established workday schedule are paid as overtime hours. Hours cannot be shifted between scheduled workdays (e.g. 6 hours one day and 10 another day).

Exempt Employees - Workweek and workday schedules can be adjusted by the employee's manager, within a pay period, as needed. Exempt employees are not entitled to overtime.

<b>POLICY/PROCEDURE #:</b>	<b>56</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>EV Charging/Greenhouse Gas Reduction Program</b>
<b>DATE:</b>	<b>07/01/2026</b>

**PURPOSE**

To provide a Greenhouse Gas Reduction Program that creates guidelines for the use of the Districts electric vehicle charging stations. This program enables SD5 to build on its commitment as a Marin County Green Business by reducing fossil fuel consumption, and greenhouse gas emissions.

**PROCEDURE**

The Districts electric vehicle charging stations are for the primary use of charging the Districts electric trucks for the operation and maintenance activities of the District. When available (District trucks not using chargers) the use of EV charging stations by employe shall be as follows:

1. Employees vehicles must be plugged in and actively charging when parked in the designated EV charging station stalls.
2. Employees may charge up to 5 continuous hours and then must move out of the designated EV charging station stall to allow other employees utilization of the EV charging station.

**GUIDELINES AND RESPONSIBILITIES**

1. In the event of a District function and/or Board of Director’s meetings that requires the use of both the public and staff parking areas, employees may be required to not utilize EV charging stations on those specific days or time periods.
2. The District assumes no responsibility or liability for damage to vehicles using the EV charging stations that are on the Districts properties.
3. Ancillary Information  
Electric vehicle charging data will be kept and provided to the town of Tiburon upon request for the purposes of assisting the town achieve its climate action plan goals to reduce greenhouse gas emissions to 1990 levels.

<b>POLICY/PROCEDURE #:</b>	<b>57</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>Employee Performance Evaluation Process</b>
<b>DATE:</b>	<b>7/01/2026</b>

This procedure is to be used in conjunction with Personnel Policy #211 – *Performance Appraisals*.

**PURPOSE**

To establish procedures to conduct an employee performance evaluation between the employee and supervisor.

**PERFORMANCE EVALUATION PROCEDURE**

These procedures are designed to maintain the integrity of forms used to complete the evaluation process. At any point in the evaluation process, the evaluation forms will remain in the possession of either the employee or the supervisor until the evaluation has been completed. It is the responsibility of both parties to ensure that each person is using the same electronic file document to complete their section of the evaluation form and work plan, and that the completed information has not been altered as the forms are exchanged back and forth between the parties.

Annual evaluations and upcoming work plans must be completed on time to ensure accurate records and prevent delays in pay adjustments.

**1. Annual Evaluations**

Employee and Supervisor Review: Both the employee and supervisor must complete and sign the annual performance evaluation. This review must be finished no later than (2) two weeks after the employee's evaluation period ends.

**2. Future Work Plans**

Setting Goals: Supervisors and employees must set the work plan for the upcoming evaluation cycle. This plan must be finished within the first (2) two weeks of the new evaluation period.

**3. Step Increases and Payroll Deadlines**

Effective Dates: Approved step increases must take effect during the first payroll period of the month, which runs from the 1st through the 15th. Supervisors must submit all completed paperwork to the Administrative Services Manager. The ASM must receive all documents before the payroll due date for the first half of the month.

All relevant forms and guidance documents used for the employee evaluation process may be found on the SD5network.

<b>POLICY/PROCEDURE #:</b>	<b>58</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>Employee Award Recognition</b>
<b>DATE:</b>	<b>07/01/2026</b>

**POLICY**

The SD5Board recognizes District employees when they receive industry-related awards for exceptional individual or organizational accomplishments.

**PROCEDURE**

The District and its employees periodically receive recognition from national, state, and regional industry associations. Upon notification from an industry association that the District and/or staff members have received an award, the District Manager (GM) will prepare a report to inform the Board of the accomplishments, and the department manager will prepare the Personnel Action Form. Regular and Probationary employees who were employed by the District for at least six months during the award’s specified time period are eligible for the monetary award. Temporary employees may be eligible for a monetary award, at the GM’s discretion, if they meet the six-month employment criteria and their work or work product contributed to the particular award. The industry association, their award categories, the Board monetary award levels, and the eligible employee classifications are detailed below.

**I. NATIONAL ASSOCIATION OF CLEAN WATER AGENCIES (NACWA) - PEAK PERFORMANCE**

NACWA is the national wastewater industry association that advocates for its members on regulatory, legislative, and judicial issues that could affect or impact the wastewater industry. NACWA has an award program to recognize its member’s level of compliance with NPDES permit requirements. The Silver level is awarded for five or less permit exceedances in a year, while the Gold level is awarded for 100% permit compliance. If an District meets its permit requirements for five consecutive years, it achieves the Platinum level. After five years, an District will remain at the Platinum level if they continue to annually comply with all effluent permit requirements. The following monetary award amounts are for each District employee.

Silver:	\$50	Gold - Year 4:	\$400
Gold - Year 1:	\$100	Platinum - Year 5:	\$500
Gold - Year 2:	\$200	Platinum 5+:	\$500
Gold - Year 3:	\$300		

After the Platinum award level (5 years) is attained, and if the District continues to have full compliance with its permit requirements, the award amount will remain at the \$500 level.

## II. CALIFORNIA WATER ENVIRONMENT ASSOCIATION (CWEA) - REGIONAL AND STATE AWARDS

CWEA is one of the state's water and wastewater industry associations. SD5 is a member of the Redwood Section of CWEA, which includes Marin, Sonoma, Napa, and parts of Mendocino and Solano counties.

Each CWEA section has award programs, which are standardized throughout the state, and recognize the achievements of its member agencies and their employees. Regional award-winning employees and organizations are automatically included in the statewide competition. CWEA announces the award recipients at their respective regional conferences and the annual state conference, and provides award plaques to the recipients.

The following monetary award amounts are for achieving first place in a regional and state award.

### A. Regional award

- 1) Organizational: \$100 for each District employee
- 2) Department/workgroup: \$100 for the employee group recommended by the GM per employee in group
- 3) Individual: \$100 per award

### B. State District award

- 1) Organizational: \$250 for each District employee
- 2) Department/workgroup: \$250 for the employee group recommended by the GM per employee in group
- 3) Individual: \$250 per award

- *There are only two specific workgroups in the District (Operations&Maintenance (O&M) and Collection System Maintenance (C&M) for the purposed of CWEA group awards.*

## III. GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) - FINANCIAL REPORTING AND BUDGETING

The GFOA is a national finance association that recognizes public agencies for exceptional financial reporting and distinguished budgeting. The District annually prepares a Comprehensive Annual Financial Report (CAFR), a Popular Annual Financial Report (PAFR), and GFOA version of the Board adopted budget. The CAFR and Distinguished Budget Presentation award applications are reviewed by an independent panel of finance managers/directors around the country, and must meet specific and strict criteria to be considered for award. The PAFR award applications are judged using more subjective criteria for presentation, readability, creativity, and understandability.

The CAFR award is the Certificate of Achievement for Excellence in Financial Reporting and is the highest form of recognition in governmental accounting and financial reporting. Its attainment represents a significant accomplishment by a government entity and its management. The PAFR award is for an District's outstanding achievement in popular annual financial reporting. The Distinguished Budget Presentation award

signifies that an District's budget was deemed to be proficient as a policy document, financial plan, operational guide, and communication device for the District's business. Recognition by the GFOA includes plaques for each award, and a certificate for the District's Administrative Services Manager.

Each finance department employee, and appropriate staff as recommended by the District Manager, will receive a \$100 monetary award for receipt of the CAFR award, a \$100 monetary award for receipt of the PAFR award, and \$100 monetary award for receipt of the Distinguished Budget Presentation award.

#### **IV. OTHER DISTRICT AND EMPLOYEE AWARDS**

If the District and an employee(s) receive noteworthy recognition and an award from another industry association or group, such as the California Association of Sanitation Agencies or the California Sanitation Risk Management Authority, the District Manager may present the award to the SD5Board and recommend a monetary award.

<b>POLICY/PROCEDURE #:</b>	<b>59</b>
<b>SECTION:</b>	<b>ADMINISTRATION - HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>Maintenance of Employee Personnel Files</b>
<b>DATE:</b>	<b>07/01/2026</b>

**PURPOSE**

To establish guidelines for the maintenance of the various types of human resources records and files that the District produces for each employee.

**POSITIONS RESPONSIBLE**

Administrative staff are responsible for the maintenance of the records and files associated with employment at SD5. Unless otherwise instructed by the District Manager, the Administrative Specialist will hold the keys to the personnel file cabinets and check that these cabinets are locked and keys are returned to the secured place at the end of each work day.

**PROCEDURES**

Documents relating to an employee’s job performance, compensation and benefits, medical information or workplace injury shall be given directly to the Administrative Services Manager.

Until the document is properly filed, the Administrative Services Manager will safeguard the document in a working folder and put it in the locked personnel file cabinet.

Also refer to Administrative Procedure on Records Management and Retention, regarding retention and long-term storage of personnel records and files by the District.

**I. Access to Personnel Files**

With the exception of the District Manager and Administrative Services Manager, no manager or supervisor should keep any official District personnel files in his/her office.

In general, information contained in an employee’s official personnel file will be disclosed internally only to persons with a need to know, and to outside third parties pursuant to a proper legal request.

A manager or supervisor can view the official District personnel files of their subordinates in the confines of the Administrative Service Manager’s office, or other designated location, and in the presence of the Administrative Services Manager or Administrative Specialist.

Any SD5employee, upon written request to the Administrative Services Manager, may, at reasonable times and intervals, inspect his/her official personnel file. SD5shall

make the employee's file available for inspection within a reasonable period of time after the receipt of the written request. The employee must view his/her file in the confines of the Administrative Services Manager's office, or other designated location, and in the presence of the Administrative Specialist, Administrative Services Manager, or another manager designated by the District Manager.

Records of a SD5 employee relating to the investigation of a possible criminal offense, letters of reference, and other matters protected by law shall be excluded from the employee's review described in the preceding paragraph.

## **II. Disclosure and Release of Employment Information and Records**

### **A. Background and Reference Check**

- 1) Reference inquiries regarding current or former SD5 employees must be directed to the District Manager or his/her designee.
- 2) Unless the current or former employee signs an authorization and release regarding the disclosure of specific further information, the only information that will be disclosed by SD5 is the employee's current or final job title and dates of employment.
- 3) No information will be disclosed without the employee's or former employee's written authorization and release for the disclosure of the specific information requested. The waiver and release are provided and signed by the employee and shall give written authorization for SD5 to disclose to an identified third party the specific information.

### **B. Financial Information**

The Administrative Services Manager or designee will be responsible for responding to the following types of inquiries or requests:

- 1) Employment and salary verification
- 2) Application of CalPERS retirement and verification of service and compensation
- 3) Coordination of Workers' Compensation benefits
- 4) Claims for Unemployment Insurance
- 5) Tax liens, wage garnishments, and withholdings from federal and state taxing authorities
- 6) Compliance with court orders for child support payments
- 7) Verification of health insurance coverage

C. Court Subpoenas and Other Legal Requests

All requests for information regarding SD5 employees or former employees made pursuant to subpoena or other valid legal request shall be directed to the District Manager for response.

D. Medical Information

Medical records will be maintained separately from each employee's official personnel file. Access to the files containing medical records shall be limited to the District Manager, Administrative Services Manager (ASM), Personnel & Accounting Technician, and Administrative Specialist. Medical records shall be disclosed only to those with a need to know, such as in the examples listed below:

- 1) ASM and Safety Officer for modified job duty requests
- 2) To managers if necessary to respond to and/or provide a reasonable accommodation to an employee
- 3) To first responders and/or medical personnel in event of emergency
- 4) When compelled by law

**III. Type of Files**

A. Personnel Files

*Maintained by the Administrative Services Manager*

Files are organized by current and separated employees and kept in a locked Human Resources file cabinet. Each employee's official Personnel File will be organized into the following four sections:

- 1) Employment Information
  - a. Completed job application and background check information
  - b. Conditional offer of employment, employment agreement, and job description
  - c. Completed federal and state tax withholding forms, and Form I-9
  - d. Change in probationary status
  - e. Promotions and salary step adjustments
  - f. Agreement to earn compensatory time in-lieu of paid overtime
  - g. Requests for extended leave of absence
  - h. Letters of resignation
  - i. Letters of termination
  - j. Exit interview

- 2) Benefits
  - a. Form SSA-1945–Statement Concerning Your Employment in a Job Not Covered by Social Security
  - b. Copies of marriage certificates and dependent birth certificates
  - c. Completed CalPERS healthcare enrollment forms
  - d. Waiver of Coverage of Health Benefit form
  - e. Documentation of other health insurance coverage, such as dental, vision, life, ltd, STD,
  - f. Designation of Person(s) Entitled to Receive Final Checks in the Event of Employee’s Death form
  - g. Enrollment confirmation and designation of beneficiaries for life insurance
  - h. Wage and employment verifications and wage garnishments
  - i. Change of address
  - j. Employee-initiated changes in payroll withholding
  - k. Enrollment confirmation in Plan 457 deferred compensation plan
- 3) Evaluations
  - a. Annual performance evaluation
  - c. Promotion and Completion of Training and Development Checklist
  - d. Disciplinary action
  - e. Employee recognition
- 4) Licenses/Certificates
  - a. Department of Motor Vehicle Driving Record at time of hire
  - b. New Employee Safety Orientation Training Checklist
  - c. Job-required licenses and certifications
  - d. Completion of Training certificates
  - e. Education Expense Reimbursement Contract, Record of School Course Completion, and Reimbursement of Tuition
  - f. Personnel Policies Acknowledgement

B. Medical Files

*Maintained by the Administrative Service Manger*

Medical files are maintained separate from the employee's official personnel file, in a locked file cabinet in the Administrative Office.

- 1) Job functional capacity test
- 2) Pre-employment/post-offer medical examination records
- 3) Medical examination records (e.g., fitness for duty examinations) relating to current employees
- 4) Drug testing
- 5) Designation of medical provider for Workers' Compensation
- 6) Documents relating to any reasonable accommodation that was considered under the Americans with Disabilities Act and/or the California Fair Employment and Housing Act
- 7) Documents relating to an employee's request for medical leave
- 8) Any documents from the employee's healthcare provider including, but not limited to, sick leave verification notes
- 9) Modified Duty and other types of workplace accommodations
- 10) Annual audiometric examination reports

C. Payroll Administration Files

Files are kept in a locked file cabinet in the Main Office. Designated finance department staff will hold the key to the payroll administration files.

- 1) Bimonthly timesheets and payroll calculations
- 2) Salary changes and adjustments
- 3) Changes to payroll deductions and withholdings
- 4) Medical and dependent care reimbursement requests

D. Supervisor's/Drop Files

*Maintained by individual managers and supervisors.*

- 1) Supervisor's files are "discoverable" and can be considered part of official personnel files. Supervisor files shall have a limited duration as defined by the period of the employee's evaluation. Items in the supervisor's files are notes related to the subordinate's current evaluation period.

- 2) Managers and supervisors are encouraged to attach any relevant information used to develop the subordinate's evaluation to the evaluation document for inclusion in the employee's personnel files. Other supporting documents shall be disposed.
- 3) Managers and supervisors should not retain medical, payroll, disciplinary or investigative information in the supervisor's file.
- 4) All documents related to a filed grievance should be placed in a separate grievance file for the matter and maintained by the District Manager.

E. DMV Records

*Maintained by the Administrative Services Manager*

Files are kept in a locked Human Resources file cabinet.

F. Worker's Compensation

*Maintained by Safety Officer and Administrative Services Manager*

Files are kept in a locked cabinet in the Administration Office.

G. Safety and Accident Investigations

*Maintained by Safety Coordinator.*

- 1) Attendance records for safety training
- 2) Accident Investigations

**IV. Other Type of Employment-Related Records and Files**

A. Employee-Filed Grievance

Files are turned over to the District Manager upon conclusion of the grievance process. These are not included in the official personnel file.

B. Ongoing Investigations

Documents and files are maintained by the District Manager. These are not included in the official personnel file.

C. Completed Investigation That Does Not Result in Discipline

Documents and files are maintained by the District Manager. These are not included in the official personnel file.

<b>POLICY/PROCEDURE #:</b>	<b>60</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>Recognition for Employee Service</b>
<b>DATE:</b>	<b>07/01/2026</b>

## **POLICY**

To provide guidance on how SD5 recognizes an employee's service when they retire from the District.

## **PROCEDURE**

When an employee formally submits notice of retirement, a representative of the District (generally, the Administrative Specialist) may coordinate a recognition event with the employee, their supervisor, and the Administrative Services Manager. This event is typically a luncheon. The District representative will perform general coordination duties such as helping to identify invitees and setting up the event.

The retiring employee may choose to have an on-site luncheon (pot-luck style or catered) for staff and family, or an off-site luncheon. The District may contribute funds for the event.

The District allows a reasonable duration of time, usually at lunch time, for the recognition event. Supervisors are responsible for assuring that appropriate coverage is maintained at the District in those instances where the event is off-site.

<b>POLICY/PROCEDURE #:</b>	<b>61</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>SD5 Fleet Vehicle Assigned Use</b>
<b>DATE:</b>	<b>08/03/2021</b>

**PURPOSE**

District fleet vehicles are assigned for routine business, carpool, standby, and/or emergency use activities. This policy outlines vehicle assignments and use protocols and serves as a guide to departments in managing those vehicles designated solely for department use.

**PROCEDURE**

Any vehicle driven while conducting District business, or for any other District purpose, must be operated in a safe and courteous manner, and in compliance with all applicable laws and District policies. Refer to *Personnel Policy: Driving on District Business* for rules and regulations specific to driving on District business.

**I. VEHICLE ASSIGNMENTS**

A. The designated uses for specific District fleet vehicles and assignments by department are listed in the table below.

Asset Number	Asset Name	Primary Use	Secondary Use	Tertiary Use	Key Location (see below)
21-002-TRK	2011 Chevy 1500	Operations P.Cove (All Staff)	District Business (All Staff)	Standby Vehicle	#1
21-003-TRK	2023 Ford F550 Boom Truck	Pump Station Maint (All Staff)	SSO/Emergency Use (All Staff)	Emergency Use	#1
21-004-TRK	2025 Ford F150 Lightning	District Business (GM & ASM)	Emergency Response (GM & ASM)	Emergency Use (All Staff)	#1
21-005-TRK	2013 Ford F250*	Electrical Maintenance (Maintenance Staff)	Plant and Pump Station Maintenance (O&M)	Emergency Use (All Staff)	#1
21-006-TRK	2011 Ford F550 Rodder	Sewer Line Maintenance (Maintenance Staff)	Pump Station Service (O&M)	On-call / Emergency Use (All Staff)	#1
21-008-TRK	2024 Ford Maverick Hybrid	Inspections/USA (Inspector)	Pump Station Service (Maintenance Staff)	Emergency Use (All Staff)	#1
21-009-TRK	2025 Ford F150 Lightning	O&M Response (Superintendents)	Training and Delivery (All Staff)	SSO/Emergency Use (All Staff)	#1
21-010-TRK	2020 Freightliner Vactor	Sewer Maintenance (Maintenance Staff)	P Cove Sludge Hauling (Maintenance Staff)	SSO/Emergency Use (All Staff)	#1
21-011 TRK	2023 Ford Maverick XLT	Operations Standby (Ops Standby Staff)	P2 and Ops Meetings (Ops Staff)	SSO/Emergency Use (All Staff)	#1
21-011-TRK	2023 Ford Maverick XLT	District Business (Maintenance Staff)	Pump Station Service (Maintenance Staff)	Emergency Use (All Staff)	#1

\* Designated emergency use vehicle, available to all District staff for use if necessary.

## II. VEHICLE KEY LOCATIONS

A. Keys for the vehicles are located in the following areas:

#1 – Laboratory Wall

#2 - Administration Building Spare key rack next to Kitchenette

**All vehicle keys shall be returned to their proper storage location when the vehicle is not in use.**

B. All District vehicles are located in designated parking spaces outside the Administration Building adjacent to the Main Plant. This is the designated District vehicle parking area. The parking lot across the street can be used for overflow parking if necessary.

C. Prior to off-site use, employee is to:

- 1) Visually inspect the vehicle. Report any signs of physical damage, low tire pressure, or lights not working properly to the superintendent immediately. **Select another vehicle if any of the above are recognized prior to use.**
- 2) Verify that District Insurance ID card and vehicle accident forms are in the glove box.
- 3) Ensure vehicle has adequate fuel. All District keys have vehicle-specific fuel access cards on their key rings.

## III. VEHICLE RETURN

A. Vehicles should be returned to their designated parking spot outside the Main Plant and secured. The keys must be returned to their proper storage location. **KEYS ARE NOT TO BE LEFT IN THE VEHICLE.**

B. All vehicles must be returned with adequate fuel for their next use. Vehicles should be returned clean, and all trash and personal items removed upon return of the vehicle.

<b>POLICY/PROCEDURE #:</b>	<b>62</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>Employee Professional Development</b>
<b>DATE:</b>	<b>07/01/2026</b>

## **POLICY**

SD5 encourages and supports training and professional development for employees to improve their knowledge, skills, and abilities for on-the-job performance and professional development.

## **PROCEDURE**

- I. The employee’s supervisor is responsible for working with the employee to determine appropriate training and professional development topics and establishing training goals in the employee’s annual work plan.
- II. Specific work-appropriate classes, training events, conferences, and webinars shall be identified, and the employee and supervisor shall work collaboratively to schedule them.
- III. The District will provide advance funds and/or reimbursement for professional development and training as detailed in *Personnel Policy on Expense Reimbursement*.
- IV. After attending a training event, the employee is responsible for entering training data into the appropriate District record-keeping system, found on the network.
- V. The District will report the total training hours taken by staff each month on the Training Link Site and some training hours can be used for CWEA Certificate Renewal requirements.

<b>POLICY/PROCEDURE #:</b>	<b>63</b>
<b>SECTION:</b>	<b>HUMAN RESOURCES – GENERAL</b>
<b>SUBJECT:</b>	<b>Employee Designated Parking</b>
<b>DATE:</b>	<b>07/01/2026</b>

**POLICY**

SD5 is committed to ensuring employees have designated parking spaces outside of the District’s Main plant. Designated parking is essential for ensuring efficiency and structure.

**PROCEDURE**

The District recognizes and appreciates that to be productive, employees may and to provide efficiency for District Operations and response activities certain work trucks are designate to specific spots that enable efficiencies and employee parking is designated in spots that don’t require the moving of personal vehicles during the course of the work day.

**I. Employee Parking Assignment**

The District has provided two type of identification for parking of vehicles and will be painted on the ground of the designated parking spot- the specific employee # will be issued to employees and may be changed at any time to accommodate district operations.

District vehicles are list By the Designation “D” Employee Vehicles are listed by the Designation “E”  
 Example “D1” = District Vehicle #1 , “E1” = Employee Vehicle #1

- |  |                               |
|--|-------------------------------|
| E1= Operations Superintendent              | D1= Rodder                    |
| E2= Maintenance Collections Superintendent | D2= Vactor                    |
| E3= District Manager                       | D3= Admin Lightning           |
| E4= O&M Tech II                            | D4= Superintendents lightning |
| E5= O&M Tech IIE6= E&I Tech                | D5= Ops truck 1500            |
| E7= C&M Tech I                             | D6= Inspectors Maverick       |
| E8= O&M Tech III                           | D7 = Ops Maverick             |
| E9= C&M Tech I                             | D8= Collections Maverick      |
| E10= Lab Safety Coordinator                | D9 = Service/Crane Truck      |
| E11= Admin Services manager                | D10= E&I Tech Truck           |
| E12= Inspector                             |                               |

<b>POLICY/PROCEDURE #</b>	<b>64</b>
<b>SECTION:</b>	<b>ADMINISTRATION - HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>Employee Compensation and Benefit Approval Process</b>
<b>DATE:</b>	<b>07/01/2026</b>

**POLICY**

To enhance transparency and the opportunity for public engagement, the SD5Board will utilize a multi-step process when considering District employee compensation and benefits adjustments

**PROCEDURE**

- I. Any adjustments to employee compensation or benefits not already approved by MOU or unrepresented benefits plan shall be approved by the SD5 Board at a public meeting, in open session, in accordance with the Ralph M. Brown Act.
- II. When considering compensation and benefit adjustments for a job classification(s) the Board will use the following process:
  - A. Staff will present the adjustment at a regular Board meeting, for Board review and discussion, public comment, and Board direction.
  - B. At a subsequent Board meeting, after Board comments and direction from the prior meeting have been addressed by staff, the Board will consider approving the adjustment.
- III. For cases where the adjustment is minor, non-substantive, or a housekeeping matter, as determined by the District Manager and approved by the Board Chair, the Board will consider the adjustment at a regular Board meeting and take action, as appropriate.
- IV. Generally, adjustments will not be considered by the Board at special or emergency meetings due to the reduced public notification period associated with each type of meeting.

<b>POLICY/PROCEDURE #:</b>	<b>65</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>Social Media Policy</b>
<b>DATE:</b>	<b>07/01/2026</b>

**PURPOSE**

This policy establishes the following social media goals:

- Provide guidelines for how SD5 should present itself on social media.
- Require staff to follow the policy guidelines when operating on social media on behalf of the District.
- Protect SD5s LinkedIn account from inappropriate or unproductive dialogue.
- Safeguard SD5 from adverse legal and security implications.

District standards of conduct shall apply to all employee social media technology use that involves or affects the District.

**PROCEDURE**

**I. Roles and Responsibilities**

- A. SD5’s primary contact for LinkedIn is the District Manager. The GM is responsible for posting approved content, monitoring activity on the District page, and referring inquiries and other matters needing attention to the appropriate manager, as noted below.
  - 1) Questions from the Public – District Manager
  - 2) Stakeholder engagement – District Manager; Administrative Services Manager; Treatment Plant Manager; Technical Services Manager, as appropriate
  - 3) Security and legal concerns – District Manager
  - 4) Crisis response – District Manager, Operations Superintendent
  - 5) New hires/HR – Administrative Services Manager
  - 6) Safety concerns – Administrative Services Manager, District Manager
  - 7) Social media monitoring – District Manager
- B. In most cases, the GM will be responsible for the content and maintenance (including monitoring) of the District LinkedIn page.
- C. The District has the authority to designate additional District staff as social media publishers on an as-needed or project-specific basis.

- D. Staff is encouraged to suggest posting material for the District LinkedIn page. Suggestions should be sent to the ASM, who will forward to the appropriate department manager for review.

## **II. Guidelines to Staff for Engaging in Social Media**

- A. Be transparent and truthful: Honesty – or dishonesty – is quickly noted and exploited in the social media environment. Information shared via these mediums must be carefully considered. Once information has been posted, it will be widely accessible, and it cannot be “taken back.”
- B. Be judicious: Material that is intended to be private, confidential, and/or for internal use only – such as legal or personnel issues – must not be posted.
- C. Admit mistakes: If content is posted by mistake, admit it – as quickly as possible. If it’s a post that can be edited, consider making the changes.
- D. If it gives you pause, pause: If something is about to be published that makes you at all uncomfortable, do not publish it. In order to help clarify the post, review these guidelines and/or talk to a supervisor to work through your concern.

## **III. General Use and Content**

- A. The District’s website ([www.sani5.org](http://www.sani5.org)) will remain its primary and predominant internet presence.
- B. Wherever possible, content posted to the District’s LinkedIn page contain hyperlinks that direct users back to SD5’s website for more in-depth information or documents.
- C. Employees shall not represent, in social media or other online forums, that they speak on behalf of the District, unless specifically authorized to do so by the District Manager/designee. Employees authorized to speak on behalf of the District shall identify themselves by full name, title, and shall address issues only within the scope of their specific authorization.
- D. If posts are shared or unoriginal imagery is used, posts must include credit to the original source.
- E. Articles, posts, and comments on the District’s LinkedIn page are subject to monitoring and removal by the District. Any content deemed inappropriate by the District is not allowed and will be removed. Inappropriate content may include, but is not limited to, the following:
  - 1) All unproductive or inappropriate dialogue.
  - 2) Profane or offensive language or content.
  - 3) Content that promotes, fosters, or perpetuates discrimination or harassment, or in any other way violates the District’s Personnel Policy on Unlawful Harassment/Discrimination

- 4) Sexual content or links to sexual content.
  - 5) Solicitations of commerce.
  - 6) Conduct or encouragement of illegal activity.
  - 7) Information that may compromise safety or security.
  - 8) Content that violates any District policy or any
  - 9) Content that is off topic, out of context, spam, promotional, or links to third party sites.
  - 10) Content from anonymous profiles.
  - 11) Content that attacks an individual's character.
  - 12) Discussion of personal subjects such as politics and religion.
- F. SD5 disclaims responsibility and liability for inappropriate material posted by visitors or any other unauthorized user.
- G. Responding to visitors' comments (if necessary) is the responsibility of the AS.
- H. Posting any confidential, sensitive, or proprietary information on SD5 operations, business, and/or employees is strictly prohibited.
- I. SD5 aims to respond to relevant questions and comments as quickly as possible but reserves the right to use judgement in selecting the messages that receive responses.

#### **IV. Public Records Act**

- A. Content posted on the District LinkedIn page may constitute a public record and therefore may be subject to the Public Records Act and public disclosure.

<b>POLICY/PROCEDURE #:</b>	<b>66</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – HUMAN RESOURCES</b>
<b>SUBJECT:</b>	<b>Modified Duty/Return to Work Quick Reference</b>
<b>DATE:</b>	<b>07/01/26</b>

## **PROCEDURE**

The Return-To-Work procedure is fully described in *Modified Duty/Return to Work Personnel Policy*. This reference provides further information about the modified duty return-to-work policy for work-related as well as non-work-related illnesses or injuries. It does not supersede the above referenced policy.

## **WORK RELATED INJURIES**

Work related injuries can be first aid or more significant and are those that occur while working on District time on-site or off-site.

- I. First aid is any one-time treatment, and any follow-up visit for the purpose of observation of minor scratches, cuts, burns, splinters, or other minor industrial injury, which do not ordinarily require medical care.
- II. For injuries that are beyond in-house first aid, the injury must be reported to the supervisor, and the supervisor will immediately direct the injured worker to call 911 if it's an emergency.
- III. Injury reporting packets are located on the Upper right hand side cabinet of the admin services manager's desk. The supervisor must complete the supervisor section of the DWC-1 form, and provide this to the employee as soon as possible, but no later than 24 hours from the worker's initial reporting of the incident. If necessary, the form may be delivered or mailed certified return receipt to the employee. The employee must complete the "Employee" section of the form and return it to the District.
- IV. The *Incident/Accident Report-Declined Medical Treatment* form is to be used if the employee does not need, or chooses to decline medical treatment, including for injuries requiring only in-house first aid. Declining does not prevent the employee from later seeking medical attention for the incident previously declined. If the employee uses the Nurse Triage hotline service, and declines medical treatment, the Nurse Triage service will document the declination. If medical treatment is declined, no DWC-1 form is required, and no workers' compensation claim will be filed. Use caution when declining, as even a simple cut could become infectious in our working environment.
- V. An incident investigation must be performed by the supervisor and/or Safety Officer, as

directed under the Injury and Illness Prevention Program (IIPP), using the *Health & Safety Investigation* form. The documented investigation must be completed as soon as possible after the incident, preferably concurrent with completion of other required workers' compensation claim forms.

- VI. If medical evaluation and diagnosis is performed, it must occur within the District's Medical Provider Network, unless a pre-designated physician is on file for the injured employee (forms for physician pre-designation are available from Administration). The employee is under the care of the treating doctor for the duration of the treatment period until released by the physician to modified or full duty.
- VII. The Safety Officer can work with the employee and supervisor to complete forms required for a workers' compensation claim, if applicable. A workers' compensation claim must be filed for any injury, including first aid, for which medical evaluation is performed.
- VIII. The employee must return to work upon physician release to modified duty or full duty according to the District's return-to-work program. An *Employee Status Report* form indicating the employee is released to return to work, with or without medical restrictions, must be completed and signed by the physician to return to work.
- IX. The physician's initial and subsequent Employee Status Reports will state work restrictions, if any, that are indicated for the injured employee. The Return-to-Work (RTW) Coordinator or other designated knowledgeable person should lead the return-to-work process. The RTW Coordinator, the supervisor, and the employee are to discuss work restrictions and possible modified work so that the employee may return to work as soon as possible.
- X. Continuing eligibility for workers compensation may be at risk if the employee refuses any modified work offered by the District.
- XI. Modified duty assignments are set until the next scheduled physician visit, up to a maximum of six weeks each. The District Manager may extend a modified duty assignment with the physician's updated evaluation and recommendation.
- XII. Forms Needed – Work Related
  - 1. *Health & Safety Incident Investigation* form.
  - 2. *DWC-1 Workers Compensation Claim* form completed to file the claim.
  - 3. *Incident/Accident Report-Declined Medical Treatment* form to decline treatment.
  - 4. Workers' Compensation packet with Medical Provider Network information, *Treatment Authorization* form, and Workers' Compensation overview and related forms.

5. *Employee Status/Work Status Report*, completed by physician for full release or with restrictions.
6. *Pre-designation of Personal Physician form to assign a workers' compensation treating* (must be on file prior to incident/accident).
7. Return-to-Work Template Memo.

### **NON-WORK-RELATED ILLNESSES OR INJURIES**

- I. Medical information is confidential and employees may, but are not required to, provide any information about the underlying diagnosis.
- II. The employee discusses with the supervisor the need for time away from work due to the non-work related illness or injury. The employer must not ask for information about the underlying diagnosis.
- III. The employee is required to provide a physician's note documenting the need for leave.
- IV. The employee remains off work during the approved leave until released by the physician to modified or full duty.
- V. The employee returning from medical leave must provide a medical release-to-work with or without restrictions as a condition of returning to work. There are no exceptions. The District will assist with forms if needed.
- VI. If the employee is released to return to work with restrictions that preclude them from performing all the essential job duties, the designated RTW Coordinator, the supervisor, and the employee will discuss possible modified duties for return to work, as applicable.
- VII. The employee returns to work with or without modified duty.
- VIII. Modified duty assignments, if available and appropriate under the circumstances, are a maximum of six weeks each.

### **Forms Needed – Non-Work-Related**

1. Documentation of initial discussion.
2. Information to medical provider and medical information release form.
3. Work Status Report form for full release or with restrictions.

<b>POLICY #:</b>	<b>67</b>
<b>SECTION:</b>	<b>HUMAN RESOURCES – HR</b>
<b>SUBJECT:</b>	<b>EMPLOYEE OR RETIREE REQUESTED PAYMENT CHANGES</b>
<b>DATE:</b>	<b>7/01/2026</b>

## **POLICY**

Changes in bank account information or payment reimbursement requests by active or retired employees must be made to the Administrative Department in-person, virtually, or through power of attorney or notarization.

## **GENERAL**

District employees or retirees may occasionally need to update their personal records. These changes include updates in personal address or other contact information, payroll tax status, and bank account information. The District encourages its employees to provide the most up to date information to the Administration Department for timely and accurate processing of payments, either payroll or reimbursements.

However, the advent of technology has brought about challenges for making such changes. Between phishing emails and artificial intelligence (AI) voice recordings, the opportunity for fraud becomes easier. As such, employees seeking to make changes to their personal information that cannot be done so on their own are to perform them through presentment (either via in-person, virtually, power of attorney, or notarization) before the Administration Department to quickly validate their identity.

## **EMPLOYEE INFORMATION REQUIRING ADMINISTRATION ASSISTANCE**

Most employee changes follow the normal District approval process through the preparation of a Personnel Action Form (PAF) or Expense Reimbursement Form. The PAF covers an array of employee personnel information, such as promotions or job status changes, changes in pay or work schedule, employee leaves, address or phone changes, or payee bank account information. Payment reimbursement requests are made using the Reimbursement Request Form. Changes to bank account information and expense reimbursement requests require a verification process per this policy with the Administration Department to either input the change into the financial system or review to avoid the potential for fraud.

## **PROCEDURES**

All active and retired employees requiring changes to their bank account or request a reimbursement are to do so in using one of the following options:

- 1) Employee or Retiree to physically appear at the District Administration office to submit the appropriate form to Administration Department Staff.
- 2) If unable to appear at the District's physical location, the person may alternatively request to communicate their request through an online video conferencing tool, and submit the form. Available online video conferencing tools are Zoom, Microsoft Teams, or any other online video conferencing tool through which the individual's face can be seen.
- 3) Submit the form with a scanned copy of a power of attorney or other notarized document confirming your account change to the Administrative Specialist or Administrative Services Manager. Included with the notarized document must have either a Certificate of Acknowledgement or a Jurat that includes an official notary public seal. The sequential identification number on the seal is then verified to the applicable County Recorder's Office or other local jurisdiction to validate its authenticity.

All methods quickly validate the identity of the individual(s) through view of their face or review of an official document versus relying on their email address or voice over the phone.

In the case an active or retired employee wants to change their bank account information, they also need to provide a voided check. Copies of the SD5 PAF and Reimbursement Request forms are located within the Administration Office.

<b>POLICY/PROCEDURE #:</b>	<b>91</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – SAFETY AND SECURITY</b>
<b>SUBJECT:</b>	<b>Facility Security</b>
<b>DATE:</b>	<b>7/01/2026</b>

## **PURPOSE**

To maximize the security of SD5’s assets, facilities, and people, and to reduce liability and risk associated with unauthorized individuals utilizing SD5 property.

## **PROCEDURE**

This procedure shall be annually reviewed and updated by the Safety Coordinator with modifications recommended to the Executive Team, as needed.

### **I. District Property Security**

- A. Perimeter inspections of District property will be conducted twice daily by Operations staff during the rounds. The inspector shall look for any perimeter fence or gate damage, ensure all gates are secured, and report any signs of intrusion or threats to perimeter security to the Safety & Security Coordinator. Needed repairs will be performed on a high-priority basis.
- B. All access gates in SD5’s perimeter fence shall always remain locked with a “2126” series lock when not in use. The Administration Building’s main entrance door will be locked outside of normal business hours. Each department is responsible for ensuring security of its designated work areas.
- C. Only SD5staff shall possess and use electronic gate openers and keycodes for roll up doors, which are issued by the District Manager.
- D. Ring Video Cameras will be used for afterhours surveillance and notification. The GM has access to the Cameras and may share access to managerial and supervisory staff as needed.

## **II. Entry/Access Control**

- A. Signs shall give clear direction to all persons entering SD5's property. "No Trespassing" signs referencing California Penal Code 555 are installed on perimeter fences and gates, and posted on District property above Paradise Drive.
- B. All visitors, vendors, tour groups, and service providers shall check in at the Administration Building before entering the facility. The visitor sign-in sheet shall indicate name, date, time in, reason for visit, and the SD5 contact. Tour groups may sign in as a group; group sign-ins shall include the number of attendees entering. Completed sign-in sheets will be maintained in the Administration files, in chronological order, for three years.
- C. Business hours shall be clearly posted at the Administration Building entrance,.

## **III. Vehicle and Materials Delivery Management**

- A. Employees of SD5, shall use the appropriate designated parking areas. District visitors and Contractors working at SD5 will use the public parking areas across the street from the plant.
- B. To ensure separation between SD5 and contractor possessions, SD5 portable tools and equipment shall not be left at contractor work sites or staging areas.
- C. All District vehicles and vehicle storage bins shall be kept locked when vehicles are off site.

## **IV. District Staff Responsibilities**

- A. Security threats shall be dealt with in accordance with the District's Emergency Action Plan.
- B. Violence in the workplace is not permitted, and is addressed in *Safety in the Workplace* Personnel Policy.
- C. Lone operators shall carry a radio at all times that can access emergency assistance in accordance with District emergency operating procedure. Emergency services should be summoned by dialing 911 from mobile phones, or 911 from treatment plant telephones.

<b>POLICY/PROCEDURE #:</b>	<b>92</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – SAFETY AND SECURITY</b>
<b>SUBJECT:</b>	<b>Health and Safety Policy</b>
<b>DATE:</b>	<b>07/01/2026</b>

## **PURPOSE**

SD5 believes that its employees are its most valuable asset. As such, ensuring a safe workplace, free from incidents, is a primary objective at every level of our organization. In support of this objective, to define the details and provide guidance for implementation, the District has established a written Health and Safety Program.

Our success has always been dependent on individuals working together; our Health and Safety Program is no exception. Every individual within the organization has a role in ensuring the success of this Program.

To provide guidance for the integration of the health and safety into daily business and operations, SD5 is committed to the following core principles:

- Workplace incidents and injuries are preventable.
- No employee is required to work in an unsafe area.
- Employees will not be required to perform a task that is unsafe.
- Employees are encouraged to discuss safety issues, and bring to management’s immediate attention any unsafe condition or hazard within the workplace without concern about retaliation or harassment.
- Every employee has the responsibility to work safely. Employees are expected to participate in safety program activities, and to accept and follow established safety programs, policies, and work procedures.
- All supervisors and managers are responsible and accountable for the overall administration and effectiveness of the Health and Safety Program within their designated areas of responsibility. The safety of each employee is considered an integral part of the supervisor’s regular management function.
- District business shall be conducted in accordance with applicable federal, state, and local laws, regulations, and standards.

SD5 safety related documents, including an Injury and Illness Prevention Program (IIPP), can be accessed on the SD5network.

<b>POLICY/PROCEDURE #:</b>	<b>93</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – SAFETY AND SECURITY</b>
<b>SUBJECT:</b>	<b>Safety and Wellness Incentive Program</b>
<b>DATE:</b>	<b>07/01/2026</b>

**PURPOSE**

To enhance the overall Safety and Wellness Programs by encouraging employee’s active participation. The Incentive Program strives to achieve this by acknowledging employee contributions in several of the key aspects of a sound safety and wellness culture such as hazard identification, safety communication, safety and wellness training, and personal wellness practices.

**GOALS**

- Prompt identification and correction of safety hazards;
- Increased leadership and participation in safety training;
- Consistent demonstration of safe work practices;
- Improved personal health and well-being; and
- Zero workplace injuries.

**AWARD CRITERIA**

The Safety Incentive Program will recognize employee safety program contributions towards the stated goals by holding bi-annual pizza luncheons for zero accidents and continued success of the safety program which includes the reporting of near misses and reporting and correcting safety hazards in a timely manner.

**PROCEDURE**

- I. The Safety and Wellness Incentive Program functions on a 6-month basis (July 1 through December 31, and January 1 through June 30) with awards provided to employees at the end of each 6-month period.

<b>PROCEDURE #:</b>	<b>94</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – SECURITY PROCEDURES</b>
<b>SUBJECT:</b>	<b>Information Technology Security</b>
<b>DATE:</b>	<b>07/01/2026- Banshee review</b>

## **PURPOSE**

To minimize risk to the security of SD5’s information technologies and to minimize liability and risk associated with unauthorized individuals accessing SD5 information for any use.

## **PROCEDURES**

This procedure shall be revisited annually by the Safety Coordinator, with modifications recommended to the Executive Team as needed. The District Manager has authority to make minor changes to this policy and its procedures, as needed.

- **Information Technology**

- A. SD5’s Information Systems Administrator (ISA) will keep current with and implement measures to control unauthorized access to the District’s computer/SCADA systems including, but not limited to:
  - 1) Maintaining and upgrading firewalls and intrusion detection systems as necessary to prevent unauthorized internet access to SD5’s information systems.
  - 2) Installing and maintaining current versions of professional-grade antivirus and antimalware software on applicable District systems and devices.
  - 3) Conducting periodic vulnerability assessments. The ISA will determine the need for an outside professional to perform or assist in the evaluation.
  - 4) Apply security patches frequently for user applications and operating systems.
  - 5) Prohibit and prevent the execution of unauthorized software and other executables on District systems.
  - 6) Ensure sensitive data is encrypted, both when stored and while being transferred between systems.
- B. Passwords and access controls shall be utilized to monitor and ensure appropriate levels of security for District staff. User accounts shall be disabled upon an employee’s departure from District employment or leave greater than 30 days. The ISA shall establish the appropriate level of electronic security access for all new employees in consultation with the employee’s supervisor. Staff shall not store passwords in an unencrypted or insecure manner, nor shall staff share

their passwords with anyone. Storing credentials in password-protected spreadsheets is not considered secure. To assist employees who need secure credential management, a password manager will be maintained on all workstations. This enables login details to be stored in an encrypted manner with a “master password,” allowing users to have to memorize only a few usernames and passwords.

- C. The ISA will ensure that all District servers are regularly backed up. A “backup” server is installed onsite, but physically located away from the data being backed up, and incremental backups are made to this server. Backups will also be replicated off-site for disaster recovery.
- D. Only District-managed Internet file sharing programs and services (Dropbox, Google Drive, OneDrive, etc.) will be used for District documents and data. Accessing personal online file storage from District computers is prohibited.
- E. No hardware, including, but not limited to, laptops, desktop peripherals, tablets, phones, or removable storage devices, shall be connected to District hardware or networks without the approval of the ISA, District Manager, or designee, with the exception of personal devices connecting to the District’s public Wi-Fi. No software will be installed on District systems without the approval of the ISA or District Manager.
- F. Basic computer security training will be given to all employees who use District computers. This training will be included with initial security policy training and refresher training will be scheduled at least annually.
- G. Personnel Policy #408-*Rules Regarding Use of District Property and Equipment* addresses further Information System issues, and will be reviewed annually to verify that it remains adequate and relevant.
- H. Remote access to the District’s Office Network can be established for individual employees on a case-by-case basis. If access is approved by the employee’s GM, the ISA will provide IT security refresher training, then set up the secure connection.

When remote access is no longer necessary, or authorized, the employee’s supervisor notifies the ISA, who removes the user from the remote access group.

<b>POLICY/PROCEDURE #:</b>	<b>95</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – SAFETY AND SECURITY</b>
<b>SUBJECT:</b>	<b>Key and Keycard Control</b>
<b>DATE:</b>	<b>07/01/26</b>

## **PURPOSE**

To minimize risk to the security of SD5’s assets, facilities, and people, and to minimize liability and risk associated with unauthorized individuals utilizing SD5property.

## **PROCEDURE**

This procedure shall be updated annually by the Safety Coordinator and Security Committee and modifications recommended to the Executive Team, as needed.

### **I. Keys, Keycards, and FOB Control**

- A. The District’s Key List is maintained by the Administrative Service Manager (ASM), and includes the Master Key, Secondary Key, and District Key Classification lists. The treatment plant’s process areas are all keyed with a sergeant key, pump stations and manual access gates are keyed with a 2126 master lock key
  
- B. The Master Key List documents Employee Keys and Keycards
  - 1) Additional keys, as appropriate and based upon the employee’s job duties, will be issued by the employee’s supervisor. All keys that are issued to an employee will be noted in the employee’s personnel file by the Administrative Specialist (AS).
  - 2) Department managers are responsible to ensure that keys and keycards are returned by their employees upon transfer or termination of employment with SD5or when the need for the key no longer exists.
  - 3) Keys and keycards will be issued, and access granted for the duration of the need, not by term of employment with SD5.
  - 4) Transferring ownership or responsibility of keys or keycards from one person to another is not permitted. Keys and keycards must be returned to one of the lock boxes and recorded in the log and the employees’

personnel files.

- 5) All keys not issued to a specific employee must be appropriately secured in the three lock boxes identified in the Key Control Boxes List. (Attachment C)
- 6) Each employee is responsible for the safekeeping of their keycard and key(s), and for their return to their manager upon their departure from the District.
- 7) No keys shall be duplicated without the prior approval of the GM or Treatment Plant Manager.
- 8) Re-keying of locks may be done periodically, and the key control system may be replaced or supplemented by another control method, as approved by the GM.

C. District Staff Responsibilities

- 1) The Safety Coordinator and Administrative Services Manager is responsible for annual review of this policy, with modification recommendations made to the Executive Team as appropriate.
- 2) The ASM is responsible for maintaining the Master Key and Secondary Key lists, and for noting keys and keycards issued to employees in their personnel files and in a comprehensive list or database.
- 3) The ASM is responsible for maintaining the FOB Control List and for maintaining the integrity and order of the FOB's.
- 4) The ASM and Operations Superintendent shall be responsible for maintaining the integrity and order of the key control boxes. The ASM and Safety Coordinator shall conduct an annual Key Control Box audit, completing a physical count of the keys within the control boxes. Findings from this audit shall be used to update the control boxes' content lists. (See Attachment C)
- 5) Lost or stolen keys, keycards, or FOB's are to be reported to the employee's supervisor immediately.

### **KEY CONTROL BOXES**

There are two key control boxes within the facility: the primary key control box located in the Administration Building's vault, 1 box located in the Maintenance Building. Administrative Building – The key control box #1 contains Spare keys for trucks and district buildings/doors

- Maintenance Building – Key Control Box No. 2 is for "Lockout/Tagout" master keys storage, is to be well maintained and labeled, and is managed by the AMS. Key Control Box No. 2 is to be well-organized and contain a minimum of one spare key for each lock

- Laboratory- Key Control Box #3 Is for the storage of District vehicle keys and is to be maintained labeled and well organized for the efficient use and moving of District vehicles for continued safe and efficient operations.

<b>POLICY/PROCEDURE #:</b>	<b>96</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – SAFETY</b>
<b>SUBJECT:</b>	<b>Third-Party Agency Information Technology Support</b>
<b>DATE:</b>	<b>07/01/2026</b>

### **PURPOSE**

This procedure shall be used by the District when contacting third-party support for District Information Technology (IT) software or hardware issues.

### **PROCEDURE**

- I. An employee initially requests support from District IT staff on shift.
- II. If IT staff are not at the District, and the issue is deemed significant enough such that resolution cannot wait until IT staff return, an attempt should be made to reach IT staff by calling their personal phone numbers to see if they are available to assist.
- III. If staff cannot be contacted, or they are unavailable, the District’s IT Support Provider Banshee should be contacted, after receiving verbal approval from senior staff (Manager or Operator in Charge on off-shift schedules. At this point, Banshee will work with the reporting employee to identify and resolve the issue.

### **REFERENCE**

Banshee contact information:  
(888) 678-7350 (24-hour support)  
[bnisupport@bansheeinc.com.com](mailto:bnisupport@bansheeinc.com.com) (Medium  
priority, 6am-6pm)

<b>POLICY/PROCEDURE #:</b>	<b>97</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE – SAFETY</b>
<b>SUBJECT:</b>	<b>Artificial Intelligence Use (AI)</b>
<b>DATE:</b>	<b>07/01/2026</b>

## **PURPOSE**

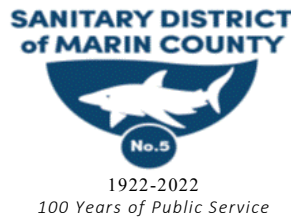
To provide guidance to staff on the appropriate use and restrictions of using generative artificial intelligence (GenAI or AI) tools in connection with their work for the Agency.

## **PROCEDURE**

Available applications driven by GenAI, such as chatbots (e.g., ChatGPT) or image generators (DALLE 2, Midjourney) are exciting new innovations that may appear to offer opportunities to increase workplace efficiency. Use of this new technology also brings significant risks related to confidentiality, accuracy, and security.

- GenAI applications are subject to providing false answers or information, or information that is out-of-date. As such, employees must carefully and thoroughly verify that any response from a GenAI tool upon which they intend to rely, or use is accurate, appropriate, and ethical; is not a breach of confidentiality; and does not violate any District policy or law.
- Information provided to a GenAI tool may become publicly available, regardless of any assurances to the contrary. As such, no confidential, proprietary, or sensitive information should be provided to a GenAI tool. For example, employees must not upload or input: passwords or other credentials; confidential health records or other personnel or personally identifiable information; or any other confidential District information.
- If an employee does use a GenAI tool to help perform a work task, they must inform their supervisor of that fact, preferably in advance of such use, in writing.
- Employees are not permitted to represent any work generated by AI as their own original work. Employees must ensure that, if any of their work uses AI-generated information or assistance, they should include a clear statement of that fact on the work product.
- Employees shall not integrate any GenAI tool into District software, as explained in Policy #94: IT Security, without advance written authorization from the Information Systems Administrator.
- Any employee who has a concern about possible violation of this policy must report the concern to their supervisor or the Administrative Services Manager

Management  
Tony Rubio District Manager  
Joel Alvarez Administrative Services Manger  
2001 Paradise Drive  
Tiburon CA 9420  
415-435-1501 Tel  
415-435-0221 fax  
[www.sani5.org](http://www.sani5.org)



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

**Date:** June 18, 2026  
**To:** Board of Directors – Regular Board Meeting  
**From:** District Manager – Tony Rubio  
**Subject:** Acceptance of Energy & Wastewater Infrastructure Modernization and Utility Savings Program Proposals and Providing Direction to District Manager to Enter into professional services agreement with Climatec for a no cost Feasibility assessment and preliminary assessment as outlined in the Proposal.

**STAFF REPORT:**

As part of the Districts 2025 Strategic Plan, the Board of Directors identified a goal of completing energy efficiency upgrades to all District facilities where feasible. The intent of completing these upgrades is to save money, reduce greenhouse gas emissions, and meet growing energy demand. By investing in efficient infrastructure, the District will achieve substantial long-term energy cost savings and demonstrate environmental leadership.

To achieve this objective, a Request for Proposals (RFP) was posted on the Districts website in April of 2026, seeking a qualified energy services company capable of developing and implementing projects that are consistent with the Districts desire to deliver the best and most cost-efficient municipal services. The RFP asked firms to identify their relevant experience in similar projects, and demonstrate their implementation approach to the project. Three consulting firms downloaded the RFP, and the District received proposals from two consultants on May 8, 2026. An evaluation team consisting of the District Manager and the Capital Improvement Committee Meeting reviewed the proposals at the June 10 CIP committee meeting and are recommending that the Board provide direction to the District Manager to enter into a no cost professional services agreement with Climatec to begin the Feasibility and Preliminary Assessments.

The goal of the evaluation process was to select a consultant that provides services aligning with the Districts best interests, per Government Code 4217.10 - 4217.18, specific to energy conservation contracts for local governments. Climatec's proposal, and references demonstrated their reputable qualifications for the project. Furthermore, Climatec demonstrated that it can provide quality service, sustained efficiencies, and energy cost savings expected by the District. Upon approval of this no -cost professional services agreement, Climatec will develop an Investment Grade Audit (IGA) inclusive of a viable comprehensive energy conservation plan that meets the District needs while saving energy. Consistent with the areas of

priority listed in the RFP, Climatec will focus its efforts on evaluating priorities in these areas:

1. Solar, battery storage, and other renewable technology
2. Flow Meter Upgrades
3. Microgrid and power resiliency solutions
4. Electrification of facilities
5. Electronic Vehicle (EV) charging
6. Heating Ventilation & Air Conditioning (HVAC) systems
7. SCADA improvements
8. Building Automation System (BAS) and security/access systems installation, upgrade, or expansion
9. Interior & exterior lighting and controls
10. Building envelope upgrades including roofing and windows
11. Water/Wastewater infrastructure such as lift and pump stations
12. Smart irrigation control systems
13. Water conservation measures
14. Other related infrastructure improvements

Also included in the development of the IGA, Climatec will explore options for funding sources, including state programs, local utility rebates and incentives, grants, federal monies, and private sector funding. All aspects of the development of the IGA, inclusive of the preliminary scope and funding plan, will be completed by Climatec at no cost to the District. Once finalized, the scope of work and funding plan will be presented to the District Board of Directors for consideration. If approved, Climatec would then begin the program implementation phase of the project.

**FISCAL IMPACT:**

There is no fiscal impact as a result of this action. Development of the investment grade audit will be completed at no cost to the District. Projects identified in the audit will be brought to the District Board of Directors for consideration at a future meeting.

**CEQA (California Environmental Quality Act)**

Exempt

**Recommendation:**

Authorize the District Manager to enter into no cost professional services agreement with Climatec to begin the Feasibility and Preliminary Assessments



Tony Rubio, District Manager

**ATTACHMENTS:**

Climatec Proposal and Opterra Proposal



# SANITARY DISTRICT of MARIN COUNTY



## Energy and Wastewater Infrastructure Modernization and Utility Savings Program REQUEST FOR PROPOSALS (RFP)

Sanitary District of Marin County No. 5

Attn: Tony Rubio

Submitted: May 8, 2026

May 8, 2026



Tony Rubio, District Manager  
**Sanitary District of Marin County No. 5 (SD5)**  
PO Box 227, Tiburon, CA 94920

Dear Mr. Rubio,

Thank you for the opportunity to respond to SD5's RFP. Climatec collaborates with CASA member agencies and understands the pressures facing sanitary districts today, aging infrastructure, escalating PG&E rates, regulatory demands, and the need for long-term fiscal resilience. Through direct engagement with District staff and review of SD5's public record, we have developed an approach that builds on the District's existing investment rather than starting from scratch. Recognizing that NEM 3.0 has changed the solar financial model since prior studies were completed, our program accounts for this directly, pairing right-sized solar with battery storage to maximize self-consumption and reflect today's rate environment.

SD5's program also carries a broader obligation. The Town of Tiburon's 2030 CAP targets a 50% GHG reduction below 1990 levels, with approximately 21,000 MT CO<sub>2</sub>e still needed. We are prepared to design SD5's M&V plan to produce annual GHG reports directly compatible with Tiburon's CAP inventory, turning SD5's energy program into a measurable, verified community climate contribution, year over year.

When evaluating partners, we ask the District to consider the following distinctions:

#### **DEEP UNDERSTANDING OF SD5'S PRIORITIES**

Our direct engagement with District staff and review of SD5's public record, we understand site-specific conditions and prior analyses.

#### **INNOVATIVE FUNDING & BUDGET CERTAINTY**

Our in-house funding helps secure IRA Elective Pay, SGIP, Clean Water SRF, WIFIA, and IBank financing, including ITC direct cash payments many public agencies don't know are available to them.

#### **STABLE OWNERSHIP & BRAND**

As a Bosch brand, Climatec is backed by a \$104B global company. Debt-free, never restructured, never transferred an energy service agreement. Backed by Bosch. Always Climatec.

#### **PROVEN, LITIGATION-FREE TRACK RECORD**

\$1.5B infrastructure modernization programs delivered statewide. 118% average savings performance. Zero litigation. Climatec has met every guarantee made to a California public agency.

#### **IN-HOUSE DELIVERY & CAP-COMPATIBLE GHG REPORTING**

Single point of accountability from development through M&V, with our reporting structured to align directly with the Marin Climate & Energy Partnership's inventory methodology, so SD5 can demonstrate verified annual CAP progress.

We are honored to be considered and look forward to supporting SD5 in achieving its infrastructure, sustainability, and climate goals for the District and the community it has proudly served for over a century.

Sincerely,

A handwritten signature in blue ink that reads "Amber Fritsch".

Amber Fritsch, Regional Manager Direct: (949) 237-0110 | [amberf@climatec.com](mailto:amberf@climatec.com)

For correspondence related to this RFP, please contact Bern Carter at (916) 216-1943 or [bcarter@climatec.com](mailto:bcarter@climatec.com)

# TABLE OF CONTENTS

TAB 1: BACKGROUND, FINANCIAL CAPACITY & MANAGEMENT STRUCTURE .....	1
TAB 2: LITIGATION DISCLOSURE .....	12
TAB 3: REFERENCES .....	13
TAB 4: PROJECT APPROACH .....	18
TAB 5: FUNDING SOURCES .....	24
TAB 6: SAVINGS .....	28
TAB 7: ADDITIONAL BENEFITS AND VALUE-ADDED ELEMENTS .....	30
TAB 8: CONTRACTS, PRICING AND FORMS.....	35



AS WE CONTINUE TO LIVE WITH LIMITED NATURAL RESOURCES, IT'S IMPORTANT THAT THE CITY LEAD BY EXAMPLE IN BEING MORE EFFICIENT WITH OUR MUNICIPAL OPERATIONS. BUDGET SAVINGS THAT ARE ACHIEVED ON OUR UTILITY BILLS THROUGH THIS PROGRAM WILL BE REINVESTED TO FUND ADDITIONAL MUNICIPAL EFFICIENCY PROJECTS."

**DEBBIE POLLARD, FORMER PUBLIC WORKS DIRECTOR | CITY OF SAN LEANDRO**

# TAB 1: BACKGROUND, FINANCIAL CAPACITY & MANAGEMENT STRUCTURE

<p><b>50 Years</b> Energy &amp; Industry Experience</p>	<p><b>\$1.5B+</b> Infrastructure Modernization &amp; Utility Savings Programs in CA</p>
<p><b>ZERO</b> Savings Shortfalls or Litigation</p>	<p><b>Stable Ownership + Brand</b> Backed by Bosch, Always Climatec</p>

## GENERAL INFORMATION

### BRIEF HISTORY OF FIRM

Since our founding in 1975, Climatec has grown into one of the nation’s largest providers of comprehensive energy and wastewater infrastructure modernization programs and building technologies. Validated by a track record of repeat customers, we believe there is a better way to deliver energy solutions than the traditional “get in, get out” approach.

Climatec’s philosophy is built on backing what it promises and staying around for the long haul to ensure our customers’ programs succeed. We are proud to have a reputation that speaks for itself through our growing reference base, particularly in Northern California and the Bay Area.

With over \$1.5 billion in turnkey energy and wastewater infrastructure modernization programs implemented, Climatec is the recognized market leader for public agencies looking to revitalize aging infrastructure and advance climate action and sustainability goals. Our customers have never experienced a savings shortfall, and we have never been subject to litigation related to savings performance or program implementation.

Climatec’s primary focus is California public agencies, representing 95% of our portfolio. These key strengths have driven that impact:

- Delivering comprehensive energy management and efficiency projects for 50 years, including thousands of programs completed for California public entities
- Seven offices across California; Pleasanton office located less than 50 miles from SD5, with additional support from our Sacramento office as needed
- Largest master systems integrator for control systems in the United States
- Employer of hundreds of licensed professionals and engineers in the State of California
- In-depth understanding of the California political landscape, state mandates, available funding, and navigating oversight, utility and regulatory organizations
- Established relationships with PG&E, CPUC, CARB, the State Water Resources Control Board, and other agencies that maximize impact on our customers’ programs
- 70% of our revenue comes from repeat, satisfied customers



## Industry Credentials & Certifications

Climatec holds some of the highest industry credentials in the energy services sector, certifying that we meet or exceed all minimum requirements called out in this RFP:

- NAESCO Accredited Energy Service Company – one of fewer than 30 ESCOs nationally to hold this designation
- California General Contractor License
- LEED Accredited Professionals on staff
- Certified Energy Managers (CEM) on staff
- Certified Measurement & Verification Professionals (CMVP) on staff
- Tridium Niagara Framework Certified Building Systems Integrator
- NAESCO Member – active participant in national ESCO standards development
- CASA Member – California Association of Sanitation Agencies

## THE CLIMATEC DIFFERENCE

- ✓ DEEP UNDERSTANDING OF SD5'S PRIORITIES
- ✓ INNOVATIVE FUNDING & BUDGET CERTAINTY
  - ✓ BOSCH-BACKED STRENGTH & INNOVATION
  - ✓ PROVEN, LITIGATION-FREE TRACK RECORD
- ✓ IN-HOUSE DELIVERY & END-TO-END ACCOUNTABILITY
  - ✓ CAP-COMPATIBLE GHG REPORTING

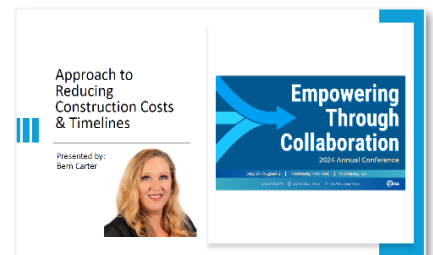
### KEY DIFFERENTIATING FACTORS & AREAS OF EXPERTISE

#### DEEP UNDERSTANDING OF SD5's PRIORITIES

Through direct engagement with District staff and a thorough review of SD5's planning history and public record, we understand the site-specific conditions, prior feasibility analyses, and constraints that shape what is actually achievable here. We arrive ready to accelerate SD5's work, not restart it.

SD5 is focused on practical, fundable infrastructure modernizations that reduce long-term operational costs while preparing for a resilient, lower-carbon future. The District's emphasis on pump station efficiency, digester and sludge heating systems, SCADA modernization, solar PV, battery storage, and EV infrastructure reflects a forward-thinking utility strategy shaped by both operational need and a clear obligation to support the Town of Tiburon's 2030 Climate Action Plan, which carries a remaining gap of approximately 21,000 MT CO<sub>2</sub>e toward its goal of 50% GHG reduction below 1990 levels.

Climatec is prepared to address these priorities efficiently, expediting project schedules and ensuring our recommendations align with the District's long-term facility goals. We are confident



Climatec's Shared Focus On Sustainability, Smart Technologies & Resilient Infrastructure

in our ability to deliver a comprehensive energy and wastewater infrastructure modernization and utility savings program for SD5, encompassing but not limited to:

- Solar PV system and battery energy storage system (BESS)
- Pump efficiencies at the treatment plant and all pump stations
- Digester sludge heating improvements
- Activated sludge aeration system energy improvements
- Automation technologies including SCADA upgrades
- High-efficiency HVAC & controls
- Electric vehicle (EV) charging solutions and fleet electrification support
- Battery backup for pump stations without emergency generators
- LED lighting & building envelope modernizations
- Remote monitoring services
- Upgrades of old and inefficient systems
- Odor control system energy improvements
- Water conservation measures
- CAP-compatible GHG measurement and verification reporting

### INNOVATIVE FUNDING & BUDGET CERTAINTY

One of our most important differentiators is our expertise in developing funding solutions that require zero contribution from the District's capital or operating budgets. Federal, state, local, and private sector programs offer public agencies significant opportunities to relieve capital funds and generate lasting general fund savings. Climatec excels in identifying and administering these programs, with a dedicated in-house funding team that has secured over \$1 billion in program funding across the spectrum of available sources.

For SD5 specifically, our funding plan will pursue the following sources, among others:

- IRA Elective Pay
- CPUC Self-Generation Incentive Program (SGIP)
- Clean Water State Revolving Fund (CWSRF)
- WIFIA
- California Infrastructure Bank (IBank)
- Proposition 4
- USDA
- PG&E utility rebates and incentive programs
- Private sector funding
- State of California programs

*Additional details included in **Tab 5: Funding Sources**.*

CLIMATEC HAS BEEN INSTRUMENTAL IN DEVELOPING AND FUNDING COMPREHENSIVE PROGRAMS THAT MEET OUR CITY'S NEEDS.

DEBBIE POLLART, FORMER PUBLIC WORKS DIRECTORY | CITY OF SAN LEANDRO



## BOSCH-BACKED STRENGTH & SMART INFRASTRUCTURE EXPERTISE

As a wholly owned subsidiary of Bosch, Climatec is backed by an AA credit-rated, \$104 billion global engineering and technology company that is privately held and 94% owned by a non-profit charitable trust. Our private ownership structure enables us to make business decisions that prioritize the long-term best interests of our customers, rather than those of shareholders and corporate executives.

Many energy service companies are frequently bought, sold, and restructured, leaving customers with broken promises and transferred agreements. Climatec, by contrast, has never changed its name nor transferred an energy service agreement to a third party. We are a completely debt-free company with a 50-year track record.

Being a global leader in the Internet of Things (IoT), Bosch is advancing technologies that support smarter, more sustainable infrastructure across energy, mobility, manufacturing, and utilities. With over 90,000 R&D professionals across 120 locations worldwide and more than \$33 billion invested in R&D over the past six years, Bosch's capabilities are applied directly through Climatec to utility operations and infrastructure modernization in the public sector. This includes advanced automation platforms, emissions tracking tools, energy optimization engines, and predictive analytics that support smarter operations and long-term reliability for agencies like SD5.

This stability is particularly important for SD5 given that the District will enter a multi-year measurement and verification agreement. **The partner selected today must still be the same partner, with the same team, the same financial backing, and the same commitment, five and ten years from now.**

## PROVEN, LITIGATION-FREE TRACK RECORD

When evaluating qualified firms, it is crucial to consider two factors: the approach to calculating and projecting savings, and past performance in delivering guaranteed savings targets. Climatec stands out with a unique approach and an unmatched track record.

Our strategy validates energy savings by reviewing actual utility bills, not engineering reports or stipulations, known as International Performance Measurement and Verification Protocol (IPMVP®) Option C. As a standard practice, all savings are also reviewed by an independent third-party engineering firm, providing additional assurance beyond our own calculations. Climatec is the only energy services firm with a standard business practice combining both independent engineering review and Option C savings verification.

The result: Climatec has achieved an average of 118% of its savings projections across its entire project history. Our customers have never experienced a savings shortfall, and Climatec Energy Services has never been party to any formal litigation, arbitration, or mediation regarding savings performance or an Investment Grade Audit (IGA) agreement.

## IN-HOUSE DELIVERY TEAM & END-TO-END-ACCOUNTABILITY

Climatec provides maximum value by self-performing the majority of work associated with site assessments and program implementation. Unlike firms that outsource core competencies and pass through multiple tiers of markup, our integrated in-house delivery model means more funds are applied directly to the work SD5 needs done.

Climatec leads comprehensive project development and delivery internally. Our strength is further reinforced by highly experienced specialty partners for water/wastewater engineering and biosolids scopes. Trusted partners for SD5's program include:



[Brown and Caldwell \(BC\)](#) is among the most stable engineering consulting firms in the business, with 75 years of continuous employee ownership. BC is one of the largest environmentally focused firms in the country and a leader in adapting state-of-the-art approaches to drinking water, sanitary systems, and vital infrastructure. BC offers full-service engineering, construction, program management, science, and research services with deep California public agency experience.



[Water Systems Consulting \(WSC\)](#) is a premier firm specializing in water resource management and infrastructure solutions. WSC's team of dedicated professionals provides comprehensive consulting services in water, wastewater, and stormwater systems, focusing on innovative and sustainable practices tailored to the unique needs of each community served.



[Carollo Engineers](#) specializes in the planning, design, and construction of water and wastewater facilities, having successfully delivered solutions for over 90 years. Carollo's deep California regulatory knowledge and treatment process expertise make them a natural complement to SD5's scope.

Climatec's approach combines in-house expertise with strategic partnerships such as these to deliver comprehensive, cost-effective solutions tailored to the District's unique needs. Our collaborations with industry leaders in engineering, water management, and public finance ensure that we can address complex challenges while maximizing the value of available funding. By choosing Climatec, the District gains access to a network of experienced professionals dedicated to achieving sustainable, efficient, and financially optimized infrastructure improvements.

### CAP-COMPATIBLE GHG REPORTING

SD5's program serves a purpose beyond the District's own operations. The Town of Tiburon's 2030 Climate Action Plan targets a 50% reduction in GHG emissions below 1990 levels and the Town's remaining gap requires the kind of institutional, verifiable reductions that a public agency like SD5 is uniquely positioned to deliver.

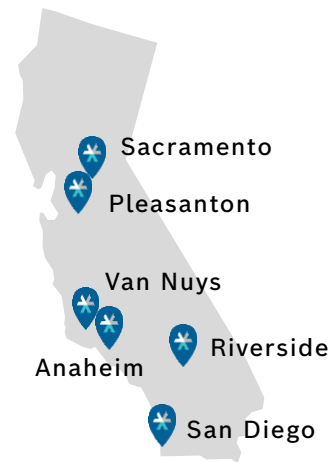
Our M&V approach goes beyond energy savings to quantify GHG reductions including direct process emissions from digesters and aeration systems, in a format compatible with the Marin Climate & Energy Partnership's community inventory methodology. SD5 will be able to demonstrate its measurable annual contribution to the Town's 2030 targets.

### **LENGTH OF TIME PERFORMING SERVICES**

Climatec has been delivering turnkey comprehensive energy and water infrastructure modernization programs for 50 years, since 1975. We serve a wide variety of public sector clients including cities, counties, school districts, special districts, water agencies, and wastewater utilities across California and the western United States. Our longevity itself is a differentiator, most firms competing in this market have been restructured, rebranded, or acquired multiple times within that period.

## LOCATION OF CALIFORNIA OFFICES

Climatec operates seven full-service offices throughout California. SD5's program will be managed out of our Pleasanton, California office, located less than 50 miles from Tiburon, positioning our team for rapid, frequent on-site engagement throughout the duration of the project. Additional support is available from our Sacramento office and other California offices in Van Nuys, Anaheim, Riverside, and San Diego as needed. Our service dispatchers and field technicians are on call 24/7, 365 days a year.



## STATEMENT OF FINANCIAL CAPACITY

Climatec LLC has the financial capacity to perform all terms of this solicitation. As a wholly-owned subsidiary of Bosch, an AA credit-rated, \$104 billion privately held global corporation, Climatec has unmatched financial stability and bonding capacity well in excess of the \$10 million minimum required by this RFP.

Climatec has never transferred an energy service agreement to a third party, has never experienced a bankruptcy or material financial restructuring, and carries zero corporate debt. We have maintained our original name throughout our 50-year history, a notable distinction in an industry where restructuring is common. Our financial statements are available upon request and will be provided under separate confidential cover if required by the District.

## MANAGEMENT STRUCTURE

Climatec is a Limited Liability Corporation. All legal filings, bonds, insurance, licenses, and permits are filed under our full legal name, Climatec LLC. Our Energy Services division is led by a seasoned executive team with direct accountability to Bosch leadership.

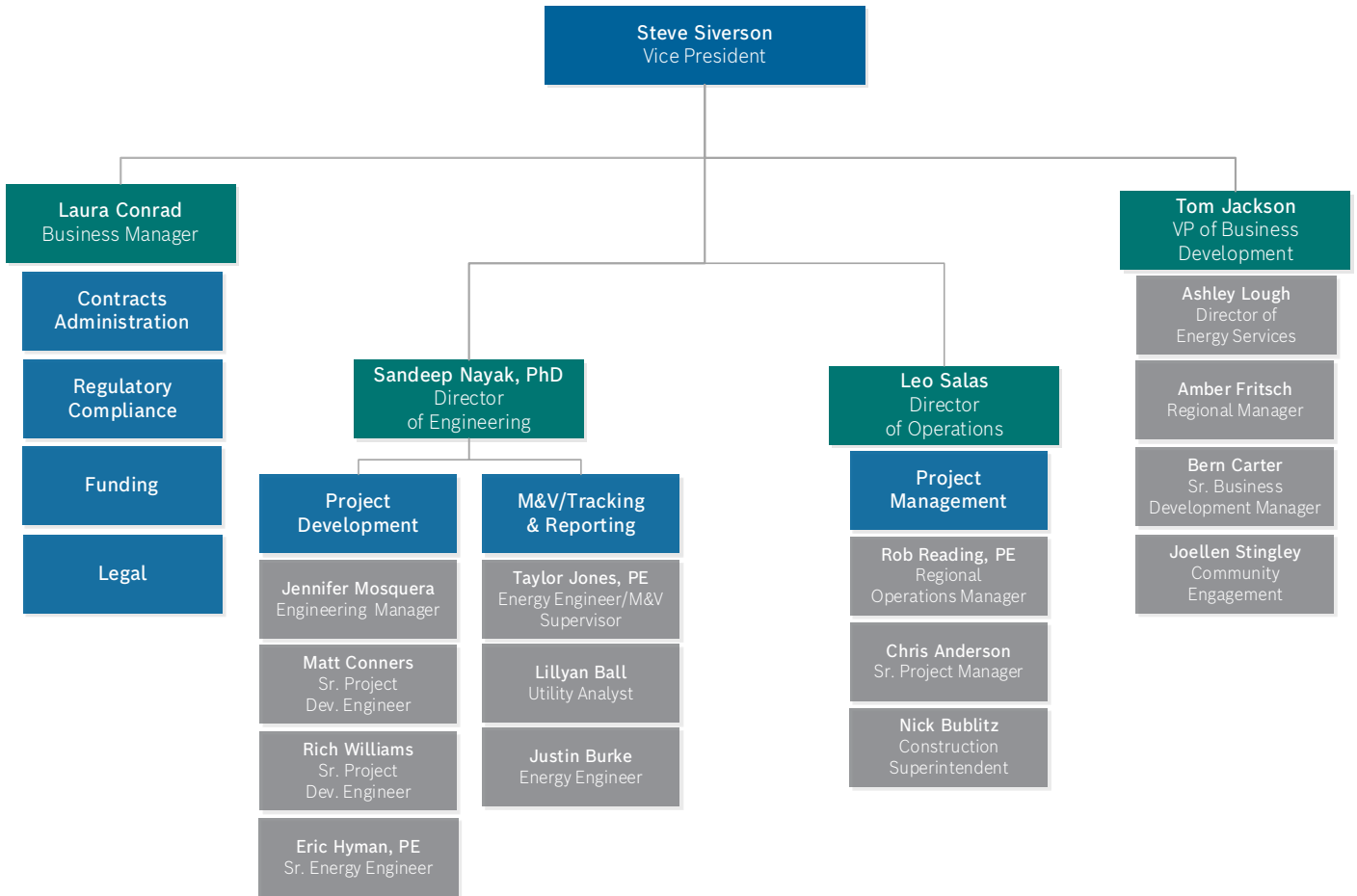
## ORGANIZATIONAL CHART FOR COMMITTED TEAM

With over 400 years of combined experience, Climatec's multidisciplinary team brings a depth of talent and technical knowledge essential for delivering successful, cost-effective energy conservation projects. Our personnel possess deep expertise in master systems integration, design-build project delivery, energy engineering, sustainable and renewable energy solutions, grant acquisition, and ongoing Measurement & Verification (M&V).

Our credentialed staff include hundreds of in-house professionals in key areas relevant to SD5's project:

- Professional Engineers (PE)
- Leadership in Energy & Environmental Design (LEED) APs & Green Associates
- Certified Energy Managers (CEM)
- Mechanical Engineers
- Engineers in Training (EITs)
- Certified Measurement & Verification Professionals (CMVPs)
- Certified Project Managers

# SANITARY DISTRICT of MARIN COUNTY



## RESUMES



### **Tom Jackson** | Vice President of Business Development

*35+ years of experience*

As Climatec's Vice President of Business Development, Mr. Jackson oversees sales and operations for California's energy services business, providing strategic direction and managing key partnerships. He will serve as the executive contact for the project, ensuring best value pricing and fair

agreements.

With extensive experience in domestic and international sales, marketing, and finance, Mr. Jackson has held leadership roles at Honeywell International and Motorola Broadband. He also serves on the Industry Advisory Council for UC Davis's California Lighting Technology Center and Energy Efficiency Center.



### **Bern Carter** | Senior Business Development Manager (Primary Contact)

*20+ years of experience*

Mrs. Carter serves as the District's primary contact throughout all phases of the program. Dedicated to ensuring customer satisfaction and devising innovative strategies tailored to each agency's objectives, Mrs. Carter brings over 20 years of experience in complex program rollouts for energy, water efficiency, and sustainability initiatives across California public agencies.

Her deep relationships with funding agencies and major utility providers give SD5 valuable insights into available funding options. Mrs. Carter is a business associate of CASA, demonstrating her commitment to supporting special district community initiatives.

Relevant experience: Cities of Sausalito, San Leandro, Clayton, Watsonville and many other public sector agencies in Northern California.



### **Amber Fritsch** | Regional Manager

*13+ years of experience*

Mrs. Fritsch leads the California account management team for local government, special districts, K-12, and higher education. She helps public agencies engage stakeholders to define program scope priorities, funding options, site plans, coordination with other projects, and master scheduling.

Mrs. Fritsch is the chief interface for organizations supporting the California public sector profession including CASA, CWEA, CalCities, CCMF, Contract Cities, CASBO, CASH, CSBA, and ACSA.

Relevant experience: Cities of San Leandro, Santa Clarita, La Mirada, and Ontario among many other public agencies across California.



**Matt Connors | Project Development Engineer**

*20 years of civil and environmental engineering experience*

Matt Connors brings 20 years of civil and environmental engineering experience with a career built on the design, construction, startup, commissioning, and operation of water and wastewater treatment facilities across California and the western U.S. He has filled roles spanning project engineer, process engineer, startup and commissioning manager, and project

manager across some of the most complex municipal water and wastewater programs.

His project experience includes a \$240M membrane bioreactor water reclamation facility in North Las Vegas, a \$192M MBR upgrade for the City of Riverside, a \$38M design-build-operate wastewater treatment plant in Clovis, and a \$65M regional wastewater system upgrade in Stockton, all involving treatment technologies directly relevant to SD5's infrastructure, including biological treatment, membrane filtration, odor control, and SCADA-integrated process controls.

At Climatec, Mr. Connors leads site assessments and technical program development for energy and infrastructure modernization programs, working closely with customers and technology providers to apply the most efficient processes and equipment to each engagement.

Relevant experience: Cities of San Leandro, Watsonville, and Escondido among others.



**Sandeep Nayak, PhD, LEED AP | Director of Engineering**

*20+ years of experience in energy engineering*

Dr. Nayak leads Climatec's Engineering & Project Development Group, managing all energy audits, development of energy conservation measures, energy savings analysis, utility rebate programs, and Measurement & Verification across the firm's California public sector portfolio. His direct

management of both engineering design and M&V creates an integrated quality control function that anchors Climatec's savings guarantee and litigation-free track record. He holds a PhD and MS in Mechanical Engineering from the University of Maryland.

His technical expertise spans energy modeling and simulation, HVAC modernization and optimization, building automation systems (BAS), cogeneration, renewable energy, microgrids and IPMVP Measurement & Verification, with a focus on public sector agencies across California including water, wastewater and special districts.

Relevant experience: Cities of Sausalito, San Leandro, Santa Clarita, Clayton, Watsonville, Escondido, Santa Clarita as well as dozens of other public agencies across California.



**Rich Williams | Senior Project Development Engineer**

*7+ years of experience in renewable energy solutions*

Mr. Williams excels in developing photovoltaic (PV) and battery energy storage system (BESS) designs, and electric vehicle infrastructure, with a focus on electrical engineering. His attention to detail ensures successful delivery of solar projects across shade structures, carports, rooftops, and ground-mounted systems, all meeting California regulatory standards.

Mr. Williams is a leading advocate for sustainability in California's public agencies and will lead solar and BESS technical development for SD5's program, including navigating the NEM 3.0 landscape and SGIP incentive programs.

Relevant experience: Cities of Sausalito, San Leandro, Santa Clarita, among others.



**Rob Reading, PE, CEM | Regional Operations Manager**

*15 years of experience in energy efficiency and sustainability*

As Regional Operations Manager, Mr. Reading provides direct supervision on construction projects, overseeing project managers, programmers, designers, field installers, and subcontractors to ensure quality and efficient program delivery. He is a registered Professional Mechanical Engineer in California and a Certified Energy Manager.

Mr. Reading collaborates with the Director of Operations to oversee project design and implementation, ensuring timely execution from pre-construction through commissioning and close-out.

Relevant experience: Cities of Sausalito, San Leandro, Watsonville, Clayton, plus more.



**Chris Anderson | Senior Project Manager**

*35+ years of experience*

As a Senior Project Manager, Mr. Anderson leads infrastructure modernization and utility savings programs for public agencies across California, ensuring projects remain on schedule and within budget.

He coordinates with engineers, subcontractors, and staff, evaluates specifications, and recommends requirements to ensure successful project outcomes and high satisfaction rates.

With over 35 years of experience, Mr. Anderson has managed large-scale public-sector projects, including EV infrastructure, backup power, renewable energy solutions, indoor air quality improvements, energy infrastructure, HVAC systems, building automation, LED lighting and more.

Relevant experience: Cities of Sausalito, San Leandro, Clayton, Watsonville and many other public agencies across California.



**Mark Beeler | Project Manager**

*15 years of experience specializing in water & wastewater infrastructure*

Mr. Beeler is a mechanical engineer and project manager specializing in municipal water and utility infrastructure. He specializes in engineering design, field coordination, and project delivery for process control and treatment infrastructure, as well as pumping systems essential to municipal operations.

With hands-on experience integrating systems and working closely with public agencies, Mr. Beeler brings a practical, solutions-focused approach to complex projects directly aligned with SD5's treatment plant and collection system scope.

Relevant experience: City of Santa Clarita, Contra Costa Water District, Los Angeles County Sanitation District, San Carlos Regional Water System, and Clark County Water Reclamation District.



**Joellen Stingley** | Climatec Community Connect (C3) Advocate

*20 years of experience*

Mrs. Stingley excels in energy, climate, and environmental communications. She coordinates community engagement, manages press releases, and crafts sustainability content that amplifies program achievements and builds community pride. Her expertise bridges innovative infrastructure solutions with community engagement that small special districts with limited bandwidth like

SD5 value highly.

Relevant experience: Cities of Sausalito, San Leandro, Santa Clarita, Clayton, Ontario, and many other public agencies across California.



**Laura Conrad** | Business Manager

*20 years of legal and contract management experience*

As Climatec’s Business Manager, Laura Conrad brings extensive legal expertise in managing complex agreements and regulatory oversight for energy efficiency and sustainability programs. She leads all aspects of contract development, negotiation, and risk management, while ensuring strict adherence to quality control and compliance standards.

Mrs. Conrad’s background includes leadership roles in private practice and corporate law, with a particular focus on business law and regulatory compliance. As an experienced corporate attorney, she offers a comprehensive understanding of contract law, business regulations, and environmental legislation, contributing to successful outcomes in public sector infrastructure modernization and utility savings programs.

Local program experience: Cities of San Leandro, Ontario, Santa Clarita, Sausalito, Clayton, Duarte, La Mirada and dozens of other public agencies across California.



SMART ONTARIO IS OUR PROMISE TO FACE THESE REALITIES AND CREATE A GREEN FUTURE FOR OUR COMMUNITY TO ENJOY FOR GENERATIONS. ALONG WITH IMPROVEMENTS THAT HAVE STREAMLINED THE CITY’S MAINTENANCE AND OPERATIONS, WE’VE ALSO IMPLEMENTED TECHNOLOGIES PEOPLE CAN ENJOY FIRSTHAND.”

**PAUL LEON, MAYOR | CITY OF ONTARIO**

## TAB 2: LITIGATION DISCLOSURE

Climatec has never had any previous or current involvement as a party in any formal litigation, arbitration or mediation associated with implementation or savings performance on an energy savings contract or specifically related to an Investment Grade Audit (IGA) agreement in the last (5) five years. Climatec has never changed names nor transferred our energy service agreements to another party.

”

THIS IS A PRETTY SIGNIFICANT OVERHAUL OF OUR INFRASTRUCTURE.  
THIS TACKLES THE STRUCTURAL DEFICIT THE CITY HAS BEEN FACING FOR SO LONG.  
WE BORE A TREMENDOUS COST BY NOT DOING THIS SOONER.”

DANE WHITE, MAYOR | CITY OF ESCONDIDO

”

THE PROJECTED FINANCIAL AND ENERGY SAVINGS WILL CREATE A RESERVOIR THAT CAN BE REINVESTED IN OUR COMMUNITY—THIS IS A HUGE FEAT FOR OUR CITY, FROM PLANNING TO CONSTRUCTION, CLIMATEC HAS BEEN INSTRUMENTAL TO THE SOLAR POWER GENERATION SYSTEM’S TIMELY EXECUTION. THEIR DEDICATION TO US AS A CLIENT HAS PUT US ON TRACK TO ACHIEVE OUR ENERGY EFFICIENCY AND FINANCIAL GOALS.”

RON STOCK | CITY OF WEED

## TAB 3: REFERENCES

Climatec has delivered over \$1.5 billion in energy infrastructure programs across California, supporting public agencies in modernizing their facilities and operations. The references included here directly reflect SD5's core priorities – infrastructure modernization, renewable energy, wastewater treatment improvements, pump efficiency, SCADA automation, digester improvements, and innovative funding strategies – and validate Climatec's ability to deliver on-time and within budget, with zero litigation or performance disputes across all California energy programs to date.

Climatec's approach prioritizes long-term partnerships. We are frequently re-engaged for multiple phases by the same customer – ensuring continuity, familiarity with existing infrastructure, and a deep understanding of site-specific operating conditions. Over 70% of our California business comes from repeat customers, and where specialized expertise is required, we work closely with experienced engineering partners who have supported similar efforts in the region.



REPLACING OUR OUTDATED INFRASTRUCTURE TO CREATE SMART AND SUSTAINABLE FACILITIES SERVES A MULTIFACETED PURPOSE. NOT ONLY ARE WE PRESERVING TAXPAYER DOLLARS, BUT WE ARE ALSO CREATING A CLEANER ENVIRONMENT FOR OUR COMMUNITY TO PROUDLY LIVE, WORK AND PLAY IN."

PAUL LEON, MAYOR | CITY OF ONTARIO

Particularly relevant to SD5, Climatec is currently engaged with the City of Sausalito, located directly across the bay from Tiburon, on a comprehensive infrastructure modernization and utility savings program. Awarded through a competitive process under Government Code 4217, the Sausalito program encompasses building energy modernization, sustainability improvements, and EV infrastructure across city-owned facilities. Sausalito's Resilience & Sustainability Manager confirmed that Climatec had the most competitive offer and demonstrated expertise in energy management. Sausalito shares the same PG&E service territory, Marin Clean Energy framework, and environmental values as the communities SD5 serves, making this one of Climatec's most geographically and contextually relevant active engagements.

Additionally, Climatec has been selected to develop a comprehensive energy program for another member agency of the Wastewater Treatment Agencies of Marin County, evidence of the trust California's regional wastewater community is placing in Climatec as a long-term infrastructure partner.

## CITY OF SAUSALITO



### Start/Completion Dates

February 2025 - Present

### Primary Contact

Chris Zapata | (415) 289-4102

### Project Size

\$1.9 Million

### Total Project Savings

\$3.1 Million

### Funding Sources

IRA Reimbursement, Private Sector Financing, City Capital/CIP Budgets and PG&E On-Bill Financing Program

### Services & Equipment Provided

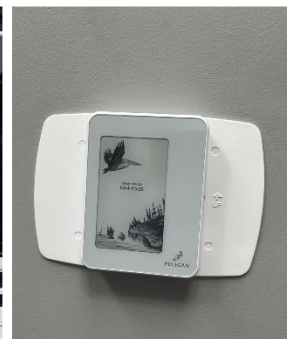
- Smart City technology
- New high-efficiency heating & cooling equipment
- Interior & exterior LED lighting modernizations
- Streetlight modernization w/ smart city monitoring
- Building automation systems
- Solar rooftop structures
- Electric vehicle charging stations
- Community outreach & engagement program



CLIMATEC HAS A LOT OF EXPERIENCE WORKING SPECIFICALLY ON USING SMART CITY TECHNOLOGY TO REDUCE EMISSIONS, AND SO I'M HOPEFUL THAT THIS WILL BE THE BEGINNING OF CREATING A MORE ROBUST SMART CITY APPROACH THAT WILL SAVE MONEY FOR THE CITY MOVING FORWARD."

MELISSA BLAUSTEIN, COUNCILMEMBER | CITY OF SAUSALITO

## NEW & RENEWED INFRASTRUCTURE



# CITY OF SAN LEANDRO



## Start/Completion Dates

June 2016 – Present (3 phases)

## Primary Contact

Janelle Cameron | (510) 577-3390  
 Jcameron@sanleandro.org

## Project Size

\$23.1 Million (3 phases)

## Total Project Savings

\$37.3 Million (3 phases)

## Funding Sources

Low-Interest Municipal Lease, Utility Incentives, \$2M CEC Grant, City Capital, Federal Renewable Fuel Standard Program, Self-Generation Incentive Program (SGIP), Low Carbon Fuel Standard (LCFS) & sale of Renewable Natural Gas (RNG)

## Services & Equipment Provided

- 1 MW solar array at WPCP
- Microgrid system & controls
- Battery energy storage system (BESS)
- Biogas to renewable natural gas (RNG) system
- High strength waste (HSW) receiving facility
- Digester mixing system enhancement
- High efficiency heat loop pump enhancement
- High efficiency turbo blower system improvements
- Smart irrigation control system
- Citywide LED street light conversion
- Street light monitoring & dimming controls
- Smart City technology – wireless mesh network system
- High efficiency HVAC modernizations
- Interior/exterior LED lighting modernization
- LED dimming control/occupancy sensors
- Building automation system (BAS)
- Community outreach & engagement program

[City Council Testimonial \(September 2020\)](#)

## NEW & RENEWED INFRASTRUCTURE



SANITARY DISTRICT OF MARIN COUNTY No. 5

Request for Proposals (RFP)

Energy and Wastewater Infrastructure Modernization and Utility Savings Program

# CITY OF SANTA CLARITA



**Start/Completion Dates**  
November 2022 – Present

**Primary Contact**  
Mr. Ken Striplin | (661) 255-4905  
kstriplin@santaclarita.gov

**Project Size**  
\$35.1 Million

**Total Project Savings**  
\$46.6 Million

**Funding Sources**  
Green Energy Bonds, CIP Capital Funds, CEC Loan  
Funding, EECBG Federal Grant, & SCE Utility  
Incentives

## Services & Equipment Provided

- Solar control & window film
- Solar thermal water heating
- Ice rink refrigeration modernization
- High efficiency transformers
- High efficiency HVAC modernizations
- Ventilation & filtration improvements
- Building automation systems (BAS)
- Interior LED lighting modernization
- Exterior LED lighting modernization
- Occupancy sensors/ dimming control
- Sports field lighting & controls
- Building envelope modernizations
- Roof replacement & new insulation
- Smart irrigation control system
- High efficiency pool water heaters
- Solar rooftop & parking structures
- Battery energy storage system (BESS)
- Community outreach & engagement services

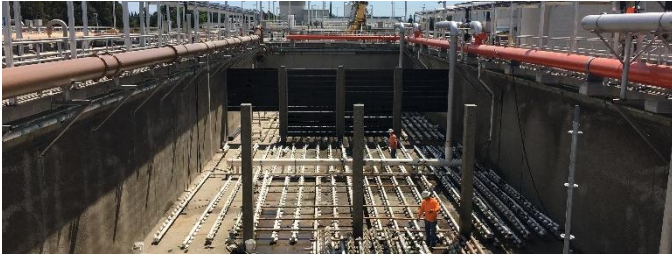
## NEW & RENEWED INFRASTRUCTURE



**SANITARY DISTRICT OF MARIN COUNTY No. 5**  
Request for Proposals (RFP)

Energy and Wastewater Infrastructure Modernization and Utility Savings Program

## DRY CREEK WASTEWATER TREATMENT PLANT



### Primary Contact

Jason Fick | (916) 746-1940

### Project Size

\$18.4 Million

### Services & Equipment Provided

- Nutrient removal
- Process modeling
- Mixing and aeration improvements
- Chemical storage and feed
- High strength receiving station
- Design assist delivery
- Construction management

## ORANGE COUNTY SANITATION DISTRICT



### Primary Contact

Shahrazad Namini | (717) 593-7495

### Project Size

\$1.5 Million

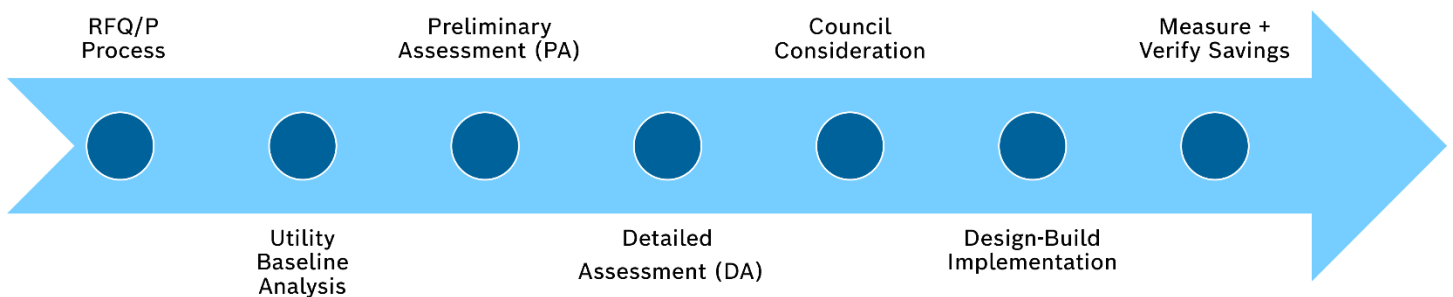
### Services & Equipment Provided

- Power and gas savings
- Co-generation
- Co-digestion
- Biogas alternative analysis

# TAB 4: PROJECT APPROACH

## PERFORMING SITE ASSESSMENTS & IDENTIFYING INFRASTRUCTURE IMPROVEMENTS

Our track record includes successful infrastructure modernization and utility savings programs for public agencies across California. We are confident in our ability to support SD5 in achieving its modernization, sustainability, and ratepayer-focused goals. With a solid understanding of the District’s goals and a coordinated framework in place, the next section outlines our methodology for conducting site assessments, advancing engineering and design, developing a comprehensive funding plan, managing project implementation, and accurately projecting and verifying utility savings.



### FEASIBILITY ASSESSMENT (FA)

If fortunate enough to be awarded, Climatec will begin our project approach by conducting an FA for SD5. This involves meeting with District stakeholders to understand their needs, gathering baseline utility data and exploring program options with associated scopes and funding. This will include a review of SD5’s prior renewable energy feasibility work and the Board’s Solar Ad-Hoc Committee findings to ensure our program builds on existing District investment. The FA will then be shared and validated with the District, Board and other stakeholders before continuing along the process to ensure that the program meets the District’s expectations on a conceptual level.

### PRELIMINARY ASSESSMENT (PA)

Once the FA has been completed and the alignment with the District’s key stakeholders has been confirmed, Climatec will begin the comprehensive preliminary assessment (PA) for no cost obligation to the District. As part of the PA process, Climatec will conduct engineering site assessments for Districtwide energy, gas and water infrastructure including, but not limited to the Main Treatment Plant, the Paradise Cove Treatment Plant, and all 24 pump stations throughout Tiburon and Belvedere.

In close collaboration with staff, Climatec will develop a preliminary scope of work and engage stakeholders to assess which projects are feasible and desirable. The PA deliverables will include a scope of work matrix, sample solar layouts, a preliminary comprehensive price, estimated lifecycle savings, eligible funding source options and example financial cash flow scenarios. After refining the PA deliverables with SD5, a study session will be scheduled to share information with the Board or Ad Hoc committee(s).

## SITE ASSESSMENTS

1. Kickoff meeting to establish District needs & priorities with key stakeholders
2. Establish a weekly or bi-weekly meeting cadence
3. Review relevant background material
4. Analyze site maps, utility consumption & operating expenditures
5. Conduct engineering site assessments to evaluate all utility infrastructure
6. Catalog infrastructure data
7. Re-validate infrastructure priorities with staff
8. Prepare a summary of site assessment findings
9. Prepare layouts for proposed renewable energy measures including newly acquired hillside PV site
10. Define funding parameters & funding source options



*Cove Road Pump Station | One of 24 SD5 Collection System Pump Stations*

## IDENTIFYING IMPROVEMENT MEASURES

Climatec's comprehensive scope of services encompasses a wide range of efficiency improvements, sustainability measures, and smart infrastructure technologies. These solutions are specifically aligned with SD5's operational goals, infrastructure priorities, and long-term resiliency planning. The table on the following page highlights key opportunities that may be incorporated into an energy and wastewater infrastructure modernization and utility savings program to support the District's objectives across treatment operations, energy systems, automation, and community engagement. Proposed measures will be mapped to their projected GHG contribution toward the Town of Tiburon's 2030 Climate Action Plan goal of 50% below 1990 levels, approximately 21,000 MT CO<sub>2</sub>e of reductions still needed to meet that target.

WASTEWATER/WATER SYSTEMS & MANAGEMENT	RENEWABLES + POWER RESILIENCY	HEATING & COOLING SYSTEMS (HVAC) + BUILDING AUTOMATION SYSTEMS (BAS) + LIGHTING
<ul style="list-style-type: none"> <li>■ SCADA Optimization</li> <li>■ Pumping Optimization</li> <li>■ Aeration &amp; Pumping Systems</li> <li>■ Groundwater Injection</li> <li>■ Manhole Covers</li> <li>■ Utility Billing Software (UBS)</li> <li>■ Revenue Recovery Analysis</li> <li>■ Desalination Infrastructure</li> <li>■ Smart Irrigation System &amp; Controls</li> <li>■ Rainwater\Stormwater Storage &amp; Reuse</li> <li>■ Building Water Conservation</li> <li>■ Water Meters</li> <li>■ AMI - Advanced Metering Infrastructure</li> <li>■ AMR – Advanced Meter Reading</li> </ul>	<ul style="list-style-type: none"> <li>■ Solar PV Structures               <ul style="list-style-type: none"> <li>- Outdoor Learning</li> <li>- Lunch/Dining</li> <li>- Parking</li> <li>- Rooftop</li> <li>- Ground</li> </ul> </li> <li>■ Hydrogen Production</li> <li>■ Fuel Cell Technology</li> <li>■ Battery Energy Storage System (BESS)</li> <li>■ Electric Vehicle (EV) Charging Infrastructure</li> <li>■ Microgrid Solutions</li> <li>■ Backup Power Generators</li> <li>■ Solar Thermal</li> </ul>	<ul style="list-style-type: none"> <li>■ High Efficiency HVAC Equipment</li> <li>■ Variable Frequency Drives               <ul style="list-style-type: none"> <li>- Aeration &amp; Pumping Systems</li> </ul> </li> <li>■ Demand Control Ventilation</li> <li>■ Variable Refrigerant Flow HVAC Systems</li> <li>■ Building Automation System (BAS)</li> <li>■ Integrate Existing BAS</li> <li>■ Optimize/Expand BAS</li> <li>■ BAS Occupancy Control</li> <li>■ BAS Energy Dashboard</li> <li>■ Interior &amp; Exterior LED Lighting</li> <li>■ Smart Park &amp; Security LED Lighting</li> <li>■ Occupancy Sensors</li> <li>■ Lighting Control</li> <li>■ Central Plants</li> <li>■ Air Handling Upgrades</li> <li>■ Piping System Retrofits</li> </ul>
BUILDING ENVELOPE	SMART INFRASTRUCTURE	COMMUNITY OUTREACH
<ul style="list-style-type: none"> <li>■ Roofing Systems</li> <li>■ Dual Pane Windows</li> <li>■ Window Security Film</li> <li>■ Structural Improvements</li> <li>■ Door Systems</li> <li>■ Wall Installation</li> <li>■ Weatherstripping</li> <li>■ Solar Control Film</li> </ul>	<ul style="list-style-type: none"> <li>■ GHG Reduction Dashboards               <ul style="list-style-type: none"> <li>- Integrated with SCADA</li> </ul> </li> <li>■ Predictive Analytics /in SCADA</li> <li>■ Remote Monitoring Services</li> <li>■ Smart Infrastructure Technology</li> <li>■ CCTV &amp; Security Systems</li> <li>■ Public Wi-Fi</li> <li>■ Wildfire Detection Technology</li> <li>■ Fire Alarm System</li> </ul>	<ul style="list-style-type: none"> <li>■ GHG Reporting (Tiburon CAP)</li> <li>■ Climatec Community Connect (C3)</li> <li>■ Press Releases</li> <li>■ Sustainability Websites</li> <li>■ Energy Kiosks/ Dashboards</li> <li>■ Community Awareness</li> <li>■ Groundbreaking Events</li> <li>■ Construction Signage</li> <li>■ Flip-the-Switch Ceremonies</li> <li>■ Economic Development</li> </ul>

*“SD5’s energy modernization program is one of the most actionable and verifiable contributions available to Tiburon’s Town Council in closing its remaining GHG reduction gap. Solar, BESS, pump efficiency, digester improvements, and diesel generator elimination. when quantified through a CAP-compatible M&V plan, give SD5 the ability to demonstrate measurable climate progress year over year.”*

**Climatec | CAP Alignment Commitment**

## PROJECT DEVELOPMENT

Once site assessments are complete and improvement measures identified, Climatec moves into the Project Development phase, translating the preliminary scope into a fully engineered, financially optimized program for SD5's staff and Board to evaluate and act upon. The steps below outline our process for developing, refining, and presenting the program prior to Board authorization.

PROJECT DEVELOPMENT
1. Conduct preliminary engineering for infrastructure modernizations
2. Conduct preliminary engineering for renewable energy & power resiliency
3. Prepare scope of work matrix by location & measure
4. Conduct scope verification meeting to refine priorities with staff
5. Conduct preliminary financial engineering for desired scope
6. Provide preliminary not-to-exceed price, funding options & example funding scenarios for review by key stakeholders
7. Prepare study session presentation & staff reports to inform District Cabinet & Board
8. Conduct Board study session
9. Revise preliminary scope & funding options according to stakeholder input
10. Confirm implementation by Climatec & set target date for Council action

## DETAILED ASSESSMENT (DA)

Once a scope of work and preliminary funding plan are confirmed, a Detailed Assessment (DA) is required to finalize program pricing, savings, detailed scope of work, and technical specifications. Climatec will provide DA scope of services at no cost obligation to the District, subject to: 1) staff and Board confirming the program it wishes to implement with Climatec, and 2) confirmation of a target action date for Board approval.

At the DA stage, Climatec will provide backup analysis, breakouts, and other data required for staff's due diligence to make a recommendation to the Board. Detailed financial analysis will be provided for the District's finance and leadership team to solidify the funding plan and pursue third-party financing if applicable.

DA services and deliverables shall include but not limited to:

- Conduct in-depth engineering site assessments to finalize project scope
- Finalize location, sizing requirements & other related infrastructure modernizations required to implement desired measures
- Evaluate & communicate project permitting requirements, including partial solar development at the Main WWTP hillside site
- Update scope matrix with final scope & prepare summary of revisions
- Perform detailed engineering to finalize project scope & financials
- Prepare draft schedule of key milestones & implementation plan overview
- Provide DA report to reflect final scope of work & selected funding options
- Draft agreement for project implementation for legal review
- Assist staff with due diligence & stakeholder engagement
- Evaluate solar development
- Present final DA & action item for Board consideration

# MANAGING PROJECT IMPLEMENTATION & MINIMIZING OCCUPANT DISRUPTIONS

## PROGRAM IMPLEMENTATION

Climatec's implementation scope includes all aspects of final design, engineering, permitting, procurement, installation, training, warranty, and insurance related to the agreed-upon program. Upon award, we will coordinate a kick-off meeting with SD5 staff to establish a construction management framework and mobilization plan.

We will complete all final design elements, such as land surveys, geotechnical studies, and construction drawings, required for submittals and permit approvals. All engineered documents will be submitted for the District's technical review and approval prior to construction.

A detailed implementation plan and construction schedule will be finalized in collaboration with SD5 staff, outlining key milestones such as design completion, subcontract issuance, site prep, and post-construction activities. To ensure transparency and accountability, Climatec will host regular progress meetings with District staff throughout the process.

Our project manager and on-site implementation team will work closely with District personnel to ensure quality execution, minimal disruption, and seamless integration with ongoing District operations. With a lean staff of roughly 12 full-time employees, SD5 requires a partner who can manage program complexity without burdening District personnel. Our goal is to deliver a program on time and within budget, acting as an extension of SD5's team rather than an interruption to it.

## Performance Phase

When construction is complete, scope measures will enter the performance phase. Climatec will work toward the following milestones:

- Final sign-off & approval by commissioning agent
- Walk-through & punch list report with the commissioning agent & the District
- Sign-off by SD5 of the final acceptance of improvements
- Agreement on the frequency of Measurement & Verification to be performed
- Agreement on the savings guarantee
- District staff training

## Initial & Ongoing Commissioning

With technology that continuously logs and monitors system activity, Climatec can stay tapped into performance during periods of normal use, and unforeseen conditions or use patterns. If Climatec identifies an opportunity to further optimize performance, Climatec will consult the commissioning team and make agreed-upon modifications.

Climatec provides extensive professional training on all new systems and procedures for District staff. Then, we turn over all relevant documents, including industry standard As-Builts, revised AutoCAD site drawings, other specific drawings, materials-used inventories, manufacturer data sheets, and maintenance guidelines.

With these assets in hand, our customers are equipped to not only understand their modernizations but also maintain and expand upon them in future pursuits to further optimize operations and drive additional operating savings.

## TURNOVER PROCESS & SUCCESSFUL PROJECT IMPLEMENTATION

As illustrated in our project approach, Climatec works closely with the District throughout the entire implementation process ensuring successful delivery. Once construction is complete, we ensure successful project turnover by conducting the closeout and commissioning procedures outlined in the Performance Phase above. Our project manager and implementation team will be on-site, working closely with SD5 staff to ensure quality installation and the seamless integration of this program with the District's existing operations.

## TRAINING PROGRAMS AVAILABLE



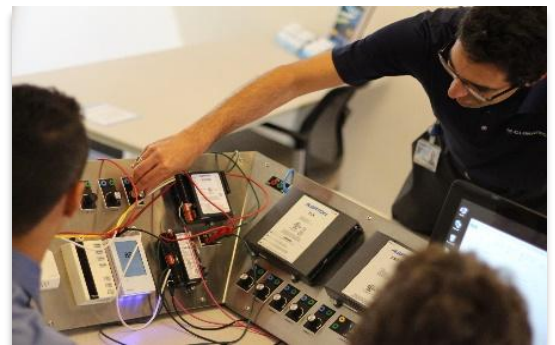
**CLIMATEC**  
UNIVERSITY

To ensure the long-term success of infrastructure modernizations, post-project training is essential. Climatec provides comprehensive training for District staff, equipping them to maintain new systems and maximize energy savings.

Training is delivered through a variety of methods, including on-site sessions, webinars, and classes at Climatec University, led by factory-authorized instructors with expertise in advanced systems.

Our curriculum covers everything from basic system operations to preventive maintenance, empowering staff to manage and sustain upgraded systems with confidence and independence. In addition to hands-on training, we provide a comprehensive documentation package tailored to SD5's needs, including industry standard As-Builts, revised AutoCAD site drawings, materials-used inventories, manufacturer data sheets, and maintenance guidelines.

This empowers SD5 staff with the tools and knowledge needed to manage, maintain, and optimize their systems, laying the groundwork for continued operational improvements and future cost savings for the District and the ratepayers it serves.



# TAB 5: FUNDING SOURCES

## EXPERIENCE FACILITATING & OBTAINING FUNDING FOR CALIFORNIA PUBLIC AGENCIES

More funding opportunities exist today for special and water districts than ever before. Partnering with an expert who understands how to navigate and align these sources with your district’s priorities is essential. Climatec’s dedicated in-house funding team brings proven expertise in securing grants, incentives, and low-cost financing that enhance the financial viability of energy and infrastructure programs for California public agencies with a specific focus on water, wastewater, and special districts.

Our approach enables SD5 to access a wide range of capital sources while maintaining service standards. As part of our turn-key approach, we collaborate closely with District staff to identify and pursue applicable federal, state, utility, and private-sector opportunities, assisting with application preparation, compliance tracking, and reporting. By integrating funding strategy early we reduce upfront costs and provide long-term relief to both the general and capital fund.

With the funding available today, SD5 has a unique opportunity to stretch capital dollars. As part of our process, we will present customized funding scenarios based on successful strategies used by other California public agencies for similar energy and infrastructure programs.

## AVAILABLE FUNDING SOURCES & PROGRAMS

The following represents the potential funding stack available to SD5. Climatec’s in-house funding specialists are focused exclusively on helping California public agencies access these by tracking program openings, preparing applications, and managing compliance on the District’s behalf.

FEDERAL	STATE
IRA Elective Pay (ITC/PTC)	Clean Water State Revolving Fund (CWSRF)
USDA Rural Development	Proposition 4 (2024 California Climate Bond)
WIFIA	California Energy Commission (CEC)
EPA Water Infrastructure Finance Programs	IBank
	SWRCB Grants & DWR Programs
UTILITY & INCENTIVE	ALTERNATIVE FINANCE STRUCTURES
Self-Generation Incentive Program (SGIP)	Energy-as-a-Service (EaaS)
PG&E Utility Rebates	Power Purchase Agreement (PPA)
CALeVIP – EV infrastructure Incentives	Tax-Exempt Lease Purchase (TELP)
	Municipal Lease-Purchase
	Private Sector Tax-Exempt Bonds

## FEDERAL FUNDING

### [Inflation Reduction Act \(IRA\) | Elective Pay](#)

The Inflation Reduction Act offers SD5 a significant opportunity to fund clean energy initiatives with 30–40% in direct incentives. Passed in 2022, this legislation allocates substantial funding to support GHG reductions and carbon neutrality through increased incentives for renewable energy adoption. Historically, these incentives were exclusively available to private entities, however, public agencies can now access the Investment Tax Credit (ITC) and Production Tax Credit (PTC) through the “Elective Pay” or “Direct Pay” program despite being tax-exempt. This means SD5 receives the credit as a direct cash payment from the IRS.

Given the evolving federal funding landscape, Climatec actively monitors IRA program developments to ensure SD5 maximizes every available opportunity while mitigating potential risks. Key ITC deadlines are approaching, and we will work proactively with the District to capture available incentives before they expire.

### [WIFIA | Water Infrastructure Finance and Innovation Act](#)

WIFIA provides long-term, low-cost supplemental credit assistance for water and wastewater infrastructure projects. Loans can be combined with Clean Water SRF assistance, municipal bonds, and federal and state grants. A directly comparable precedent: Silicon Valley Clean Water secured a \$74 million WIFIA loan specifically for treatment plant rehabilitation and energy system expansion to offset plant energy requirements, a scope directly parallel to SD5's program. EPA accepts letters of interest on a rolling basis.

### [Usda Rural Development | Water & Waste Disposal](#)

USDA Rural Development offers direct loans and grants to small public water and wastewater utilities. SD5's population is well under the program thresholds, making the District potentially eligible. Low-interest USDA direct loans are among the most favorable financing options available to public agencies and are worth including in SD5's funding plan.

## STATE FUNDING

### [Clean Water State Revolving Fund \(CWSRF\) | SWRCB](#)

The CWSRF is the backbone financing tool for SD5's treatment plant and collection system improvements. The State Water Resources Control Board administers the CWSRF at approximately half the prevailing General Obligation Bond rate, with 30-year construction terms. The program's Green Project Reserve provides additional subsidization for projects with climate co-benefits, directly applicable to SD5's solar, BESS, and electrification scope.

### [California Energy Commission \(CEC\)](#)

Climatec actively tracks and facilitates access to low-interest (1%) California Energy Commission loans for infrastructure renewal and resiliency programs. These funds become available on a

revolving basis as previous loans are repaid, creating continuous opportunities. We maintain strong relationships with CEC stakeholders and programs including CALeVIP, which advances EV infrastructure across the state, relevant to SD5’s fleet electrification plans.

### [Proposition 4 \(2024 California Climate Bond\) & IBank](#)

California voters passed Proposition 4 in November 2024, allocating significant funds for water and wastewater infrastructure with climate resilience components. Given SD5’s explicit GHG goals and alignment with Tiburon’s 2030 Climate Action Plan, the District should be competitive for climate-focused funding tiers as SWRCB and DWR solicitations open through 2026.

California Infrastructure and Economic Development Bank (IBank) provides additional low-cost direct lending specifically available to special districts, and can be layered alongside CWSRF or WIFIA to cover costs those programs don’t reach. IBank offers basis-point deductions for sustainability focused projects. Climatec works closely with IBank staff in their efforts to support water and wastewater projects for public agencies.

## UTILITY & INCENTIVE PROGRAMS

### [Self-Generation Incentive Program \(SGIP\)](#)

SD5 is a PG&E customer, making it eligible for PG&E’s SGIP program. Qualifying technologies include solar, advanced energy storage, linear generators, microturbines, and waste heat to power systems, nearly every technology in SD5’s RFP scope. SGIP rebates are stackable with IRA tax credits and can significantly reduce net project cost.

### [Private Sector & Alternative Finance](#)

Climatec will support SD5 in exploring municipal lease-purchase financing, Power Purchase Agreements (PPA), Energy-as-a-Service (EaaS), and Tax-Exempt Lease Purchase (TELP) structures, providing cash flow scenarios and proformas for each option. National and community banks have strong appetites to provide tax-exempt municipal financing for public sector energy and clean energy programs. These structures can be repaid entirely through guaranteed utility savings, eliminating upfront capital requirements for the District.



CLIMATEC CAME UP WITH A CREATIVE FINANCING PLAN FOR US THAT USES FUNDS FROM THE CALIFORNIA ENERGY COMMISSION, REBATES FROM LOCAL UTILITIES, AND BELOW-MARKET PRIVATE-SECTOR FINANCING. THE WHOLE PROJECT IS FUNDED FROM SAVINGS OUT OF CURRENT OPERATING COSTS.

**MICHAEL JOHNSON, FORMER MUNICIPAL SERVICES DIRECTOR | CITY OF ONTARIO**

## UNIQUE & EXCLUSIVE FUNDING SOLUTIONS

Climatec offers several funding capabilities that are unique or exclusive among energy service companies responding to this RFP:

- **IRA Elective Pay navigation** – most public agencies are unaware that ITC/PTC credits are available to them as direct cash payments. Climatec’s in-house team has established the process for submitting elective pay applications on behalf of California public agencies, ensuring SD5 captures this opportunity before key deadlines
- **WIFIA letter of interest support** – Climatec has directly supported California water agencies in submitting WIFIA applications
- **CAP-integrated M&V** – uniquely, Climatec will design SD5’s M&V plan to produce annual GHG reports in a format compatible with the Marin Climate & Energy Partnership’s community inventory methodology, enabling SD5 to demonstrate its verified annual contribution to the Town of Tiburon’s 2030 Climate Action Plan goals
- **Blended funding plan architecture** – Climatec’s in-house team constructs layered funding plans that stack Federal, State, utility, and private sources in a coordinated sequence, maximizing capital impact while protecting the District’s operating and capital budgets

*DISCLAIMER: In accordance with SEC regulations, Climatec does not provide financial advice or serve as a municipal advisor. The District’s finance team and/or municipal advisor is responsible for reviewing funding options and cash flow scenarios. Climatec is not an SEC-registered municipal advisor and has no fiduciary duty to the District.*

”

I AM SO EXCITED TO ANNOUNCE THIS GRANT AWARD BECAUSE IT WILL ENABLE OUR CITY TO MAKE SIGNIFICANT PROGRESS ON OUR CLIMATE ACTION PLAN GOALS, IMPROVE OUR LOCAL ENVIRONMENT, AND DO SO IN A FISCALLY RESPONSIBLE WAY,

**MAYOR PAULINE RUSSO CUTTER | CITY OF SAN LEANDRO**

# TAB 6: SAVINGS

## APPROACH TO PROJECTING & PROVING UTILITY SAVINGS

When projecting and proving energy and operational savings, Climatec follows industry-standard protocols for measurement & verification. Our standards come from the U.S. Department of Energy's Efficiency Valuation Organization IPMVP Core Concepts, EVO 10000-1:2022, as well as California statute requirements and guidelines for Government Code 4217, and applicable utility programs.

To calculate, model, and quantify savings associated with each proposed infrastructure improvement, we leverage state-of-the-art modeling tools including eQuest Energy Simulation Models and short-term data logging, then calibrate against actual utility data. Climatec validates energy savings by reviewing actual utility bills, not engineering reports or stipulations, Known as International Performance Measurement and Verification Protocol (IPMVP®) Option C.

Climatec is the only energy services firm with a standard business practice combining both independent engineering review and Option C savings verification. The result: Climatec has achieved an average of 118% of its savings projections across its entire project history, not a best-year figure, but a firm-wide historical average. Our customers have never experienced a savings shortfall.

## CAP-COMPATIBLE GHG REPORTING

For SD5, our M&V approach goes beyond energy savings to quantify GHG reductions, including direct process emissions from digesters and aeration systems, in a format compatible with the Marin Climate & Energy Partnership's community inventory methodology. This enables SD5 to report its verified annual contribution to the Town of Tiburon's 2030 Climate Action Plan goals, year over year. No other respondent to this RFP will propose this level of CAP integration.

## METHODOLOGY & FORMULAS UTILIZED FOR REPORTING

The IPMVP includes four Options (A, B, C & D) divided into two general approaches: retrofit-isolation and whole-building. Options A and B are retrofit-isolation methods, Option C is a whole-building method, and Option D can be used as either. It is important for SD5 to understand and compare each firm's approach, as each strategy becomes the basis for the guarantee on any utility savings program's return on investment.

Climatec's preferred approach is IPMVP Option C, validating savings by comparing actual utility bills before and after implementation rather than relying on engineering estimates or stipulations. This is the most transparent and direct method available, giving SD5 clear, bill-level visibility into savings results and their direct impact on the District's budget.

If technical limitations or data constraints make Option C impractical, savings related to Variable Frequency Drives (VFDs) are validated using either the performance curve method or the default curve method as detailed by the National Renewable Energy Laboratory (NREL), both of which are industry-accepted, M&V best practices.

## REPORTING OF SAVINGS

Frequency and method for reporting project savings is based on both funding source requirements and SD5's specifications. Climatec will help develop and submit all required annual reports for proving energy savings performance on behalf of the District, as well as meet any funding source reporting requirements such as state grants.

For SD5 specifically, our savings reporting will be structured to serve dual purposes: confirming the savings guarantee is being met and producing annual GHG reduction data in a format directly compatible with the Town of Tiburon's Climate Action Plan inventory methodology.

## MONITORING SERVICES AFTER IMPLEMENTATION

To ensure ongoing performance and maximize utility savings, Climatec offers in-house remote monitoring for HVAC systems, building automation systems (BAS), solar operation, and utility consumption. Our team of energy engineers provides 24/7 equipment monitoring, ensuring systems operate according to design and performance specifications. We also collaborate closely with District staff to keep them informed, engaged, and aligned with savings goals.

Unlike contractors who outsource monitoring, often adding cost and reducing efficiency, Climatec handles this function internally. This allows us to provide real-time support, assist with scheduling, troubleshoot issues, and adapt to special events without added expense.

Our proven ability to consistently meet and exceed projected savings is directly tied to this integrated approach. Climatec becomes SD5's long-term partner in delivering a high-performance energy efficiency and resiliency program that continues to improve over time.

## PROJECTS IN WHICH GUARANTEED SAVINGS WERE NOT MET

In our 50-year history of delivering turn-key comprehensive infrastructure renewal and resiliency programs, Climatec's customers have never experienced a shortfall on a savings guarantee.

That said, should a savings guarantee not be met in SD5's program, Climatec would work directly with District staff to identify potential performance issues and take the necessary steps for increasing utility savings and complying with the guarantee. This may include re-engineering portions of installed improvements or installing additional equipment at Climatec's expense. In the event we are still unable to achieve the guaranteed savings, Climatec will reimburse the District the value of savings not achieved.



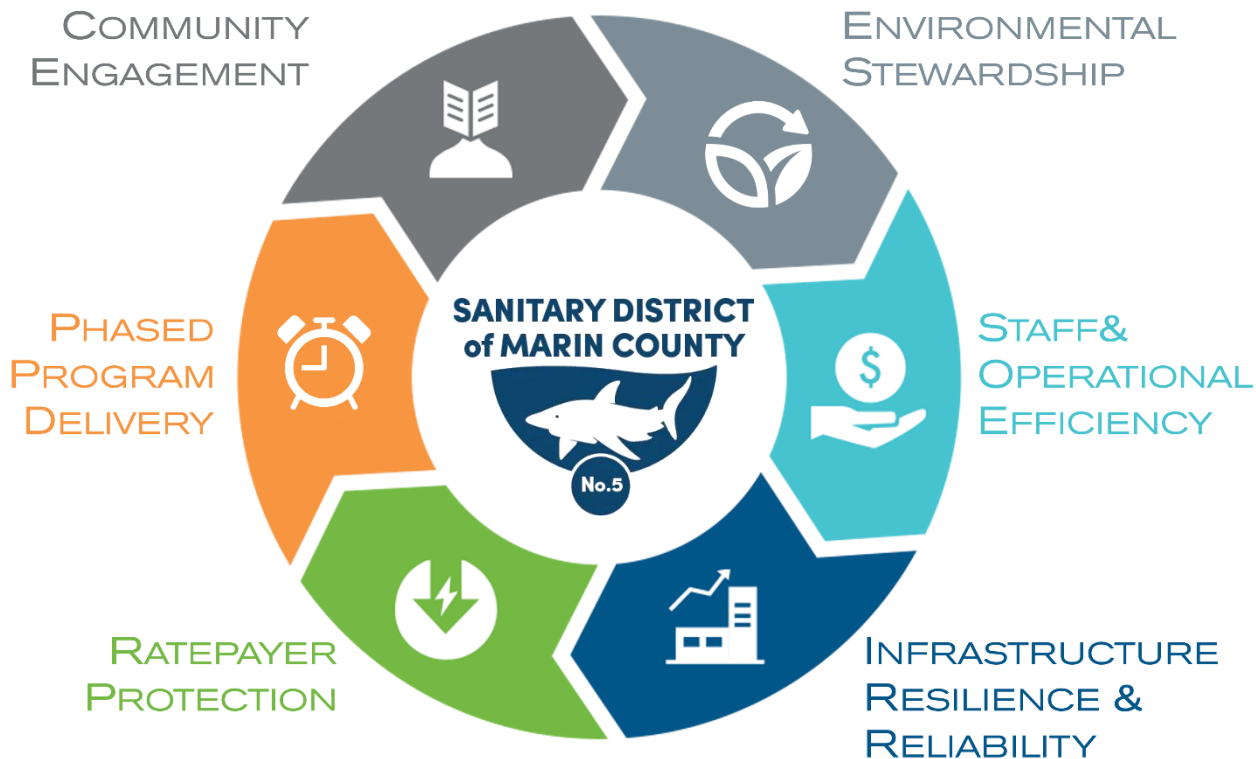
AS WE CONTINUE TO LIVE WITH LIMITED NATURAL RESOURCES, IT'S IMPORTANT THAT THE CITY LEAD BY EXAMPLE IN BEING MORE EFFICIENT WITH OUR MUNICIPAL OPERATIONS. BUDGET SAVINGS THAT ARE ACHIEVED ON OUR UTILITY BILLS THROUGH THIS PROGRAM WILL BE REINVESTED TO FUND ADDITIONAL MUNICIPAL EFFICIENCY PROJECTS."

**DEBBIE POLLARD, FORMER PUBLIC WORKS DIRECTOR | CITY OF SAN LEANDRO**

# TAB 7: ADDITIONAL BENEFITS AND VALUE-ADDED ELEMENTS

With 50 years of experience designing, developing, and implementing comprehensive infrastructure modernization programs, Climatec is uniquely qualified to meet SD5’s goals and objectives. We hold some of the highest industry credentials and certify that we meet or exceed all minimum requirements of this RFP.

Beyond the core program, Climatec brings a suite of additional benefits and community engagement capabilities that are particularly well-suited to Tiburon and Belvedere, two communities **with an exceptionally strong tradition of environmental stewardship, civic engagement, and accountability to a shared sustainability vision.**



## BOARD OF DIRECTORS ENGAGEMENT

Climatec helps SD5 staff engage all levels of the District to ensure the program aligns with the Board’s strategic direction and the community’s expectations. Throughout program development, we support the District by authoring staff reports, memos, Board presentations, and website updates, keeping the Board, staff, and ratepayers informed and confident in the program’s direction at every milestone.

Given the Board and community’s interest in SD5’s sustainability trajectory, our approach to Board engagement is designed to make each Board action feel well-prepared, well-supported, and well-received. We have extensive experience presenting complex infrastructure modernization programs to elected boards in California and understand how to frame technical information in terms that resonate with both staff and community representatives.

## COMMUNITY OUTREACH & ENGAGEMENT PROGRAM

The communities of Tiburon and Belvedere are among the most environmentally engaged in California. Residents here don't just support sustainability in the abstract and they actively track their community's carbon footprint, participate in regional climate initiatives through Sustainable Marin and MarinCAN, and hold their local agencies to a high standard of environmental accountability. **SD5's infrastructure modernization program is exactly the kind of visible, verifiable community investment these residents want to hear about and celebrate.**



Climatec's Community Connect (C3) team collaborates with SD5 staff to create a customized outreach plan aligned with the District's strategic goals and the Board's priorities. The plan is developed during the assessment phase and carried through construction and beyond, transforming a complex infrastructure program into a compelling community story about environmental leadership, fiscal responsibility, and long-term ratepayer benefit.

With limited staff bandwidth, SD5 needs an outreach partner who can handle the communications workload without burdening District personnel. Climatec's C3 team is designed precisely for this, we do the heavy lifting so District staff can focus on customer service and day-to-day District operations.

## OUTREACH INITIATIVES AVAILABLE TO SD5

The following community engagement activities can be tailored to SD5's needs and timed to major program milestones:

- Groundbreaking & ribbon-cutting events
- Construction signage at SD5 facility sites
- Walking tours for community leaders & Board
- Press releases at each program milestone
- Quarterly newsletter updates
- Social media content & engagement
- Dedicated program webpage for SD5
- Community workshops & Q&A forums
- Staff memos & Board engagement materials
- Applications for community sustainability awards
- Case studies, brochures & presentation formats
- Real-time GHG reduction dashboards
- Ratepayer communications on program savings
- Coordination with the Marin Climate & Energy Partnership and the Wastewater Treatment Agencies of Marin County public education program (Sav R Bay | savrbay.org)

# CLIMATEC COMMUNITY CONNECT (C3) IN ACTION



**SOLAR PANELS AND POOL HEATERS HARNESS THE POWER OF THE SUN**

**CITY OF ONTARIO SMART ONTARIO**

READ ABOUT OUR SOLAR PANELS

READ ABOUT OUR SOLAR POOL HEATERS



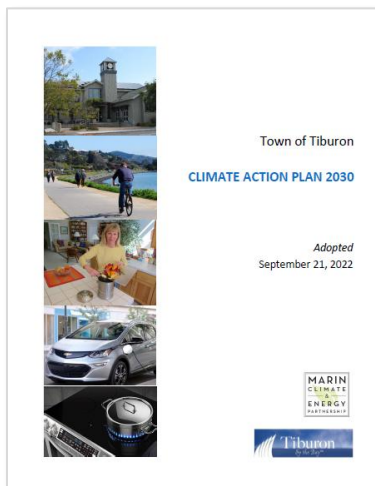
## RESONATING WITH TIBURON & BELVEDERE RESIDENTS

The communities SD5 serves are among the most environmentally engaged in California, residents actively track their community's carbon footprint, participate in regional climate initiatives, and hold local agencies to a high standard of environmental accountability. They want transparent, data-driven communications that answer three questions: what did this program cost, what is it saving, and how much has SD5 reduced its carbon footprint? Climatec's real-time dashboards and CAP-compatible annual reporting answer all three directly.

With approximately 30% of residents at or near retirement age, rate stability is also a genuine concern. Community communications that tie the program explicitly to ratepayer protection, not just environmental benefit, will build broader support across the community.

As a member agency of the Wastewater Treatment Agencies of Marin County, SD5 already has a direct connection to Sav R Bay (savrbay.org), the region's award-winning wastewater public education program. Climatec's C3 team will leverage this existing channel to amplify SD5's program story, and in many cases can absorb outreach SD5 currently funds, expanding community reach without increasing the engagement budget.

## CONNECTING SD5'S PROGRAM TO TIBURON'S 2030 CLIMATE ACTION PLAN



Perhaps the most powerful community engagement opportunity available to SD5 is its alignment with the Town of Tiburon's 2030 Climate Action Plan. The CAP is a public commitment to residents, Town Council, and regional partners like the Marin Climate & Energy Partnership who are watching progress. SD5's program, when implemented and verified, will be one of the most measurable, verifiable contributions any Tiburon institution can make toward the CAP's 50% GHG reduction target.

**Climatec's C3 team will help SD5 tell that story, connecting each measure, each kilowatt-hour saved, and each ton of CO<sub>2</sub>e reduced to the community's shared climate goals. This transforms a complex infrastructure program into a source of genuine community pride, and positions SD5's Board as environmental leaders within the Marin County regional context.**

## POTENTIAL SD5 COMMUNITY ENGAGEMENT MESSAGING THEMES

ENVIRONMENTAL LEADERSHIP	RATEPAYER STEWARDSHIP	FISCAL ACCOUNTABILITY	COMMUNITY TRANSPARENCY	REGIONAL PRIDE
SD5 is taking measurable action on Tiburon's 2030 CAP goals	The program protects residents from future rate increases while upgrading aging infrastructure	SD5 is leveraging every available funding source so ratepayers bear no additional burden	Real-time dashboards & annual GHG reports give residents verified progress data	SD5 is a model for other Bay Area special districts in sustainable infrastructure management

## ADDITIONAL BENEFITS TO SD5

In addition to the direct financial and environmental benefits of the program, SD5 will realize a broad range of operational, community, and strategic benefits as a result of program implementation:

- Reduce rising cost pressures on the general fund & capital budgets
- Revitalize aging infrastructure with or without using general fund or capital
- Hedge against significant rate increases from PG&E
- Implement strategic priorities at today's construction prices
- Eliminate change orders, scope gaps & timeline uncertainty
- Reduce deferred maintenance liabilities
- Improve staff & operational efficiency for smaller teams
- Enhance District comfort, safety & system reliability
- Demonstrate environmental stewardship to ratepayers & the Board
- Strengthen SD5's position as a sustainability leader in Marin County
- Build community trust through transparent progress reporting
- Generate ongoing GHG reduction data for Tiburon's CAP reporting
- Demonstrate program potential to local sanitary agency partners in Marin County to help create vision for the region

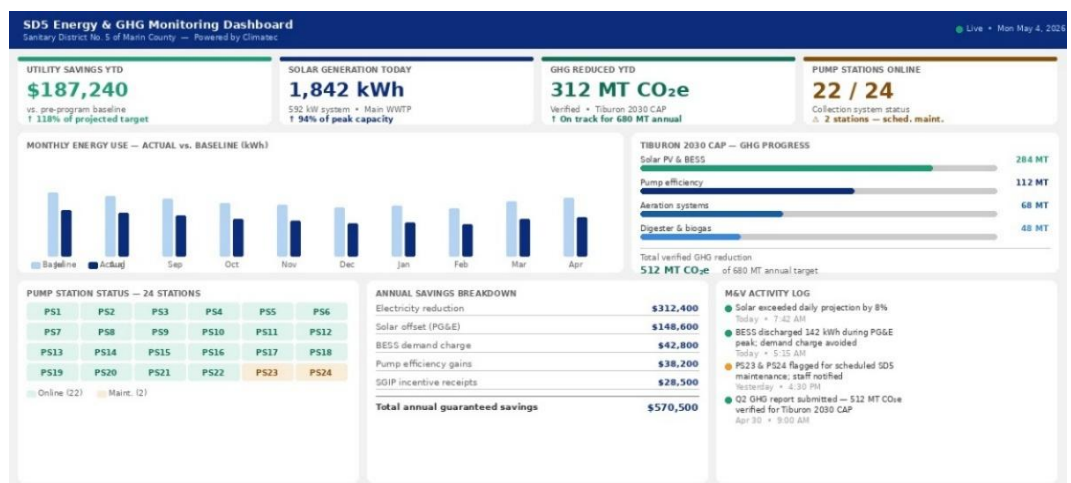
## GREENHOUSE GAS EMISSIONS REDUCTIONS & NET ZERO ENERGY



Climatec's infrastructure modernization programs deliver meaningful, measurable GHG reductions that extend well beyond the utility bill, providing relief to the general fund while advancing the environmental goals SD5's community expects.

For SD5, reducing energy consumption across the Main Treatment Plant, Paradise Cove, and pump stations produces verified GHG reductions that directly contribute to the Town of Tiburon's 2030 Climate Action Plan. Every ton of CO<sub>2</sub>e SD5 reduces is a documented contribution toward the Town's 50% reduction target, tracked through Climatec's CAP-compatible M&V reporting, which is structured to align directly with the Marin Climate & Energy Partnership's community inventory methodology.

Real-time energy and GHG dashboards make this progress visible to Board members, staff, and the public, positioning SD5 as a model of environmental leadership in a community that expects exactly that.



Sample GHG Monitoring Dashboard

# TAB 8: CONTRACTS, PRICING AND FORMS

## SAMPLE CONTRACTS

Climatec does not require an Investment Grade Audit (IGA) agreement; hence a sample is not included. However, this section contains sample contracts for project installation and measurement and verification (M&V) services, including all applicable terms and conditions.

## PRICING & FORMS

The required Pricing Proposal and Acknowledgement Form was not included within the solicitation documents provided by Sanitary District of Marin County No. 5 and does not appear to be available for download on the Districts website at the time of submittal. Climatec also confirms that no addenda related to this solicitation were identified or received. Should any addenda be issued following submission, Climatec will promptly review, acknowledge, and comply with all requirements.



I AM EXCITED TO SEE OUR COMMUNITY PROGRESS TOWARD A GREENER, ECONOMICALLY VIABLE FUTURE, THIS IS A TREMENDOUS MILESTONE FOR THE CITY, LOCAL BUSINESSES AND RESIDENTS."

MAYOR PAUL LEON | CITY OF ONTARIO

# INSTALLATION AGREEMENT FOR

---

## TERMS AND CONDITIONS

## ATTACHMENTS

- Attachment “A” – Scope of Work
- Attachment “B” – Lighting Summary
- Attachment “C” – Mechanical Inventory
- Attachment “D” – Solar Installation
- Attachment “E” – Technical Appendix

# INSTALLATION AGREEMENT

This Installation Agreement (“Agreement”) entered into as of \_\_\_\_\_ (“Effective Date”) is made by and between:

\_\_\_\_\_  
 (“Purchaser”) with its principal place of business at

\_\_\_\_\_  
\_\_\_\_\_

and

**Climatec LLC**

With its principal place of business at  
2150 Towne Centre Place, Suite 200  
Anaheim, CA 92805

**Purchaser and Climatec LLC agree as follows:**

- 1. INSTALLATION.** Climatec LLC shall provide Purchaser with an Energy Infrastructure Modernization Program, as identified in **Attachment(s) A, B, C, D, and E** (the “Work”), and incorporated herein by reference at the total fixed price of \_\_\_\_\_ including required taxes and performance bond.

Prices quoted are firm for the agreed upon Work, except for any cost increase or decrease due to tariffs imposed or lifted after the effective date of the agreement. Prices may be adjusted to reflect the increase or decrease in cost of tariffs after the date of execution.

Climatec LLC is responsible for the design, engineering, permits, fees, approvals, project management, installation, startup, training, checkout, warranty, and insurance specifically associated with the Work to be performed. Climatec LLC is not responsible for any equipment, systems, controls, comfort problems, balancing, duct cleaning, existing deficient conditions, etc. not specifically included in this Agreement. Climatec LLC will provide submittals and engineered drawings (if required), for Purchaser’s technical review and written approval, prior to initiating construction. All construction and associated cleanup shall be performed and scheduled to minimize any disruption with any ongoing Purchaser activities. Climatec LLC requires all underground conduits between buildings to be clear of obstruction, of sufficient size to accommodate new wire and cable, and easily accessible. The Purchaser is responsible for Ethernet drops at each location for Energy Management System communication. This proposal offer is valid until \_\_\_\_\_.

- 2. SCOPE OF WORK.** Once this Agreement is executed by the Purchaser and Climatec LLC, Climatec LLC may not revise the Agreement in any way except by mutual agreement with the Purchaser. Prior to the Agreement being signed by both parties, Climatec LLC reserves the right to revise any or all portions of the Agreement.

This Agreement is based upon the use of straight time labor only unless stated otherwise in this Agreement. Purchaser agrees to provide Climatec LLC with required field utilities (electricity, toilets, drinking water, etc.) without charge. Climatec LLC agrees to keep the jobsite clean of debris arising out of its own operations. Purchaser shall not back charge Climatec LLC for any cost or expenses without Climatec LLC’s written consent. Unless specifically noted in Attachment A or services undertaken by Climatec LLC under this Agreement, Climatec LLC’s obligations under this Agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal or disposal of environment hazards or dangerous substances, to include but not to be limited to asbestos, PCBs, or mold discovered in or on the premises. Any language or provision of the Agreement elsewhere contained which may authorize or empower the Purchaser to change, modify or alter the scope of work or services to be performed by Climatec LLC shall not operate to compel Climatec LLC to perform any work relating to hazards without Climatec LLC’s express written consent.

3. **SOLAR INSTALLATION.** The Work excludes correction of concealed conditions that could not have been ascertained by general visual inspection. The Work excludes correction of any existing or previous violations of laws, codes or utility requirements and errors and omissions of the Purchaser or other contractors not communicated to Climatec LLC. Purchaser will provide all discretionary permits (permits requiring the discretion of the issuer) required in time to execute the Work within the agreed upon schedule. Climatec LLC will provide all non-discretionary, ministerial (permits not requiring thought and discretion of the issuer) permits required for the provision of the solar installation. Purchaser agrees to promptly execute and return provided Preliminary Interconnection Documentation (initial or preliminary paperwork or documentation required by the Utility for interconnection of the system to be executed by the system owner), Preliminary Rebate Documentation (documentation comprising the initial or preliminary paperwork required by the administrator of the Rebate or the Rebate to be reserved) (if applicable), and Site Owner Consent Documentation (agreement from the site owner to install system on the real property identified in the proposal) (if applicable). Scope in Attachment D will include commercially reasonable efforts to promptly obtain the PTO (Permission to Operate) from Purchaser's utility. The monitoring equipment provider will provide monitoring hosting services for the first five (5) years of operation. Purchaser warrants that they hold title to the installation site and agree to the solar installation on that site.

Terms applicable to the solar scope are as follows:

- a. Interconnection Agreement – means an agreement between the Purchaser and a particular utility involved for interconnection of the solar output to the electrical grid.
- b. Interconnection Equipment – all equipment (including wiring and conduit and metering for net metering) on the Purchaser side of the main service meter to enable proper interconnection of the solar system to the grid.

(3.1) Design – Climatec LLC shall prepare the design submittals (prepared by qualified individuals). The submittal shall be submitted to Purchaser for approval. Purchaser shall provide approvals within five (5) business days from receipt. If not received within five (5) days, the submittal may be deemed approval by Climatec LLC.

(3.2) Unforeseen Site Conditions – Within ten (10) days of discovery, Climatec LLC will notify Purchaser in writing of (a) subsurface or latent physical conditions at the site differing materially from those described in any contract or Purchaser documentation.

4. **INVOICING & PAYMENTS.** Climatec LLC may invoice the Purchaser for any equipment and/or materials installed at a job site. Purchaser agrees to pay Climatec LLC amounts invoiced upon receipt of invoice. Waivers of lien will be furnished upon request, as the work progresses; to the extent payments are received. If Climatec LLC's invoice is not paid within thirty (30) days of its issuance, it is delinquent and Climatec LLC may add one percent (1%) per month interest onto delinquent amounts.
5. **INDEPENDENT CONTRACT.** It is agreed between Purchaser and Climatec LLC that Climatec LLC shall perform the Work as an independent contractor. Climatec LLC may use subcontractors to perform work hereunder, provided Climatec LLC shall fully pay said subcontractors and in all instances remain fully responsible for (a) the proper completion of this Agreement and (b) supervising such subcontractor's work and for the quality of the work they produce.
6. **MATERIALS.** All materials shall be new, in compliance with all applicable laws and codes, and shall be covered by a manufacturer's warranty, if appropriate. If the materials or equipment included in this Agreement become temporarily or permanently unavailable, the time for performance of the Work shall be extended to the extent thereof, and in case of permanent unavailability, Climatec LLC shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonable substitute therefore.
7. **COMPLETION.** The Work shall be considered completed upon approval by the Purchaser, provided that the Purchaser's approval shall not be unreasonably withheld. The nature of the Work is that it consists of multiple projects and/or sites, as noted in Attachment A. Once work on a project or a site is deemed by Climatec LLC to be substantially complete (that is available for beneficial use by the Purchaser with the scope of work for that site or project functioning as required) except for minor items (a punch list), Climatec LLC will provide a Notice of Substantial Completion for

that site or project to the Purchaser. Final Completion, as previously noted, will occur once the entire scope of work is complete for all sites and projects.

8. **WARRANTY.** Climatec LLC warrants that the equipment and systems provided under this Agreement shall be free from defects in material and workmanship arising from normal usage for a period of one (1) year from the date of beneficial use or eighteen (18) months from delivery of said equipment or systems. Within the warranty period, if Purchaser provides written notice to Climatec LLC of any such defects within thirty (30) days after the appearance or discovery of such defect, Climatec LLC shall, at its option, repair or replace the defective equipment and return said equipment to Purchaser. All transportation charges incurred in connection with the warranty for equipment shall be borne by Purchaser, unless otherwise provided for in manufacturer warranties. These warranties do not extend to any equipment which has been repaired by others, abused, altered, or misused, or which has not been properly and reasonably maintained. All transferrable manufacturer warranties associated with the equipment will be transferred to the Purchaser. These warranties are in lieu of all other warranties, expressed or implied, including but not limited to those of merchantability and fitness for a specific purpose.
9. **LIABILITY.** Neither party shall be liable to the other for any special, indirect, or consequential damages arising in any manner from the equipment, material, or systems furnished or the work performed pursuant to this Agreement.
10. **TAXES.** The price of this Agreement includes duties, sale, use, excise, or other similar taxes required by federal, state, or local laws in effect at the time of the Effective Date.
11. **DELAYS.** Climatec LLC shall not be liable for any delay in the performance of the Work resulting from or attributed to acts of circumstance beyond Climatec LLC's control, including but not limited to acts of God, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, or other contractors or delays caused by suppliers or subcontractors of Climatec LLC, etc. If Purchaser delays project for greater than sixty (60) days, Climatec LLC can recover any cost inflation on un-billed materials that were either stored or yet to be purchased.
12. **REBATES, UTILITY INCENTIVES.** Unless otherwise stated in the Agreement, or cash flow analysis, any and all rebates, incentives that are earned through the course of this project from public or private utilities, municipalities, development districts or state funding, with the exception of lighting rebates, are one hundred percent (100%) the property of the Purchaser or their designee. Lighting rebates are one hundred percent (100%) the property of Climatec LLC and are used to reduce the project cost to the Purchaser. The paperwork, inspections and verification required to collect these monies (except for lighting rebates) are the sole responsibility of the Purchaser.
13. **COMPLIANCE WITH LAWS.** Climatec LLC shall comply with all applicable federal, state, and local laws and regulations. All licenses and permits required for the prosecution of the Work shall be obtained and paid for by Climatec LLC.
14. **CLIMATEC LLC'S LICENSE AND DIR REGISTRATION.** In order to perform the Work, Climatec LLC shall possess a valid, active license in the classification(s) required issued by the State of California, which shall remain valid and active throughout the project. In addition, Climatec LLC must be registered with the Department Industrial Relations ("DIR") as a public works contractor.
15. **WAGE RATES.** Pursuant to the provisions of Article 2, commencing with Section 1770 of the Labor Code, Purchaser has ascertained the general prevailing rate of per diem wages in the locality in which this public work is to be performed for each craft, classification, or type of worker needed to execute this Agreement. The general rates of per diem wages are available at Purchaser's office. In the event that the listed or posted rates are in error, Climatec LLC is responsible to pay those rates determined by the Director of Industrial Relations to be applicable, and Purchaser shall not be responsible for any damages arising from the error.
16. **PAYROLL RECORDS.** It is the responsibility of Climatec LLC to comply with the provisions of Labor Code Section 1776 dealing with the maintenance and inspection of employee payroll records.
17. **PREVAILING WAGE.** The Agreement is subject to prevailing wage monitoring and enforcement by the DIR. Climatec LLC and all subcontractors will be subject to the requirements of Subchapter 4.5 of Chapter 8 of Title 8 of the California Code of Regulations. Climatec LLC and all subcontractors will be required to furnish electronic certified

payroll records to the DIR on a frequency not less than monthly using the DIR's eCPR. Climatec LLC shall comply with all requirements of the Labor Code and attendant regulations pertaining to prevailing wage monitoring and compliance as required by the DIR, including, but not limited to, posting job site notices prescribed by Title 8 CCR § 16451(d). Climatec LLC shall permit Purchaser, the DIR, or their designee to interview Climatec LLC's employees concerning compliance with prevailing wage, apprenticeship, and related matters, whether or not during work hours, and shall require each subcontractor to provide Purchaser, the DIR, or their designee with such access to its employees.

18. **APPRENTICES.** If applicable, Climatec LLC shall comply with the requirements of Labor Code Section 1777.5 dealing with the employment of apprentices.
19. **DISPUTES.** Public Contract Code Sections 9204 and 20104 *et seq.* (collectively, the "Dispute Resolution Provisions") set forth statutory requirements applicable to contractor claims arising or resulting from public works projects (each a "Claim"). The Dispute Resolution Provisions require that each Claim be in writing, served on the public agency by registered mail or certified mail with return receipt requested, and supported by reasonable documentation of the basis for the Claim. To the extent provided in Public Contract Code Section 9204, a prime contractor may file Claims on behalf of its subcontractors of any tier. The public agency shall respond in writing to each Claim within forty-five (45) days after receiving the claim or, if approval of the response by the governing body of the public agency is required, then not later than three (3) days following the next duly publicly noticed meeting of the governing body after such forty-five (45) day period. The Dispute Resolution Provisions specify additional requirements if the public agency does not timely respond or if the claimant disputes the response. The public agency shall pay any undisputed portion of a Claim as required pursuant to the Dispute Resolution Provisions. If the contractor disputes the public agency's response to a Claim, or the public agency does not timely respond to a Claim, the contractor may submit to the public agency a written demand to meet and informally confer regarding settlement of the Claim. In such event, the public agency shall schedule such meeting to occur within thirty (30) days following receipt by the public agency of the written demand. If, following such meeting, any portion of the Claim remains in dispute, the contractor and public agency shall submit the Claim to non-binding mediation as required by the Dispute Resolution Provisions. If a Claim for three hundred seventy-five thousand dollars (\$375,000) or less remains in dispute following such mediation, and a civil action is commenced to resolve the Claim, judicial arbitration shall be required pursuant to Public Contract Code Section 20104.4.
20. **CHANGE ORDER (Mid-Performance Amendments).** Climatec LLC and the Purchaser recognize that:
  - a. Purchaser may desire a mid-job change in the specifications or scope that would add time and cost to the specified work or inconvenience Climatec LLC.
  - b. Other provisions of the Agreement may be difficult to carry out because of unforeseen events, such as material shortage or labor strikes.

If these or other events beyond the control of the parties reasonably require adjustments to this Agreement, the parties shall make a good faith attempt to agree on all necessary particulars. Such agreements shall be put in writing, signed by the parties, and added to this Agreement. Failure to reach agreement shall be deemed a dispute to be resolved as agreed in section 20 of this Agreement.

21. **INSURANCE.** Climatec LLC will maintain comprehensive liability and other insurance in amounts not less than those set forth below. Such insurance shall protect Climatec LLC and the Purchaser against any claims, losses, liabilities, and expenses arising from the Work, whether performed by Climatec LLC or any subcontractor of Climatec LLC. The coverage shall include:
  - a. Workers Compensation and Employers' Liability Insurance - \$1,000,000 each accident; \$1,000,000 each employee/disease; and \$1,000,000 policy limit.
  - b. Comprehensive or Commercial General Liability - Bodily injury liability of \$1,000,000 per occurrence and general aggregate liability of \$2,000,000 per occurrence.
  - c. Comprehensive Automobile Insurance – Combined single limit of \$1,000,000 per occurrence.

If the Purchaser requires that Climatec LLC maintain any special insurance coverage, policy, amendment, or rider, the Purchaser shall pay the additional cost.

22. **INDEMNITY.** The parties hereto agree to defend, indemnify, and hold harmless each other from any and all liabilities, claims, expenses, losses or damages, including attorney’s fees which may arise in connection with the execution of the Work and which are caused, in whole or in part by the negligent act or omission of the indemnifying party.
23. **OCCUPATIONAL SAFETY AND HEALTH.** The parties hereto agree to notify each other immediately upon becoming aware of any alleged violation of, the Occupational Safety and Health Act (OSHA) relating in any way to the Work.
24. **ENTIRE AGREEMENT.** This Agreement, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.
25. **CHANGES.** No change or modification of any of the terms and conditions stated herein shall be binding upon Climatec LLC unless accepted by Climatec LLC in writing.
26. **SEVERABILITY.** If one or more of the provisions of this Agreement are held to be unenforceable under laws, such provision(s) shall be excluded from these terms and conditions and the remaining terms and conditions shall be interpreted as if such provision were so excluded and shall be enforced in accordance to their terms and conditions.
27. **COUNTERPARTS.** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. A signature on a copy of this Agreement received by either party by facsimile or portable document format (PDF) is binding upon the other party as an original. The parties shall treat a photocopy of such facsimile as a duplicate original.
28. **ASSIGNMENT.** Climatec LLC retains the right to assign its rights and obligations of this Agreement with written consent of Purchaser.
29. **ACKNOWLEDGMENT.** Both Climatec LLC and the Purchaser acknowledge having read this Agreement and all contract documents incorporated herein and have executed this Agreement on the Effective Date.
30. **APPROVAL.** Each party represents that the person that has executed this Agreement on its’ behalf is authorized to do so.

IN WITNESS WHEREOF, the parties have caused their duly authorized officers to execute this Agreement effective as of the Effective Date.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

**Climatec LLC**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

# **Attachment “A”**

## **Scope of Work**

**Attachment “B”  
Lighting Summary**

**Attachment “C”**  
**Mechanical Equipment Schedule**

# Attachment “D” Solar Installation

# Attachment “E” Technical Appendix

# CLIMATEC MEASUREMENT AND VERIFICATION AGREEMENT FOR

---

## SCOPE OF SERVICES

## TERMS AND CONDITIONS

## ATTACHMENTS

### **Attachment “A” – Guaranteed Savings Measurement & Verification**

- I. Savings Guarantee
- II. Measurement & Verification Methods
- III. Selected Measurement & Verification Options
- IV. Specific Measurement & Verification Plan for Each ECM:
  1. Lighting System Upgrades
  2. HVAC System Installation
  3. HVAC Controls Upgrades
  4. Solar PV Installation

### **Attachment “B” – Utility Baseline Summary**

### **Attachment “C” – Standards of Operation (HVAC & Lighting)**

- I. Standards of Operation for HVAC
- II. Standards of Operation for Lighting

# CLIMATEC M&V AGREEMENT

This Measurement and Verification (“M&V”) Agreement (“Agreement”) entered into as of \_\_\_\_\_ is made by and between:

\_\_\_\_\_  
 (“Purchaser”)  
with its principal place of business at  
\_\_\_\_\_  
\_\_\_\_\_

and

**Climatec LLC**  
with its principal place of business at  
2150 Towne Centre Place, Suite 200  
Anaheim, CA 92805

This Agreement shall include the Attachment(s) listed below:

- Attachment “A” – Guaranteed Savings Measurement & Verification
- Attachment “B” – Utility Baseline Summary
- Attachment “C” – Standards of Operation (HVAC & Lighting)

## SCOPE OF SERVICES

### Energy Savings Measurement & Verification Service:

Climatec LLC will provide M&V services of the energy savings associated with Purchaser’s energy retrofit installation, as described in Attachment A – Scope of Work, located in the associated Installation Agreement. Energy savings M&V reports (“M&V Reports”) will be provided to the Purchaser on an annual basis.

### Term:

This Agreement shall commence upon the completion and acceptance of the Purchaser’s energy retrofit installation project and receipt of final payment for the associated Installation Agreement (“Effective Date”) and shall continue for a term of \_\_\_\_\_ years. The Purchaser may terminate this Agreement at any time with a sixty (60) day written notice. However, termination of this Agreement will void any savings guarantee under this Agreement and the Installation Agreement on or after the termination date.

### Charges:

This Agreement shall be billed once per year due and payable within forty-five (45) days of the Purchaser’s receipt of invoice, which shall be sent thirty (30) days following the Effective Date, and the anniversary of the Effective Date in the following years. The annual Agreement charge is \$\_\_\_\_\_ for the first \_\_\_\_ years and escalated at \_\_\_\_\_% annually for every subsequent year thereafter. This rate does not include taxes.

## TERMS AND CONDITIONS

### 1. General Provisions:

- 1.1 Unless stated otherwise, the services provided under this Agreement shall be provided during Climatec LLC’s normal business hours. Normal business hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. inclusive, excluding holidays.
- 1.2 The Purchaser shall provide reasonable means of access to the equipment being measured or verified. Climatec LLC shall not be responsible for any removal, replacement, or refinishing of the building structure, if required to gain access to the equipment. Climatec LLC shall be permitted to start and stop all equipment necessary to perform the services herein described as arranged with the Purchaser’s representative.

## 2. **Charges:**

- 2.1 For services not covered by this Agreement, but performed by Climatec LLC upon the Purchaser's authorization, the Purchaser agrees to pay Climatec LLC within forty-five (45) days of presentation of properly itemized invoice(s) at Climatec LLC's current rates.
- 2.2 If emergency service is requested by the Purchaser and inspection does not reveal any defect for which Climatec LLC is liable under this Agreement, the Purchaser will be charged at Climatec LLC's current emergency charge rates.

## 3. **Limitations of Liability:**

- 3.1 Climatec LLC shall not be liable for any loss, delay, injury, or damage that may be caused by circumstances beyond its control including, but not restricted to; acts of God, war, civil commotion, acts of government, fire, theft, corrosion, floods, lightning strikes, freezes, strikes, lockouts, differences with workmen, riots, explosions, quarantine restrictions, delays in transportation, shortage of vehicles, fuel, labor or materials, or malicious mischief. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR BUSINESS INTERRUPTION, LOSSES, OR CONSEQUENTIAL, INDIRECT, SPECIAL OR SPECULATIVE DAMAGES
- 3.2 Climatec LLC shall not be required to make safety tests, install new devices, or make modifications to any equipment to comply with recommendations or directives of insurance companies, governmental bodies, or for other reasons.
- 3.3 Climatec LLC shall not be required to make replacements or repairs necessitated by reason of negligence, abuse, misuse, or by reason of any other cause, unless such repairs are necessitated due to the actions or inaction of Climatec LLC, or its employees, representatives, agents, consultants, or subcontractors.
- 3.4 This Agreement pre-supposes that all equipment is in satisfactory working order. Climatec LLC will inspect the equipment within sixty (60) days after the Effective Date and will advise the Purchaser of any equipment found to be in need of repair. If the Purchaser does not authorize Climatec LLC to make the repairs or if the Purchaser does not have the work performed, the equipment will be eliminated from coverage and the Agreement savings will be adjusted. Maintenance of existing equipment and systems is the responsibility of the Purchaser. Failure to properly maintain equipment and systems can result in reduced energy efficiency and may necessitate a baseline energy adjustment and annual Agreement charge will be proportionately reduced. There may be some equipment which, for reasons beyond Climatec LLC's control, cannot be inspected before this Agreement takes effect. Climatec LLC will inspect such equipment on the first visit where the equipment is available.
- 3.5 The amount of any present or future sales, use, occupancy excise, or other tax (federal, state, or local) which Climatec LLC hereafter shall be obligated to pay, either on its own behalf or on the behalf of the Purchaser or otherwise, with respect to the services covered by this Agreement, shall be paid by the Purchaser.
- 3.6 If the equipment or software included under this Agreement is altered, modified, or changed by a party other than Climatec LLC, this Agreement shall be modified to incorporate such changes and the Agreement annual charge and/or savings shall be adjusted accordingly.
- 3.7 Following twelve (12) months of service or any time thereafter, if individual item(s) cannot, in Climatec LLC's opinion, be properly repaired on-site because of excessive wear or deterioration, Climatec LLC may withdraw the item(s) from coverage upon ninety (90) days prior written notice. Energy savings may be adjusted accordingly.
- 3.8 This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of California.

## 4. **Miscellaneous Provisions:**

### 4.1 **Safety and Security:**

The services provided hereunder may occur on active Purchaser sites. As such, Climatec LLC shall ensure that its services on and around the Purchaser site comply with all applicable laws, regulations and standards including but not limited to, the fingerprinting requirements of the Education Code and any other legal requirements which may be applicable to Climatec LLC's activities on or about the Purchaser sites. While the Purchaser shall reasonably assist Climatec LLC in determining the applicable requirements, it shall be Climatec LLC's sole responsibility for determining and complying with all applicable laws, regulations, and standards.

#### **4.2 Dispute Resolution:**

- a. In the event of any dispute whatsoever between the parties, parties shall exhaust every reasonable effort to settle or dispose of the same, including a discussion of the matter between senior executives of each party.
- b. Claims between Purchaser and Climatec LLC shall first be resolved using the procedures set forth at California Public Contract Code section 9204. "Claims" are defined, pursuant to California Public Contract Code section 9204, as a separate demand by Climatec LLC for one of the following: a time extension for relief from penalties for delay; payment of money or damages arising from work done; or payment of an amount disputed by Purchaser.
- c. Upon receiving a Claim sent by registered or certified mail, Purchaser must review and provide a written response within forty-five (45) days that identifies the disputed and undisputed portions of the claim. The forty-five (45) day period to respond may be extended by mutual agreement between the parties. The Claim is deemed rejected in its entirety if Purchaser does not issue a response. Any payment due on an undisputed portion of the Claim must be processed within sixty (60) days after Purchaser's response. If a claimant disputes Purchaser's response or lack thereof, the claimant may demand to meet and confer for settlement of the issues in dispute. Any portion of a Claim that remains in dispute after a meet and confer conference will be subject to nonbinding mediation process, as described in California Public Contract Code section 9204. Undisputed and unpaid Claims accrue interest at seven percent (7%) per annum. A subcontractor or lower tier subcontractor may make a Claim to the Purchaser through Climatec LLC, as specified in California Public Contract Code section 9204. However, the procedures in this section shall not supersede the requirements of the Agreement with respect to Climatec LLC's notification to Purchaser of such Claim or extend the time for the giving of such notice as provided in the Agreement.
- d. Any controversy or Claim arising out of or relative to the Agreement, or the breach thereof, not adjusted or disposed of by mutual agreement between the parties as described above, shall be first settled by mediation and then (in the absence of settlement after mediation), by arbitration under the American Arbitration Association Construction Arbitration Rules then in effect, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof, and arbitration decision shall be final and binding on the parties and on all parties subject to the following. Said arbitration proceedings shall be filed in the regional office of the American Arbitration Association nearest to Purchaser. All arbitrators shall be bound by the terms of the Agreement. The expenses of any arbitration shall be borne equally by the parties to the arbitration, provided that each party shall pay for and bear the cost of its own experts, evidence, and counsel.
- e. Pending a final resolution of a dispute, the parties shall each proceed diligently and faithfully with performance of their respective obligations under this Agreement.

#### **4.3 Indemnification:**

To the extent it may lawfully do so, the parties hereby indemnify, defend (with counsel of its choosing), and holds harmless the other party and its affiliates, directors, representatives, agents, officers, employees and volunteers from and against any and all liability or claim of liability, loss or expense, including defense costs and legal fees and claims for damages of whatsoever character, nature and kind, whether directly or indirectly arising from any third party actions from injury to or death of persons, and damage to or loss of property to the extent caused by or arising out of or connected with an act or omission of the indemnifying party, or an agent, invitee, guest, employee, or anyone in, on or about the Purchaser sites, including, but not limited to, liability, expense, and claims for: bodily injury, death, personal injury, or property damage caused by negligence, creation or maintenance of a dangerous condition of property, breach of express or implied warranty of product, defectiveness of product, or intentional infliction of harm, including any workers' compensation suits, liability, or expense, arising from or connected with services performed by, or on behalf of the, indemnifying party, by any person pursuant to this Agreement; nonpayment for labor, materials, appliances, teams, or power, performed on, or furnished or contributed to the Purchaser sites. Notwithstanding the above, neither party shall be required to defend, indemnify and hold harmless the other for its own negligent acts and omissions or willful misconduct. It is the intent of the parties that where negligence is determined to have been joint or contributory, principles of comparative negligence will be followed, and each party shall bear the proportionate cost of any loss damage, expense or liability attributable to that party's negligence.

5. **Occupational Safety and Health:** The parties hereto agree to notify each other immediately upon becoming aware of any alleged violation of, the Occupational Safety and Health Act (OSHA) relating in any way to the project or project site.
6. **Entire Agreement:** This Agreement, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.
7. **Changes:** No change or modification of any of the terms and conditions stated herein shall be binding upon either party unless accepted by both parties in writing.
8. **Severability:** If one or more of the provisions of this Agreement are held to be unenforceable under laws, such provision(s) shall be excluded from these terms and conditions and the remaining terms and conditions shall be interpreted as if such provision were so excluded and shall be enforced in accordance to their terms and conditions.
9. **Counterparts:** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. A signature on a copy of this Agreement received by either party by facsimile or portable document format (PDF) is binding upon the other party as an original. The parties shall treat a photocopy of such facsimile as a duplicate original.
10. **Assignment:** Climatec LLC retains the right to assign its rights and obligations of this Agreement only with advance written consent of Purchaser.
11. **Acknowledgment:** Both Climatec LLC and the Purchaser acknowledge having read this Agreement, and all Attachments hereto, and have executed this Agreement on the date written above.
12. **Approval:** Each party represents that the person that has executed this Agreement on its' behalf is authorized to do so.

\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

**Climatec LLC**

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

**Attachment “A”**  
**Guaranteed Savings Measurement & Verification**

DRAFT

## Guaranteed Savings Measurement & Verification

This document contains the energy savings measurement and verification plan (“M&V Plan”) for the energy conservation measures (“ECMs”) contained in the Installation Agreement. The following table summarizes the ECMs proposed.

**TABLE 1.0**

INSERT TABLE HERE

A specific M&V Plan is submitted for each energy conservation measure (“ECM”) to provide a comprehensive overall plan for Purchaser. Each measure’s M&V Plan provides:

- A description of how the savings shall be verified for each ECM.
- Selection of specific protocol for verification of savings of each ECM.
- Requirements for measurement or other means to establish the ECM savings.

Climatec LLC is responsible for the pre-retrofit measurement, energy savings calculations, equipment installation, and required post-retrofit verification as outlined herein. Purchaser agrees to operate and maintain all equipment installed. **Proper operation and maintenance of equipment and systems is critical to long-term achievement of energy savings.**

## SAVINGS GUARANTEE

Climatec LLC warrants that Purchaser shall realize total energy savings, total operational savings and utility rebates (“Guaranteed Project Savings”) in excess of the total project cost, during the course of the useful life of the equipment (estimated to be \_\_\_\_\_ years). The “Guarantee Period” begins on the Effective Date and continues for a term not to exceed \_\_\_ years. Climatec LLC agrees to complete the M&V Report on an annual basis and deliver to the Purchaser within sixty (60) days of the anniversary date of the Effective Date and annually thereafter. Project savings that are verified during the course of construction will be applied to the first year guaranteed project savings.

### Savings Summary Table

INSERT SAVINGS SUMMARY TABLE

If the annual M&V Report demonstrates that the project will achieve one hundred percent (100%) or more of the project savings needed for the year, then Climatec LLC shall have satisfied its energy performance guarantee obligation and the Purchaser shall accept the annual M&V Report.

In the event that an annual M&V Report savings value (including any excess, unapplied savings from previous years) does not meet the Guaranteed Project Savings required to date in accordance with the M&V Plan, then Climatec LLC shall repair, replace, or substitute the ECM that is not performing at the required level, as identified in the M&V Report, and at Climatec LLC’s expense. Following corrective action, Climatec LLC shall re-perform the relevant M&V work for the affected ECM(s) and amend or supplement the M&V Report. If the sum of the ECMs indicates that the Guaranteed Project Savings are met or exceeded, then no further remedy shall be required.

If, after the opportunity to make corrections, the M&V Report, as amended, indicates that verified savings are less than the Guaranteed Project Savings required at that point of the guarantee, then Climatec LLC shall pay the Purchaser the shortfall amount. However, under no circumstances will the amount(s) paid for the total of the energy savings shortfalls exceed the Installation Agreement’s contract amount.

The Purchaser agrees that project savings, which exceed the guaranteed amount required in any one (1) year, may be applied to future year’s savings to offset an energy savings shortfall. The savings guarantee will remain in effect for the term of this Agreement.

The Utility Baseline Summary, as shown in Attachment B, may be modified over the course of the Guarantee Period to adjust for changes in utility rates, number of days in utility billing cycle, square footage, energy using equipment, building occupancy and weather. This Guaranteed Project Savings is subject to the Purchaser’s adherence to the Standards of Operation for Lighting and HVAC systems, as documented in Attachment C of this Agreement.

## MEASUREMENT AND VERIFICATION METHODS

M&V of energy savings is a methodology based on standard industry protocol intended to provide reasonable assurance that energy savings calculated are realized over the term of the Agreement.

The development of the M&V Plan is based on the IPMVP-2022 (International Performance Measurement and Verification Protocol) and the application of sound engineering and business guidelines to the overall need for verification of energy savings for each ECM. This plan contains methodology that shall cost effectively provide assurance of equipment savings through short term or spot measurements, engineering calculations and/or direct utility billing comparisons. The necessary components to a well-established M&V Plan are:

- Specific identification of each ECM and proposed M & V reporting requirements for overall savings.
- Participation of all parties and any necessary coordination with independent review.

Methods of M&V vary in accordance with the type of project, level of assurance of savings, cost, and availability of data, financing constraints, and energy costs. The methods selected must be cost effective given the financial savings to the Purchaser. The methods used for the ECMs detailed herein were selected to minimize M&V cost while still providing a reasonable assurance of the savings calculations.

### **The IPMVP-2022 guideline provides the following options related to methodology for M&V:**

**Option A** – Partially Measured Retrofit Isolation. Option A uses a combination of stipulated and/or measured factors to calculate baseline usage and savings associated with the ECM. Spot or short-term measurement would be used for the measured values. Stipulated values are supported by Purchaser input, historical data, or manufacturer data.

- Baseline and savings calculations are provided through engineering calculations, component or system models.
- Depending on number of points measured, Option A provides the least cost alternative to M&V.

**Option B** – Retrofit Isolation. Option B provides for measurement to provide data for assessing values or variables. Spot or short-term measurement, taken at the component and/or system level are taken when variations in factors can be accounted for or eliminated. Continuous measurement at the component and/or system level can also be used to account for the variations in factors over time.

- Baseline and savings calculations are provided through engineering calculations, component or system models. Cost is variable depending on the points measured, and the term of the measurement process used. Option B provides a better scenario for ECMs where a small number of factors can be accurately measured with a measurement plan.

**Option C** – Whole Building. Option C involves the use of utility meters or whole building sub-metering to assess the energy performance of the entire building. After an ECM is implemented the billing data is assessed in accordance with an approved plan to determine actual ECM savings.

- Baseline is established through utility data and engineering/regression analysis.
- Engineering calculations or modeling initially provides estimated ECM savings.
- Actual ECM savings are based on the utility or metered data. Savings must be adjusted for changes in building operation and variables assumed in the engineering calculations or modeling (such as weather, occupancy, etc.).
- Cost of this approach is variable based on the availability of utility data, sub-metered data, and overall savings guarantee. If the metered data is used for a savings guarantee, all variables related to building performance must be measured and adjusted, usually on an annual basis. Option C usually requires a substantial amount of time and effort to establish the baseline, provide adjustments and track the savings.

**Option D** – Calibrated computer simulation. Option D uses computer-modeling techniques to provide an engineering model of component and/or system performance. The inputs to the computer simulation may be made by engineering estimates, short or long term measurements, and utility or other metered data. Once the model is properly calibrated it is used for the establishment of the baseline and savings by changing appropriate inputs.

- Baseline is established through a calibration process for the computer modeling. Appropriate measurements and inputs are reflected against regression analysis for the metered data.
- Once the model is calibrated and the baseline established inputs are varied for the proposed ECM to establish savings.
- Actual ECM savings are stipulated based on the computer model. There may be follow up calibration of the model with the ECM in place to affirm the overall building simulation model.
- Cost of this method varies based on the complexity and accuracy of model desired, availability of data and overall measurement required.

DRAFT

## SELECTED MEASUREMENT AND VERIFICATION OPTIONS

For the ECM's covered under this M&V Plan, the Table of Selected M&V Options (Table 1.1) summarizes the proposed **IPMVP Options selected:**

**TABLE 1.1**

INSERT TABLE HERE

S\* - Stipulated

The particular option selected for each ECM was based on a number of related issues including: ECM cost, ECM savings, cost of M&V and the ability to accurately determine whole building operations. \_\_\_\_\_ savings values are stipulated and agreed to by the Purchaser and are met upon the completed installation of these retrofit projects.

The baseline and the post-installation energy use depend on various system and external factors, such as energy demand, operating hours, weather conditions, motor loading, energy rates, and occupancy. Development of the baseline, post ECM consumption, cost avoidances and simple payback for each ECM covered by this M&V Plan includes:

- Stipulated Values – These values are important in the overall calculations for energy consumption, financial calculations, and operating conditions. Climatec LLC and Purchaser have agreed to these values for purposes of establishing savings.
- Developed/Measured Values – These are the values determined by spot or short-term measurement. Values are determined based on a sound engineering approach to variable determination. Both values used for baseline consumption and values to be measured/determined as parts of the post ECM implementation are detailed.
- Assumptions – Some values that are assumed in order to calculate energy use are necessary in certain circumstances.
- Calculations – The necessary calculations for baseline energy and demand usage, the calculation of the energy and demand components with implementation of the ECM, the calculation of costs, and annual savings are the primary tool for assessing the estimated and actual savings of any ECM.
- Instrumentation – The type and specifications, if applicable, for any instrumentation used for developed/measured values is provided to ensure appropriate meters and measurement equipment is used for specified applications.
- Pre-Retrofit Measurements – Each ECM may have a section detailing the measurements required prior to the retrofit. These measurements are used to establish the baseline or adjustments required to establish an accurate baseline.
- Post-Retrofit Measurements – Each ECM may have a section that details the measurements required if any after the retrofit is completed. This section is utilized to detail the type of measurements required for verification of the energy savings calculations.
- Adjustments – Each ECM may have a section for adjustments. This section includes possible adjustments to the actual Energy Audit Report and energy information, appropriate adjustments to the M&V Plan, and adjustments to any savings guarantee. This section is utilized to anticipate changes necessary due to field conditions and provide an appropriate response in the verification of actual energy and cost avoidances.
- Commissioning – Each ECM may have a section regarding the commissioning process. This provides the detail for how the savings will be verified upon project completion, and the type of inspection that will be completed, and the billing method for verified savings. This section is utilized to provide a standard approach for each ECM upon project completion.

Climatec LLC will follow the agreed-upon M&V protocols for the measurement period and will prepare post-installation reports with supporting documentation for the Purchaser. The cost of M&V is included in the project cash flow requirements.

**SPECIFIC MEASUREMENT AND VERIFICATION PLAN**  
**“OPTION A”**  
**FOR LIGHTING SYSTEM UPGRADES**

**Introduction**

This M&V Plan is specific to all lighting retrofits and occupancy sensor installations. The sites receiving these upgrades are listed in the Table of Recommended Measures located at the beginning of this Attachment.

**M&V Protocol**

For this ECM, IPMVP Protocol – Option A shall be utilized. This option provides for the measurement of at least one variable pre- and post-retrofit with other variables allowed for stipulation. For this retrofit, a representative sample of each of the fixture types will be measured. The same sample will be used for both pre- and post-retrofit calculations. Wattage shall be measured with an appropriate instrument that is properly calibrated.

**Light Levels**

A representative sample of the light levels shall be measured. Where rooms have similar or identical lighting design, it is not required that each room be measured. Light levels shall be measured by an appropriate instrument that is properly calibrated. Light level measurements apply to both pre- and post-retrofit areas and shall be recorded at the work surface. Where rooms do not have a specific work surface (such as gymnasiums) light levels shall be measured at the floor.

**Documentation**

All areas measured shall be documented. The data shall indicate areas that do not meet IESNA standard light level requirements. All instrumentation used shall be clearly documented.

**Stipulated Values**

Operating hours are stipulated for purposes of M&V. Please see Attachment C, Lighting Standards of Operation for a complete list of lighting hours of operation. Stipulated values are agreed to by the Purchaser.

**Savings Calculations**

The calculations for the baseline energy consumption and post-retrofit savings provide the basis for the overall financial viability of this ECM.

**kWh and/or kW Savings**

The electrical consumption reduction of a particular lighting ECM is determined by comparing the pre- and post-conditions applied to the hours agreed upon in the Standards of Operation.

$$\{[(\text{Existing watts/fixture}) \times (\text{existing quantity}) \times (\text{existing hours of operation})] - [(\text{proposed watts/fixture}) \times (\text{proposed quantity}) \times (\text{proposed hours of operation})]\} / 1000 = \text{kWh savings}$$

**Dollar Savings**

After calculating the kWh saved, the specific facility’s average cost per kilowatt-hour shall be used to determine dollar savings.

$$(\text{kWh saved}) \times (\text{average kWh rate}) = \$ \text{kWh saved}$$

$$(\$ \text{kWh saved}) = \text{the total dollars saved}$$

**Operational Savings**

The Purchaser will realize maintenance and operational savings resulting from the new lighting system installations, extended warranties, and/or service agreements provided by Climatec LLC. The operational savings are stipulated and met upon the completed installation of the Installation Agreement.

**Adjustments**

For this ECM the following adjustments are allowed for purposes of M&V:

- Light level requirements may be modified as detailed in this plan.

- Changes in actual construction including number and/or type of fixtures. All changes shall be clearly documented and provided to the Purchaser's representative.
- Utility rates, billing days or degree-days.

### **Commissioning**

Commissioning shall consist of inspections and a final savings verification report. Inspections shall consist of:

- During the construction phase of the project, Climatec LLC shall keep a detailed record of the quantity and types of fixtures retrofitted and fixtures installed in each building. A post construction inspection is required by the responsible M&V party.
- After lighting modifications have been made, the installations shall be inspected to verify the retrofit counts by fixture code.
- Post-retrofit lighting levels shall be measured to verify compliance with the contract standards.

DRAFT

**SPECIFIC MEASUREMENT AND VERIFICATION PLAN**  
**“OPTION A”**  
**FOR HVAC SYSTEMS INSTALLATION**

**Introduction**

This M&V Plan is specific to the installation of new high efficiency HVAC units at the sites listed in the Table of Recommended Measures located at the beginning of this Attachment.

**M&V Protocol**

For this ECM, IPMVP Protocol – Option A shall be utilized. This option shall provide for the measurement of at least one variable pre- and post-retrofit with other variables allowed for stipulation. For this retrofit, field data shall be collected which includes, unit counts, unit tonnage, nameplate horsepower and efficiency rating for each existing HVAC system.

**Stipulated Values**

Hours of operation, heating/cooling loads and runtime hours of the existing HVAC systems are stipulated for purposes of M & V. Please refer to Attachment C, HVAC Standards of Operation in this Agreement for specific operating hours and runtime hours for each HVAC unit or area. Stipulated values are agreed to by Purchaser.

**Calculations**

The calculations for the baseline energy consumption and post-retrofit savings provide the basis for the overall financial viability of these ECM's. The following equations summarize the calculation of savings:

**Electric (kWh) Savings**

The electrical usage reduction of this ECM is determined by the following equation:

$$((\text{Size of Existing HVAC Unit}) \times (\text{Unit Efficiency}) \times (\text{Stipulated Load Factor}) - (\text{Size of New Cooling Unit}) \times (\text{Unit Efficiency}) \times (\text{Stipulated Load Factor})) \times (\text{Annual Operating Hours}) = \text{kWh Savings}$$

**Dollar Savings**

After calculating the kWh saved, the specific facility's average cost per kilowatt-hour shall be used to determine dollar savings.

$$(\text{kWh saved}) \times (\text{average kWh rate}) = \$ \text{ kWh saved}$$

$$(\$ \text{ kWh saved}) = \text{Total dollars saved}$$

**Operational Savings**

The Purchaser will realize maintenance and operational savings resulting from the new system installations, extended warranties, and/or service agreements provided by Climatec LLC. The operational savings are stipulated and met upon the completed installation of the Installation Agreement.

**Pre-Retrofit Measurements**

None required for this ECM.

**Post-Retrofit Measurements**

None required for this ECM.

**Adjustments**

None required for this ECM.

**Commissioning**

Commissioning shall consist of inspections, and a final commissioning report. The inspections and report shall consist of:

- Commissioning of the newly installed HVAC equipment shall include verification that each new unit is operating, as specified, in all modes (heat/cool).

**SPECIFIC MEASUREMENT AND VERIFICATION PLAN**  
**“OPTION A”**  
**FOR HVAC CONTROLS UPGRADE**

**Introduction**

This M&V Plan is specific to the Energy Management System (“EMS”) upgrades at the sites listed in the Table of Recommended Measures located at the beginning of this Attachment.

**M&V Protocol**

For this ECM, IPMVP Protocol – Option A shall be utilized. This option shall provide for the measurement of at least one variable pre- and post-retrofit with other variables allowed for stipulation. The cooling and heating setpoints during occupied and unoccupied modes of the HVAC equipment will be verified and documented. For this retrofit, field data shall be collected which includes, unit counts, unit tonnage, nameplate horsepower, efficiency rating, operating schedules, cooling and heating temperature setpoints for each HVAC system.

**Stipulated Values**

Hours of operation and heating/cooling load factors are stipulated for purposes of M&V. Please refer to the Attachment C, HVAC Standards of Operations for specific existing and proposed operating hours for each HVAC unit or area. Stipulated values are agreed to by Purchaser.

**Calculations**

The calculations for the baseline energy consumption and post-retrofit savings provide the basis for the overall financial viability of these ECM's. Post-retrofit operating schedules and trend reports will be used to verify the inputs such as operating hours, cooling/heating temperature setpoints that are used in the calculations to validate the savings. The following equations summarize the calculation of savings:

**Electric (kWh) Savings**

The electrical usage reduction of this ECM is determined by applying the stipulated runtime reduction to the calculated energy usage of the HVAC unit.

$(\text{Size of HVAC unit}) \times (\text{Unit efficiency}) \times (\text{Stipulated load factor}) \times (\text{Existing annual operating hours} - \text{Proposed annual operating hours}) = \text{kWh savings}$

**Natural Gas (Therms) Savings**

The natural gas usage reduction of this ECM is determined by applying the stipulated runtime reduction to the calculated energy usage of the HVAC unit.

$(\text{Size of Heating unit}) \times (\text{Unit efficiency}) \times (\text{Stipulated load factor}) \times (\text{Existing annual operating hours} - \text{Proposed annual operating hours}) = \text{Therm savings}$

**Dollar Savings**

After calculating the kWh saved and the Therms saved, the specific facility's average cost per kilowatt-hour and the average cost per Therm of natural gas shall be used to determine dollar savings.

$(\text{kWh saved}) \times (\text{average kWh rate}) = \$ \text{ kWh saved}$

$(\text{Therms saved}) \times (\text{average Therm rate}) = \$ \text{ Therms saved}$

$(\$ \text{ kWh saved}) + (\$ \text{ Therms saved}) = \text{Total dollars saved}$

**Operational Savings**

The Purchaser will realize maintenance and operational savings resulting from the new system installations, extended warranties, and/or service agreements provided by Climatec LLC. The operational savings are stipulated and met upon the completed installation of the Installation Agreement.

**Pre-Retrofit Measurements**

Existing operating hours and cooling/heating temperature setpoints for each HVAC unit or area will be obtained from current thermostats/EMS.

## Post-Retrofit Measurements

Post-retrofit operating schedules, cooling and heating temperature setpoints in both occupied and unoccupied modes for the HVAC equipment will be obtained using the new controls system.

## Adjustments

For this ECM the following adjustments are allowed for purposes of M&V:

- Addition or subtraction to the conditioned square footage of facilities.
- Utility rates, billing days or degree-days.
- Equipment changes.
- Increase or decrease in facility usage as associated with daily occupancy times and special events.

## Commissioning

Commissioning shall consist of inspections, and a final commissioning report. The inspections and report shall consist of:

- Commissioning of the newly installed EMS shall include verification that the operating schedules, cooling and heating temperature set points and the control sequences for the HVAC equipment have been programmed as specified.

DRAFT

**SPECIFIC MEASUREMENT AND VERIFICATION PLAN**  
**“OPTION A”**  
**FOR SOLAR PHOTOVOLTAIC INSTALLATION**

**Introduction**

This M&V Plan is specific to the solar photovoltaic (“PV”) installations at the sites listed in the Table of Recommended Measures located at the beginning of this Attachment.

**M&V Protocol**

For this ECM, IPMVP Protocol – Option A shall be utilized. This option shall provide for the measurement of at least one variable pre- and post-retrofit with other variables allowed for stipulation. For this installation, the kilowatt-hour (kWh) production from the solar PV systems shall be measured and recorded.

**Stipulated Values**

The solar panel degradation factor (0.25%), and utility escalation rate (5%/year) are stipulated for the purposes of M&V. Stipulated values are agreed to by Purchaser.

**Calculations**

The calculations for the baseline energy consumption and post installation savings provide the basis for the overall financial viability of these ECM's. The following equations summarize the calculation of savings:

**Electricity Production**

Electricity production of the PV system is determined by recording the kilowatt-hours (kWh) off the net electric meter/Data Acquisition System (DAS) and recording the results.

**Dollar Savings**

After recording the kWh generated from the PV system, the specific facility's average cost per kWh shall be used to determine dollar savings.

$(\text{Annual kWh production}) \times (\text{Average } \$/\text{kWh}) = \text{Annual } \$ \text{ kWh Saved}$

$(\text{Annual } \$ \text{ kWh Saved}) = \text{Total Dollars Saved}$

**Maintenance of System**

Calculation of energy cost savings from the solar PV systems are contingent upon the Purchaser maintaining an active operations and maintenance (O&M) contract for the term of the solar lease agreement.

**Pre-Retrofit Measurements**

Existing utility electrical energy (kWh) consumption as shown in Attachment B – Baseline Summary.

**Post-Retrofit Measurements**

Electrical energy (kWh) produced from the solar PV systems recorded from the net electrical meter/DAS.

**Adjustments**

For this ECM the following adjustments are allowed for purposes of M&V:

- Addition or subtraction to the square footage of facilities.
- Utility rates, billing days or degree-days.
- Addition or subtraction of electrical load at the facilities.
- Any structural failure in a building supporting the PV system.
- Unexpected weather conditions falling outside of the normal weather for the location.
- Legislative, administrative or executive action, regulation, order or requisition of any federal, state or local government, local utility or public utilities commission.

- There is an event of Force Majeure or changes in the conditions at or near any of the sites, which causes additional shading, soiling, or otherwise reduced performance of the solar PV systems.

### **Commissioning**

Commissioning shall consist of inspections, and a final commissioning report. The inspections and report shall consist of:

- Commissioning of the new solar PV system shall include securing the Utility Interconnect Agreement with \_\_\_\_\_, proper alignment of the solar panels and functional testing.

DRAFT

# **Attachment “B”**

## **Utility Baseline Summary**

# Energy Baseline

# **Attachment “C”**

## **Standards of Operation for HVAC & Lighting**

## STANDARDS OF OPERATION

The hours of operation for the Purchaser's HVAC and lighting systems, located on the following pages, were used to calculate the energy savings for this Agreement and will be used in all M&V calculations.

---

# HVAC Standards of Operation

INSERT TABLE HERE

# Lighting Standards of Operation

Insert Table Here



**ANAHEIM**

2150 S. TOWNE CENTRE PL. #200  
ANAHEIM, CA 92806  
PHONE (949) 474-0955

**SAN DIEGO**

13715 STOWE DRIVE  
POWAY, CA 92064  
PHONE (858) 391-7000

**LOS ANGELES**

16735 SATICOY ST. #111  
VAN NUYS, CA 91406  
PHONE (818) 855-8528

**BAY AREA**

4695 CHABOT DR. #258  
PLEASANTON, CA 94588  
PHONE (925) 558-2729

**LAS VEGAS**

770 PILOT ROAD, SUITE I  
LAS VEGAS, NV 89119  
PHONE (702) 988-8826

**PHOENIX**

2851 W. KATHLEEN RD.  
PHOENIX, AZ 85053  
PHONE (602) 944-3330

**DALLAS**

1632 W. WALNUT HILL LANE  
IRVING, TX 75038  
PHONE (972) 659-0401

**AUSTIN**

1340 AIRPORT COMMERCE DR. #480  
AUSTIN, TX 78741  
PHONE (512) 358-0703

**PRICING PROPOSAL**

RFP SD5

Infrastructure Renewal & Budget Relief Program

Pursuant to and in compliance with the Request for Proposals and all other documents relating thereto, the undersigned respondent, having familiarized itself with the terms and conditions of the proposal documents and the District's objectives, hereby proposes and agrees to perform the work to be done and to provide all labor and materials necessary to perform the work.

Name of Respondent: CLIMATEC LLC

**INVESTMENT GRADE AUDIT (IGA):**

Does the respondent require an IGA agreement be entered into before a scope of work, price and savings can be finalized?

YES     NO

If an IGA agreement is required, does it include exit fees and/or penalties in the event the District chooses to not implement the IGA findings?

YES     NO     N/A

What is the respondent's price to complete an IGA?

\$ \_\_\_\_\_ per square foot

**IMPLEMENTATION:**

What is the respondent's profit fee for program implementation?

Profit % 5

**ACKNOWLEDGEMENT FORM**

RFP SD5  
Infrastructure Renewal & Budget Relief Program

Pursuant to and in compliance with your Request for Proposals and all other documents relating thereto, the undersigned respondent, having familiarized itself with the terms and conditions of the proposal documents and the District’s objectives, hereby proposes and agrees to perform the work to be done and to provide all labor and materials necessary to perform the work.

Name of Respondent: Climatec LLC/Bosch Building Technologies

**ACKNOWLEDGEMENT OF AMENDMENTS:**

The respondent acknowledges receipt of issued amendments to  
RFP SD5 Infrastructure Renewal & Budget Relief Program

Amendment Number						Initial Here
Date						