# NOTICE AND AGENDA
# Regular Board Meeting
# Sanitary District No. 5 of Marin County
# Thursday, June 18, 2020

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

**CORONAVIRUS (COVID-19) ADVISORY NOTICE**

On March 16, 2020, the Marin County Public Health Officer issued a legal order directing residents to shelter at home for three weeks beginning March 17, and that order was superseded on March 31, 2020, by an updated order that further directed residents to shelter at home until May 3, 2020, superseded by another updated order that directs residents to shelter at home until May 31, 2020.
**The newly issued order continues to limit activity, travel and business functions to only the most essential needs. Additional information is available at https://coronavirus.marinhhs.org**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Meeting will not be physically open to the public and all Board Members and Staff will be teleconferencing into the meeting.

**How to Submit Public Comments:**
Comments submitted prior to the commencement of the meeting will be presented to the Board and included in the public record for the meeting.
**Public Comments are to be submitted via email to rdohrmann@sani5.org.**

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

**How to Participate in the Meeting:**

**Call in number: (425) 436-6355  Participant Code: 707489**

## ROLL CALL

**PUBLIC COMMENTS:** The public is invited to address the Board on items that do not appear on the agenda and that 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:

## ADJOURNMENT TO CLOSED SESSION:

## CLOSED SESSION:

1. Conference with Legal Counsel– Anticipated Litigation
    i. Initiation of litigation pursuant to Government Code section 54956.9(d)(4): (75 potential cases)

2. Report out of Closed Session

**CONSENT CALENDAR:**

3. Approval of May 21, 2020 Regular Board Meeting Minutes (Dohrmann)

4. Review and Receive all Electronic Fund Transfers (EFT) and Approve Warrants for May 15, 2020 through June 11, 2020; JP Morgan Chase Bank Check No. 7565 through Check No. 7611, all transactions totaling in the amount of $166,473.20; and Review and Receive May 2020 Payroll, in the amount of $112,187.75 (Dohrmann)

5. Receipt of Financial Reports for May 2020 (Dohrmann)

**MANAGEMENT REPORTS:**

6. District Management Summary Report (Rubio)

**NEW BUSINESS:**

7. PUBLIC HEARING: Fiscal Year 2020-2021 Final Budget

   a. Public Comment

   b. Consideration of adoption of Resolution No. 2020-06: A Resolution Approving and Adopting Fiscal Year 2020-2021 Final Budget and Fixing the District's Tax Allocation for Fiscal Year 2020-2021 (Rubio/Dohrmann) – Action

8. Consideration of adoption of Resolution No. 2020-07: A Resolution Approving and Adopting Fiscal Year 2020-2021 Financial Reserve/Fund Policies for the Belvedere and Tiburon/Paradise Cove Zones (Rubio) – Action

9. Review and approval of new Job Descriptions consistent with the District's Management Succession Plan (Rubio) – Action

10. Review and approval of amendment to Employees' Memorandum of Understanding (MOU) updating section 7.4 of the MOU (Titles and Step Ranges) to indicate new positions of Wastewater Treatment Plant (WWTP) Operations Supervisor, WWTP Maintenance Supervisor, and WWTP Permits Administrative Technician Position (Rubio) – Action

11. Review and Approval of SD5 Organization Chart and Publicly Available Pay Scale for Fiscal Year 2020-2021 and Resolution No. 2020-08: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Annual Cost of Living Increase (3.3%) for All Sanitary District No. 5 of Marin County Employees – Represented and Unrepresented, both Effective July 1, 2020 (Rubio) – Action

12. Review and approval of annual updates to the District's Strategic Plan. (Rubio) – Action

13. Review and discuss Collection System Master Plan proposals (Rubio) – Action

**UNFINISHED BUSINESS:**

14. Review, discuss and provide direction to staff for possible future action regarding *Reuters Science News article*, How Sewer Science Could Ease Testing Pressure and Track COVID-19,

Kate Kelland - https://www.reuters.com/article/us-health-coronavirus-sewage/how-sewer-science-could-ease-testing-pressure-and-track-covid-19-idUSKBN22Q2I8 (Rubio) – Action

**COMMITTEE REPORTS:**

15. Capital Improvement Program Committee (Carapiet/Moody)

16. Finance & Fiscal Oversight Committee (Carapiet/Snyder)

17. Governance Committee (Snyder/Moody)

18. Personnel Committee (Moody/Lasky)

**OTHER BUSINESS:**

**ENVIRONMENTAL:**

**CORRESPONDENCE:**

**INFORMATIONAL ITEMS:**

19. *CSDA Article*, Garamendi Introduces "Special Districts Provide Essential Services Act" for Districts' Access to Federal COVID-19 Relief," Vanessa Gonzales: https://www.csda.net/blogs/vanessa-gonzales/2020/06/08/garamendi-introduces-special-districts-provide-ess

**ADJOURNMENT**

The Board will be asked to adjourn the meeting to a Regular Board Meeting on July 16, 2020, at 5:00 p.m.

*The Board of Directors may,at its discretion, consider agenda items out of the order in which they appear above.*

*Accessible public meetings: Upon request, the District will provide written agenda materials in appropriate alternate formats, or disability-related modification or accommodation, including auxiliary aids or services to enable individual with disabilities to participate in public meetings. Please submit written requests to the District at P.O. Box 227, Tiburon, CA 94920 or rdohrmann@sani5.org at least two days prior to the meeting.*

# Minutes of a Regular Board Meeting
# Sanitary District No. 5 of Marin County
# Thursday, May 21, 2020

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

**CORONAVIRUS (COVID-19) ADVISORY NOTICE**

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The newly issued order continues to limit activity, travel and business functions to only the most essential needs.

**Additional information is available at https://coronavirus.marinhhs.org**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Board Meeting will not be physically open to the public and all Board Members and Staff will be videoconferencing into the meeting.

**How to Submit Public Comments:**
Comments submitted prior to the commencement of the meeting will be presented to the Board and included in the public record for the meeting.

**Please submit Public Comments via email to rdohrmann@sani5.org.**

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

**How to Participate in the Meeting:**

**Call in number: (425) 436-6355 Participant Code: 707489**

**CALL TO ORDER** by President Catharine Benediktsson at 5:08P.M.

| | | |
|---|---|---|
| **ROLL CALL** | Directors present: | Catharine Benediktsson, President<br>Tod Moody, Vice President<br>Richard Snyder, Secretary<br>John Carapiet, Director<br>Michael Lasky, Director |
| | Staff present: | Tony Rubio, District Manager<br>Robin Dohrmann, Office Manager |
| | Others present: | Benjamin Stock, Burke, Williams, & Sorensen, LLC |

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

There were no public comments at this time.

**DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:**

- Director John Carapiet reiterated his concern regarding non-compliant residents within SD5 jurisdiction, and inquired what action is currently in place to enforce compliance
  - District Manager (DM) Rubio advised non-compliant residents have received at least one, if not two, letters from SD5 for failure to comply with Ordinance No. 2014-02(A) regarding private lateral repair/replacement. To follow up, DM Rubio will provide a list of non-responsive residents at the regular Board Meeting on June 18, 2020

**CONSENT CALENDAR:**

1. Approval of April 16, 2020 Regular Board Meeting Minutes (Dohrmann)
2. Review and Receive all Electronic Fund Transfers (EFT) and Approve Warrants for April 10, 2020 through May 14, 2020; JP Morgan Chase Bank Check No. 7503 through Check No. 7564, all transactions totaling in the amount of $199,144.29; and Review and Receive April 2020 Payroll, in the amount of $116,412.66 (Dohrmann)
3. Receipt of Financial Reports for April 2020 (Dohrmann)

Discussion by the Board. Motion (Snyder/Carapiet) to approve Items No. 1 through No. 3 on the Consent Calendar. Passed unanimously.

**MANAGEMENT REPORTS:**

4. District Management Summary Report (Rubio)

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

**NEW BUSINESS:**

5. PUBLIC HEARING: Fiscal Year 2020-2021 Budget

   a. Public Comment

   b. Set Hearing for Consideration of Adoption of FY2020-2021 Final Budget at Regular Board Meeting on June 18th, 2020 (Rubio) – Action

Discussion by the Board. Motion (Snyder/Carapiet) to set hearing for consideration of adoption of the FY2020-2021 Final Budget at the Sanitary District No. 5 of Marin County regular Board Meeting, scheduled on June 18, 2020. Passed unanimously.

6. Consideration of adoption of Resolution No. 2020-04: Determination of Appropriations Limit for the Tiburon Zone of Sanitary District No. 5 of Marin County for Fiscal Year 2020-2021 (Rubio) – Action

Discussion by the Board. Motion (Snyder/Lasky) to adopt Resolution No. 2020-04: Determination of Appropriations Limit for the Tiburon Zone of Sanitary District No. 5 of Marin County for Fiscal Year 2020-2021. Passed unanimously.

7. Consideration of adoption of Resolution No 2020-05: A Resolution of the Governing Body of Sanitary District No.5 of Marin County, Requesting the Board of Supervisors to consolidate with any other election conducted on the 3rd day of November 2020, and requesting election services by the Marin County Election Department. (Rubio)-Action

Discussion by the Board. Motion (Snyder/Carapiet) to adopt Resolution No 2020-05: A Resolution of the Governing Body of Sanitary District No.5 of Marin County, Requesting the Board of Supervisors to consolidate with any other election conducted on the 3rd day of November 2020, and requesting election services by the Marin County Election Department. Passed unanimously.

8. Review and consideration of acceptance of lowest bid for Sanitary District No. 5 of Marin County's (SD5) Cove Road Force Main Rehabilitation Project and authorize District Manager to issue Notice to Proceed (Rubio) – Action

Discussion by the Board. Motion (Moody/Snyder) to accept lowest bid for Sanitary District No. 5 of Marin County's (SD5) Cove Road Force Main Rehabilitation Project and authorize District Manager to issue Notice to Proceed. Passed unanimously.

9. Review and consideration of Nute Engineers' Construction Management Proposal for SD5 Cove Road Force Main Rehabilitation Project (Rubio) – Action

Discussion by the Board. Motion (Carapiet/Snyder) to accept Nute Engineers' Construction Management Proposal for SD5 Cove Road Force Main Rehabilitation Project. Passed unanimously.

10. Review of 2019–2020 Marin County Civil Grand Jury Report: *Follow-Up Report on Web Transparency of Agency Compensation Practices,* Marin Co., CA. (Rubio) – Action

Discussion by the Board. Motion (Snyder/Carapiet) to approve response to 2019–2020 Marin County Civil Grand Jury Report: *Follow-Up Report on Web Transparency of Agency Compensation Practices,* Marin Co., CA. Passed unanimously.

11. ***Reuters Science News article,*** How Sewer Science Could Ease Testing Pressure and Track COVID-19, **Kate Kelland - https://www.reuters.com/article/us-health-coronavirus-sewage/how-sewer-science-could-ease-testing-pressure-and-track-covid-19-idUSKBN22Q2I8** (Rubio) – Action

Discussion by the Board. Item #11 to be tabled, as more research is gathered and direction is defined regarding what is most supportive in the scientific sphere, locally and globally

**UNFINISHED BUSINESS:**

**COMMITTEE REPORTS:**

12. Capital Improvement Program Committee (Carapiet/Moody) – Brief verbal report& Action Item Log provided

13. Finance & Fiscal Oversight Committee (Carapiet/Snyder) – Brief verbal report provided

14. Governance Committee (Snyder/Moody) – None

15. Personnel Committee (Moody/Lasky) – None

**OTHER BUSINESS:** None

**ENVIRONMENTAL:** None

**CORRESPONDENCE:** None

**INFORMATIONAL ITEMS:** None

**ADJOURNMENT**

The Board will be asked to adjourn the meeting to a Regular Board Meeting on June 18th, 2020, at 5:00 p.m.

Approved:

Catharine Benediktsson
President, Board of Directors

Attest:

Richard Snyder
Secretary, Board of Directors

06/09/20

# Sanitary Distr. No.5 of Marin Co.
## Warrant List Summary
### May 15 through June 11, 2020

| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| **JP Morgan Chase - Primary 7399** | | | | |
| 05/15/20 | EFT | PERS | EFT PERS Retirement, Apr 2020 | -16,859.94 |
| 06/02/20 | EFT | CalPERS | EFT Health Premium, June 2020, Cust #4163206459 | -16,264.84 |
| 06/02/20 | EFT | PERS | EFT PERS Retirement, May 2020 | -16,870.51 |
| 05/15/20 | 7566 | Mill Valley Refuse Service, Inc. | Garbage Service + 1 yd rental + Sludge Transport, Apr - May 2020 | -1,314.60 |
| 05/15/20 | 7567 | MISCOwater | P.C. Parts & Service, Mar 2020 | -2,053.50 |
| 05/15/20 | 7568 | NSI Lab Solutions, Inc. | Cust#21528, Lab Chemicals, May 2020 | -430.00 |
| 05/15/20 | 7569 | Staples, Inc. | Acct #60111000714, Office Supplies, Apr 2020 | -33.55 |
| 05/22/20 | 7571 | Verizon Wireless | Acct #0342125502-00001: iPhones, Mar - Apr 2020 | -1,199.92 |
| 06/11/20 | 7574 | 3T Equipment Company, Inc. | Misc. P&L + M.P. Parts, May 2020 | -587.83 |
| 06/11/20 | 7575 | Access Answering Service | Acct #4080C, Answering Service, June 2020 | -60.00 |
| 06/11/20 | 7576 | Alhambra | Acct #547945611762129, Water, Apr - May 2020 | -64.79 |
| 06/11/20 | 7577 | AT&T | Acct #960732-76375559, May-Jun 2020 | -805.76 |
| 06/11/20 | 7578 | Brelje and Race Laboratories, Inc. | M.P./P.C. Plant Samples, May 2020 | -1,492.00 |
| 06/11/20 | 7579 | Burke, Williams & Sorensen, LLP | Legal Advice, April 2020 | -661.50 |
| 06/11/20 | 7580 | Burlingame Engineers, Inc. | M.P. Parts & Srvc., May 2020 | -232.25 |
| 06/11/20 | 7581 | BWS Distributors, Inc. | Safety/Lab Supplies, May, 2020 | -4,256.79 |
| 06/11/20 | 7582 | California State Disbursement Unit | CSE Case# 200000002184580; Court Case# SFL 81271, May-Jun 2020 | -600.00 |
| 06/11/20 | 7583 | Caltest Analytical Laboratory | M.P./P.C. Lab Sampling, May 2020 | -2,402.55 |
| 06/11/20 | 7584 | Caltronics Business Systems, Inc. | Acct #SD15, Multi-purpose Copier Contract, May 2020 | -250.46 |
| 06/11/20 | 7585 | Cintas Corporation #626 | Acct #626-00821, PPE/Safetywear + Service, May 2020 | -110.77 |
| 06/11/20 | 7586 | Cornely Company | Cust ID: SANDIST, M.P. Flare Control Panel, May 2020 | -525.00 |
| 06/11/20 | 7587 | DKF Solutions Group, LLC | My Safety Officer Monthly Subscription, June 2020 | -350.00 |
| 06/11/20 | 7588 | Environmental Systems Research Institute | Cust #356200, ArcGIS Maintenance, June '20 (FY20-21AJE) | -700.00 |
| 06/11/20 | 7589 | Goodman Building Supply Co. | Acct #20070, M.P. & P.C. Maint + Truck Mntnc, May 2020 | -225.16 |
| 06/11/20 | 7590 | Home Depot Credit Services | Acct #6035 3220 0516 4334, M.P. Maint., May 2020 | -192.59 |
| 06/11/20 | 7591 | Linscott Engineering Contractors Inc. | Belv P&L, June, 2020 | -20,297.10 |
| 06/11/20 | 7592 | Lystek Int'l, LTD | Biosolids Transport, May 2020 | -630.75 |
| 06/11/20 | 7593 | Maltby Electric Supply Co., Inc. | Cust No.15953, BPS P&L, May 2020 | -130.17 |
| 06/11/20 | 7594 | Marshall's Auto Repair | SD5 Truck, Jun 2020 | -2,540.97 |
| 06/11/20 | 7595 | McCampbell Analytical, Inc. | M.P. Monitoring, Chron Tox Testing, May 2020 | -1,917.50 |
| 06/11/20 | 7596 | Nute Engineering Corp. | Consulting & Engr. Srvcs., Apr 2020 | -10,435.50 |
| 06/11/20 | 7597 | PACE Supply Corp. | M.P. Parts & Srvc, P&L, BPS#2, May 2020 | -36.04 |
| 06/11/20 | 7598 | Pacific Gas & Electric | Acct #2908031411-4, Utilities, Apr-May 2020 | -20,637.32 |
| 06/11/20 | 7599 | R & S Service | SD5 Truck Maint., Jun 2020 | -112.87 |
| 06/11/20 | 7600 | Roto-Rooter Sewer Service | Acct #0000I, Tib P&L, May 2020 | -3,355.00 |
| 06/11/20 | 7601 | Roy's Sewer Service, Inc. | P&L + Sm. Machine Cleaning, Apr - May, 2020 | -23,464.99 |
| 06/11/20 | 7602 | Solenis, LLC | Pyr #: 441488, M.P. Chemicals, May 2020 | -4,272.67 |
| 06/11/20 | 7603 | Tiburon Mail Services | Account1, Postage, May 2020 | -71.95 |
| 06/11/20 | 7604 | U.S. Bank | Acct#:4246-0441-0158-3635, Apr - May 2020 | -2,012.50 |
| 06/11/20 | 7605 | U.S. Postal Service | Box rental #227, 12 Months, FY20-21 | -118.00 |
| 06/11/20 | 7606 | Univar | Cust ID #STDT001, Chemicals, May 2020 | -5,449.55 |
| 06/11/20 | 7607 | USA BlueBook | Cust #933682, Lab & Plant Supplies, May 2020 | -272.48 |
| 06/11/20 | 7608 | Water Components & Building Supply | Acct #454, Truck, P&L, P.C. Maint. parts & supplies, May 2020 | -411.18 |
| 06/11/20 | 7609 | Waste Management of Redwood Landfill | Acct #507-0000190-1507-2, Sludge Disposal, May 2020 | -382.05 |
| 06/11/20 | 7610 | Rosser, John | EE Incentive + S/B Reimb., May 2020 | -1,218.15 |
| 06/11/20 | 7611 | Triola, Joseph | Reimb. for S/B Mileage, May 2020 | -162.15 |
| Total JP Morgan Chase - Primary 7399 | | | | -166,473.20 |
| **TOTAL** | | | | **-166,473.20** |

06/09/20

# Sanitary Distr. No.5 of Marin Co.
## Warrant List Detail
### May 15 through June 11, 2020

| Date | Num | Name | Memo | Account | Class | Paid Amount |
|---|---|---|---|---|---|---|
| **05/15/20** | **EFT** | **PERS** | **EFT PERS Retirement, Apr 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Retirement Apr 2020 (Classic 1600 Rate): ER @ 13.182 %; EE @ 3.0% | 8019.05 · PERS Retirement | Belvedere | -4,273.68 |
| | | | Retirement Apr 2020 (Classic 1600 Rate) | 8019.05 · PERS Retirement | Tiburon:Paradise Cove | -287.61 |
| | | | Retirement Apr 2020 (Classic 1600 Rate) | 8019.05 · PERS Retirement | Tiburon | -7,323.26 |
| | | | Retirement Apr 2020 (PEPRA Rates: ER @ 6.985%; EE @ 6.75% | 8019.05 · PERS Retirement | Belvedere | -1,789.15 |
| | | | Retirement Apr 2020 (PEPRA Rate) | 8019.05 · PERS Retirement | Tiburon:Paradise Cove | -120.40 |
| | | | Retirement Apr 2020 (PEPRA Rate) | 8019.05 · PERS Retirement | Tiburon | -3,065.84 |
| TOTAL | | | | | | -16,859.94 |
| **06/02/20** | **EFT** | **CalPERS** | **EFT Health Premium, June 2020, Cust #4163206459** | **JP Morgan Chase - Primary 7399** | | |
| | | | Active Employee Health Premium - June 2020 | 8020.05 · Employee Health | Belvedere | -5,526.97 |
| | | | Active Employee Health Premium - June 2020 | 8020.05 · Employee Health | Tiburon:Paradise Cove | -371.95 |
| | | | Active Employee Health Premium - June 2020 | 8020.05 · Employee Health | Tiburon | -9,470.86 |
| | | | Retiree Health Premium - June 2020 | 8022.05 · Reitree Health | Belvedere | -299.91 |
| | | | Retiree Health Premium - June 2020 | 8022.05 · Reitree Health | Tiburon:Paradise Cove | -20.18 |
| | | | Retiree Health Premium - June 2020 | 8022.05 · Reitree Health | Tiburon | -513.91 |
| | | | Active Employee Health Premium - June 2020 - Admin Fee | 8020.05 · Employee Health | Belvedere | -14.93 |
| | | | Active Employee Health Premium - June 2020 - Admin Fee | 8020.05 · Employee Health | Tiburon:Paradise Cove | -1.00 |
| | | | Active Employee Health Premium - June 2020 - Admin Fee | 8020.05 · Employee Health | Tiburon | -25.57 |
| | | | Retiree Health Premium - June 2020 - Admin Fee | 8022.05 · Reitree Health | Belvedere | -7.03 |
| | | | Retiree Health Premium - June 2020 - Admin Fee | 8022.05 · Reitree Health | Tiburon:Paradise Cove | -0.47 |
| | | | Retiree Health Premium - June 2020 - Admin Fee | 8022.05 · Reitree Health | Tiburon | -12.06 |
| TOTAL | | | | | | -16,264.84 |
| **06/02/20** | **EFT** | **PERS** | **EFT PERS Retirement, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Retirement May 2020 (Classic 1600 Rate): ER @ 13.182 %; EE @ 3.0% | 8019.05 · PERS Retirement | Belvedere | -4,286.76 |
| | | | Retirement May 2020 (Classic 1600 Rate) | 8019.05 · PERS Retirement | Tiburon:Paradise Cove | -288.49 |
| | | | Retirement May 2020 (Classic 1600 Rate) | 8019.05 · PERS Retirement | Tiburon | -7,345.66 |
| | | | Retirement May 2020 (PEPRA Rates: ER @ 6.985%; EE @ 6.75% | 8019.05 · PERS Retirement | Belvedere | -1,779.88 |
| | | | Retirement May 2020 (PEPRA Rate) | 8019.05 · PERS Retirement | Tiburon:Paradise Cove | -119.78 |
| | | | Retirement May 2020 (PEPRA Rate) | 8019.05 · PERS Retirement | Tiburon | -3,049.94 |
| TOTAL | | | | | | -16,870.51 |
| **05/15/20** | **7566** | **Mill Valley Refuse Service, Inc.** | **Garbage Service + 1 yd rental + Sludge Transport, Apr - May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Acct #032945, Garbage Service, Including 1 yd trash + 1 yd cardboard rental, 5.1... | 7023 · Janitorial Supplies & Service | Belvedere | -86.45 |
| | | | Acct #032945, Garbage Service, Including 1 yd trash + 1 yd cardboard rental, 5.1... | 7023 · Janitorial Supplies & Service | Tiburon | -148.15 |
| | | | Acct #63092, Sludge Transport to Lystek Facility, 2 loads, Apr 2020 | 7029 · Main Plant Sludge Disposal | Belvedere | -388.36 |
| | | | Acct #63092, Sludge Transport to Lystek Facility, 2 loads, Apr 2020 | 7043 · Paradise Sludge Disposal | Tiburon:Paradise Cove | -26.14 |
| | | | Acct #63092, Sludge Transport to Lystek Facility, 2 loads, Apr 2020 | 7029 · Main Plant Sludge Disposal | Tiburon | -665.50 |
| TOTAL | | | | | | -1,314.60 |
| **05/15/20** | **7567** | **MISCOwater** | **P.C. Parts & Service, Mar 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #14676PABR, P.C. Parts, Booster Pump, 3.27.2020 | 7041 · Paradise Parts & Service | Tiburon:Paradise Cove | -2,053.50 |
| TOTAL | | | | | | -2,053.50 |
| **05/15/20** | **7568** | **NSI Lab Solutions, Inc.** | **Cust#21528, Lab Chemicals, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #378750, Lab Chemicals, 6 cases @ 24 Ampules Chlorine Conc, 1.00 mg/L, ... | 7025 · Lab Supplies & Chemicals | Belvedere | -158.46 |
| | | | Inv #378750, Lab Chemicals, 6 cases @ 24 Ampules Chlorine Conc, 1.00 mg/L, ... | 7025 · Lab Supplies & Chemicals | Tiburon | -271.54 |
| TOTAL | | | | | | -430.00 |

# Sanitary Distr. No.5 of Marin Co.
## Warrant List Detail
### May 15 through June 11, 2020

| Date | Num | Name | Memo | Account | Class | Paid Amount |
|---|---|---|---|---|---|---|
| **05/15/20** | **7569** | **Staples, Inc.** | **Acct #60111000714, Office Supplies, Apr 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #2490460671, Office Supplies, 4.10.2020 | 6047 · Office Supplies | Belvedere | -12.06 |
| | | | Inv #2490460671, Office Supplies, 4.10.2020 | 6047 · Office Supplies | Tiburon:Paradise Cove | -0.81 |
| | | | Inv #2490460671, Office Supplies, 4.10.2020 | 6047 · Office Supplies | Tiburon | -20.68 |
| TOTAL | | | | | | -33.55 |
| **05/22/20** | **7571** | **Verizon Wireless** | **Acct #0342125502-00001: iPhones, Mar - Apr 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #9852084202: Equipment Charges (($56.68*7= $396.76)+ ($42.64*3=$127.9... | 8531 · Main Plant Telephones | Belvedere | -188.67 |
| | | | Inv #9852084202: Equipment Charges (($56.68*7= $396.76)+ ($42.64*3=$127.9... | 8532 · Paradise Cove Telephones | Tiburon:Paradise Cove | -12.70 |
| | | | Inv #9852084202: Equipment Charges (($56.68*7= $396.76)+ ($42.64*3=$127.9... | 8531 · Main Plant Telephones | Tiburon | -323.31 |
| | | | Inv #9847908211: Monthly Charges ($292.40) - 3.9.2020 - 34.8.2020 | 8531 · Main Plant Telephones | Belvedere | -105.15 |
| | | | Inv #9847908211: Monthly Charges ($292.40) - 3.9.2020 - 34.8.2020 | 8532 · Paradise Cove Telephones | Tiburon:Paradise Cove | -7.08 |
| | | | Inv #9847908211: Monthly Charges ($292.40) - 3.9.2020 - 34.8.2020 | 8531 · Main Plant Telephones | Tiburon | -180.17 |
| | | | Inv #9847908211: Taxes, Gov't Surcharges & Fees | 8531 · Main Plant Telephones | Belvedere | -6.12 |
| | | | Inv #9847908211: Taxes, Gov't Surcharges & Fees | 8532 · Paradise Cove Telephones | Tiburon:Paradise Cove | -0.41 |
| | | | Inv #9847908211: Taxes, Gov't Surcharges & Fees | 8531 · Main Plant Telephones | Tiburon | -10.49 |
| | | | Inv #9852084202: Equipment Charges, iPadPro | 8531 · Main Plant Telephones | Belvedere | -131.55 |
| | | | Inv #9852084202: Equipment Charges, iPadPro | 8532 · Paradise Cove Telephones | Tiburon:Paradise Cove | -8.85 |
| | | | Inv #9852084202: Equipment Charges, iPadPro | 8531 · Main Plant Telephones | Tiburon | -225.42 |
| TOTAL | | | | | | -1,199.92 |
| **06/11/20** | **7574** | **3T Equipment Company, Inc.** | **Misc. P&L + M.P. Parts, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #69185, P&L Rod Adapters and fittings, 5.11.2020 | 7011 · Pumps & Lines Maintenance | Belvedere | -105.69 |
| | | | Inv #69185, P&L Rod Adapters and fittings, 5.11.2020 | 7011 · Pumps & Lines Maintenance | Tiburon:Paradise Cove | -7.11 |
| | | | Inv #69185, P&L Rod Adapters and fittings, 5.11.2020 | 7011 · Pumps & Lines Maintenance | Tiburon | -181.11 |
| | | | Inv #69185, M.P. Supplies, Rod Adapters and fittings, 5.11.2020 | 7021 · Plant Maintenance Supplies | Belvedere | -108.31 |
| | | | Inv #69185, M.P. Supplies, Rod Adapters and fittings, 5.11.2020 | 7021 · Plant Maintenance Supplies | Tiburon | -185.61 |
| TOTAL | | | | | | -587.83 |
| **06/11/20** | **7575** | **Access Answering Service** | **Acct #4080C, Answering Service, June 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #23087, Answering Service, June 2020 - SSO & Alarm Notifications | 8510 · Data/Alarms/IT Supp & Licensing | Belvedere | -21.58 |
| | | | Inv #23087, Answering Service, June 2020 - SSO & Alarm Notifications | 8510 · Data/Alarms/IT Supp & Licensing | Tiburon:Paradise Cove | -1.45 |
| | | | Inv #23087, Answering Service, June 2020 - SSO & Alarm Notifications | 8510 · Data/Alarms/IT Supp & Licensing | Tiburon | -36.97 |
| TOTAL | | | | | | -60.00 |
| **06/11/20** | **7576** | **Alhambra** | **Acct #547945611762129, Water, Apr - May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #12012314 052920 Water, 4.30.2020 - 5.27.2020 | 7023 · Janitorial Supplies & Service | Belvedere | -23.30 |
| | | | Inv #12012314 052920 Water, 4.30.2020 - 5.27.2020 | 7042 · Paradise Supplies & Chemicals | Tiburon:Paradise Cove | -1.57 |
| | | | Inv #12012314 052920 Water, 4.30.2020 - 5.27.2020 | 7023 · Janitorial Supplies & Service | Tiburon | -39.92 |
| TOTAL | | | | | | -64.79 |
| **06/11/20** | **7577** | **AT&T** | **Acct #960732-76375559, May-Jun 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | PC Plant Telephones, 5.28.20 - 6.27.2020 | 8532 · Paradise Cove Telephones | Tiburon:Paradise Cove | -326.87 |
| | | | PC Pumps & Lines Telephones, 5.28.20 - 6.27.2020 | 8533 · Pumps & Lines Telephones | Tiburon:Paradise Cove | -173.48 |
| | | | Tib Pumps & Lines Telephones, 5.28.20 - 6.27.2020 | 8533 · Pumps & Lines Telephones | Tiburon | -305.41 |
| TOTAL | | | | | | -805.76 |

# Sanitary Distr. No.5 of Marin Co.
## Warrant List Detail
### May 15 through June 11, 2020

| Date | Num | Name | Memo | Account | Class | Paid Amount |
|---|---|---|---|---|---|---|
| **06/11/20** | **7578** | **Brelje and Race Laboratories, Inc.** | **M.P./P.C. Plant Samples, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #127639, M.P. Samples for May 2020 | 7051 · Main Plant Lab Monitoring | Belvedere | -485.31 |
| | | | Inv #127639, P.C. Samples for May 2020 | 7052 · Paradise Cove Monitoring | Tiburon:Paradise Cove | -175.00 |
| | | | Inv #127639, M.P. Samples for May 2020 | 7051 · Main Plant Lab Monitoring | Tiburon | -831.69 |
| TOTAL | | | | | | -1,492.00 |
| **06/11/20** | **7579** | **Burke, Williams & Sorensen, LLP** | **Legal Advice, April 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #254622, SD5 DCS, Apr 2020 | 6039 · Legal | Belvedere | -237.88 |
| | | | Inv #254622, SD5 DCS, Apr 2020 | 6039 · Legal | Tiburon:Paradise Cove | -16.01 |
| | | | Inv #254622, SD5 DCS, Apr 2020 | 6039 · Legal | Tiburon | -407.61 |
| TOTAL | | | | | | -661.50 |
| **06/11/20** | **7580** | **Burlingame Engineers, Inc.** | **M.P. Parts & Srvc., May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #BER8756A, M.P. Replacement Parts (Ops), 5.18.2020 | 7022 · Plant Maint. Parts & Service | Belvedere | -85.58 |
| | | | Inv #BER8756A, M.P. Replacement Parts (Ops), 5.18.2020 | 7022 · Plant Maint. Parts & Service | Tiburon | -146.67 |
| TOTAL | | | | | | -232.25 |
| **06/11/20** | **7581** | **BWS Distributors, Inc.** | **Safety/Lab Supplies, May, 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #255540,Calibration gas, Gas Detectors + docking Stations, 5.7.2020 | 8515 · Safety | Belvedere | -784.32 |
| | | | Inv #255540,Calibration gas, Gas Detectors + docking Stations, 5.7.2020 | 8515 · Safety | Tiburon | -1,344.08 |
| | | | Inv #255540,Calibration gas, Gas Detectors + docking Stations, 5.7.2020 | 7025 · Lab Supplies & Chemicals | Belvedere | -784.32 |
| | | | Inv #255540,Calibration gas, Gas Detectors + docking Stations, 5.7.2020 | 7025 · Lab Supplies & Chemicals | Tiburon | -1,344.07 |
| TOTAL | | | | | | -4,256.79 |
| **06/11/20** | **7582** | **California State Disbursement Unit** | **CSE Case# 200000002184580; Court Case# SFL 81271, May-Jun 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | CSE Case# 200000002184580 | 8012 · Wage Garnishments | Tiburon | -600.00 |
| TOTAL | | | | | | -600.00 |
| **06/11/20** | **7583** | **Caltest Analytical Laboratory** | **M.P./P.C. Lab Sampling, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | #0948, #1089, #0402, #0600, #0598, #0782, #1179, M.P. Testing, 5.26.2020, 5.1... | 7051 · Main Plant Lab Monitoring | Belvedere | -770.17 |
| | | | Inv #0523, P.C. Testing, 5.15.2020 | 7052 · Paradise Cove Monitoring | Tiburon:Paradise Cove | -312.55 |
| | | | #0948, #1089, #0402, #0600, #0598, #0782, #1179, M.P. Testing, 5.26.2020, 5.1... | 7051 · Main Plant Lab Monitoring | Tiburon | -1,319.83 |
| TOTAL | | | | | | -2,402.55 |
| **06/11/20** | **7584** | **Caltronics Business Systems, Inc.** | **Acct #SD15, Multi-purpose Copier Contract, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #3041721, Konica Multi-purpose copier contract, 5.2.2020 - 6.1.2020 | 6047 · Office Supplies | Belvedere | -90.07 |
| | | | Inv #3041721, Konica Multi-purpose copier contract, 5.2.2020 - 6.1.2020 | 6047 · Office Supplies | Tiburon:Paradise Cove | -6.06 |
| | | | Inv #3041721, Konica Multi-purpose copier contract, 5.2.2020 - 6.1.2020 | 6047 · Office Supplies | Tiburon | -154.33 |
| TOTAL | | | | | | -250.46 |
| **06/11/20** | **7585** | **Cintas Corporation #626** | **Acct #626-00821, PPE/Safetywear + Service, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #9890, #3653, #1014, PPE/Safetywear, 5.8.2020, 5.15.2020, 5.22.2020 | 8520 · Personal Protection/Safety Wear | Belvedere | -39.83 |
| | | | Inv #9890, #3653, #1014, PPE/Safetywear, 5.8.2020, 5.15.2020, 5.22.2020 | 8520 · Personal Protection/Safety Wear | Tiburon:Paradise Cove | -2.68 |
| | | | Inv #9890, #3653, #1014, PPE/Safetywear, 5.8.2020, 5.15.2020, 5.22.2020 | 8520 · Personal Protection/Safety Wear | Tiburon | -68.26 |
| TOTAL | | | | | | -110.77 |

# Sanitary Distr. No.5 of Marin Co.
## Warrant List Detail
### May 15 through June 11, 2020

| Date | Num | Name | Memo | Account | Class | Paid Amount |
|---|---|---|---|---|---|---|
| **06/11/20** | **7586** | **Cornely Company** | **Cust ID: SANDIST, M.P. Flare Control Panel, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #INV-19048, M.P. Flare Control Panel, 5.26.2020 | 9204 · M.P. Boiler Replacement | Belvedere | -193.46 |
| | | | Inv #INV-19048, M.P. Flare Control Panel, 5.26.2020 | 9204 · M.P. Boiler Replacement | Tiburon | -331.54 |
| TOTAL | | | | | | -525.00 |
| **06/11/20** | **7587** | **DKF Solutions Group, LLC** | **My Safety Officer Monthly Subscription, June 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #15158, My Safety Officer Monthly Subscription Fee, June 2020 | 8515 · Safety | Belvedere | -125.86 |
| | | | Inv #15158, My Safety Officer Monthly Subscription Fee, June 2020 | 8515 · Safety | Tiburon:Paradise Cove | -8.47 |
| | | | Inv #15158, My Safety Officer Monthly Subscription Fee, June 2020 | 8515 · Safety | Tiburon | -215.67 |
| TOTAL | | | | | | -350.00 |
| **06/11/20** | **7588** | **Environmental Systems Research I...** | **Cust #356200, ArcGIS Maintenance, June '20 (FY20-21AJE)** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv#25954201, ArcGIS for Desktop Basic Single User Primary & Secondary Main... | 8510 · Data/Alarms/IT Supp & Licensing | Belvedere | -251.72 |
| | | | Inv#25954201, ArcGIS for Desktop Basic Single User Primary & Secondary Main... | 8510 · Data/Alarms/IT Supp & Licensing | Tiburon:Paradise Cove | -16.94 |
| | | | Inv#25954201, ArcGIS for Desktop Basic Single User Primary & Secondary Main... | 8510 · Data/Alarms/IT Supp & Licensing | Tiburon | -431.34 |
| TOTAL | | | | | | -700.00 |
| **06/11/20** | **7589** | **Goodman Building Supply Co.** | **Acct #20070, M.P. & P.C. Maint + Truck Mntnc, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #801308, M.P. Maint. Misc. Supplies, 5.19.2020 | 7021 · Plant Maintenance Supplies | Belvedere | -71.25 |
| | | | Inv #801308, M.P. Maint. Misc. Supplies, 5.19.2020 | 7021 · Plant Maintenance Supplies | Tiburon | -122.09 |
| | | | Inv #801308, Truck Maint., 5.19.2020 | 7072 · Truck Maintenance | Belvedere | -11.44 |
| | | | Inv #801308, Truck Maint., 5.19.2020 | 7072 · Truck Maintenance | Tiburon:Paradise Cove | -0.77 |
| | | | Inv #801308, Truck Maint., 5.19.2020 | 7072 · Truck Maintenance | Tiburon | -19.61 |
| TOTAL | | | | | | -225.16 |
| **06/11/20** | **7590** | **Home Depot Credit Services** | **Acct #6035 3220 0516 4334, M.P. Maint., May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | M.P. Maint. supplies, 5.28.2020 | 7021 · Plant Maintenance Supplies | Belvedere | -70.97 |
| | | | M.P. Maint. supplies, 5.28.2020 | 7021 · Plant Maintenance Supplies | Tiburon | -121.62 |
| TOTAL | | | | | | -192.59 |
| **06/11/20** | **7591** | **Linscott Engineering Contractors I...** | **Belv P&L, June, 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #3513, Manhole Reframe @ McAnnan Ct., 6.5.2020 | 7011 · Pumps & Lines Maintenance | Tiburon | -3,800.79 |
| | | | Inv #3508, Emergency Sewer Main Repair @ North Point Ave., 6.3.2020 | 7011 · Pumps & Lines Maintenance | Belvedere | -3,602.18 |
| | | | Inv #3510, Manhole Sewer Top Reconstruction @ P.C., 6.3.2020 | 7011 · Pumps & Lines Maintenance | Tiburon:Paradise Cove | -12,894.13 |
| TOTAL | | | | | | -20,297.10 |
| **06/11/20** | **7592** | **Lystek Int'l, LTD** | **Biosolids Transport, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #153-291, Biosolids Transport to Lystek Facility, May 2020 | 7029 · Main Plant Sludge Disposal | Belvedere | -226.82 |
| | | | Inv #153-291, Biosolids Transport to Lystek Facility, May 2020 | 7043 · Paradise Sludge Disposal | Tiburon:Paradise Cove | -15.26 |
| | | | Inv #153-291, Biosolids Transport to Lystek Facility, May 2020 | 7029 · Main Plant Sludge Disposal | Tiburon | -388.67 |
| TOTAL | | | | | | -630.75 |
| **06/11/20** | **7593** | **Maltby Electric Supply Co., Inc.** | **Cust No.15953, BPS P&L, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #S1906351.001, Parts for BPS#2, 5.22.2020 | 7011 · Pumps & Lines Maintenance | Belvedere | -65.09 |
| | | | Inv #S1906351.001, Parts for BPS#2, 5.22.2020 | 7027 · Electrical & Instrument | Belvedere | -65.08 |
| TOTAL | | | | | | -130.17 |

# Sanitary Distr. No.5 of Marin Co.
## Warrant List Detail
### May 15 through June 11, 2020

| Date | Num | Name | Memo | Account | Class | Paid Amount |
|---|---|---|---|---|---|---|
| **06/11/20** | **7594** | **Marshall's Auto Repair** | **SD5 Truck, Jun 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Repair Order #38790, 2005 Chevy Silverado Repairs, 6.1.2020 | 7072 · Truck Maintenance | Belvedere | -913.73 |
| | | | Repair Order #38790, 2005 Chevy Silverado Repairs, 6.1.2020 | 7072 · Truck Maintenance | Tiburon:Paradise Cove | -61.49 |
| | | | Repair Order #38790, 2005 Chevy Silverado Repairs, 6.1.2020 | 7072 · Truck Maintenance | Tiburon | -1,565.75 |
| TOTAL | | | | | | -2,540.97 |
| **06/11/20** | **7595** | **McCampbell Analytical, Inc.** | **M.P. Monitoring, Chron Tox Testing, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #2005432, M.P. Monitoring, Chronic Toxicity Testing, 5.28.2020 | 7053 · Chronic Toxicity Program Eval | Belvedere | -706.60 |
| | | | Inv #2005432, M.P. Monitoring, Chronic Toxicity Testing, 5.28.2020 | 7053 · Chronic Toxicity Program Eval | Tiburon | -1,210.90 |
| TOTAL | | | | | | -1,917.50 |
| **06/11/20** | **7596** | **Nute Engineering Corp.** | **Consulting & Engr. Srvcs., Apr 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #20972, Cove Rd Force Main Implementation, Apr 2020 | 6017 · Consulting Fees | Belvedere | -10,435.50 |
| TOTAL | | | | | | -10,435.50 |
| **06/11/20** | **7597** | **PACE Supply Corp.** | **M.P. Parts & Srvc, P&L, BPS#2, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #046055938, Water test guages & Couplings re BPS#2, 5.6.2020 | 7011 · Pumps & Lines Maintenance | Belvedere | -36.04 |
| TOTAL | | | | | | -36.04 |
| **06/11/20** | **7598** | **Pacific Gas & Electric** | **Acct #2908031411-4, Utilities, Apr-May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Acct #2908031411-4, Main Plant Utilities, 4.22.20 - 5.21.20 | 8542 · Main Plant Utilities | Belvedere | -5,920.95 |
| | | | Acct #2908031411-4, P.C. Plant Utilities, 4.22.20 - 5.21.20 | 8543 · Paradise Cove Utilities | Tiburon:Paradise Cove | -1,420.50 |
| | | | Acct #2908031411-4, Main Plant Utilities, 4.22.20 - 5.21.20 | 8542 · Main Plant Utilities | Tiburon | -10,146.76 |
| | | | Acct #2908031411-4, Belv Pump St Utilities, 4.22.20 - 5.21.20 | 8544 · Pump Station Utilities | Belvedere | -1,333.51 |
| | | | Acct #2908031411-4, P.C. Pump St Utilities, 4.22.20 - 5.21.20 | 8544 · Pump Station Utilities | Tiburon:Paradise Cove | -265.82 |
| | | | Acct #2908031411-4, Tib Pump St Utilities, 4.22.20 - 5.21.20 | 8544 · Pump Station Utilities | Tiburon | -1,549.78 |
| TOTAL | | | | | | -20,637.32 |
| **06/11/20** | **7599** | **R & S Service** | **SD5 Truck Maint., Jun 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Order #44832, 2012 Chevy Silverado F250 Super Duty Oil Change, 6.9.2020 | 7072 · Truck Maintenance | Belvedere | -40.59 |
| | | | Order #44832, 2012 Chevy Silverado F250 Super Duty Oil Change, 6.9.2020 | 7072 · Truck Maintenance | Tiburon:Paradise Cove | -2.73 |
| | | | Order #44832, 2012 Chevy Silverado F250 Super Duty Oil Change, 6.9.2020 | 7072 · Truck Maintenance | Tiburon | -69.55 |
| TOTAL | | | | | | -112.87 |
| **06/11/20** | **7600** | **Roto-Rooter Sewer Service** | **Acct #0000I, Tib P&L, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #17138450, Tib P&L, reconnected CV, as directed, 5.20.2020 | 7011 · Pumps & Lines Maintenance | Tiburon | -3,355.00 |
| TOTAL | | | | | | -3,355.00 |

# Sanitary Distr. No.5 of Marin Co.
## Warrant List Detail
### May 15 through June 11, 2020

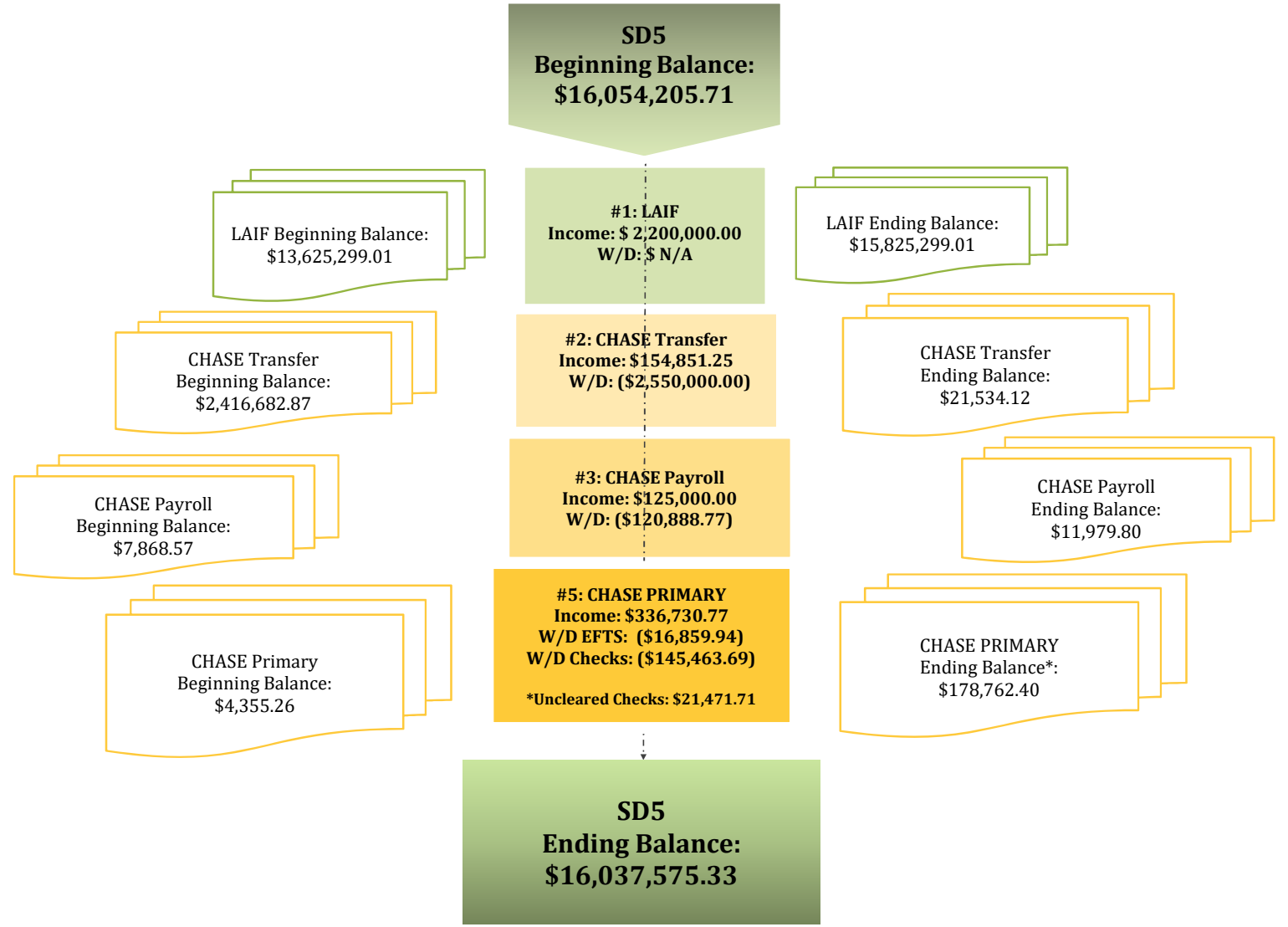
| Date | Num | Name | Memo | Account | Class | Paid Amount |
|---|---|---|---|---|---|---|
| **06/11/20** | **7601** | **Roy's Sewer Service, Inc.** | **P&L + Sm. Machine Cleaning, Apr - May, 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #208682, Removed 2 loads from PC Tanks, as directed, 5.25.2020 | 7043 · Paradise Sludge Disposal | Tiburon:Paradise Cove | -2,550.00 |
| | | | Inv #208543, Vactored at Peninsula Rd.,as directed 5.4.2020 | 7011 · Pumps & Lines Maintenance | Belvedere | -850.00 |
| | | | Inv #208455 & #208456, M.P. Drain Cleaning, 5.14.2020, 5.26.2020 | 7011 · Pumps & Lines Maintenance | Belvedere | -204.52 |
| | | | Inv #208455 & #208456, M.P. Drain Cleaning, 5.14.2020, 5.26.2020 | 7011 · Pumps & Lines Maintenance | Tiburon | -350.47 |
| | | | Inv #208603, Cleared line at 2030 Paradise Dr., as directed, 5.19.2020 | 7011 · Pumps & Lines Maintenance | Tiburon:Paradise Cove | -1,110.00 |
| | | | Inv #208683, Cleared line at 30 Harbor Oak Dr., as directed, 5.23.2020 | 7011 · Pumps & Lines Maintenance | Belvedere | -700.00 |
| | | | Inv #208225, Annual Small Machine Cleaning (60 hrs.), through 6.3.2020 - Belve... | 7011 · Pumps & Lines Maintenance | Belvedere | -17,700.00 |
| TOTAL | | | | | | -23,464.99 |
| **06/11/20** | **7602** | **Solenis, LLC** | **Pyr #: 441488, M.P. Chemicals, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #131637766, M.P. Maint, Chemicals - Praestol for Screwpress & Rotary Dru... | 7024 · Main Plant Chemicals | Belvedere | -1,574.48 |
| | | | Inv #131637766, M.P. Maint, Chemicals - Praestol for Screwpress & Rotary Dru... | 7024 · Main Plant Chemicals | Tiburon | -2,698.19 |
| TOTAL | | | | | | -4,272.67 |
| **06/11/20** | **7603** | **Tiburon Mail Services** | **Account1, Postage, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Returned Lab Supplies/C Bilsborough, 5.14.2020 | 6056 · Postage | Belvedere | -26.51 |
| | | | Returned Lab Supplies/C Bilsborough, 5.14.2020 | 6056 · Postage | Tiburon | -45.44 |
| TOTAL | | | | | | -71.95 |
| **06/11/20** | **7604** | **U.S. Bank** | **Acct#:4246-0441-0158-3635, Apr - May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | #0822:/9545: GoodEgg : 2020 QB Software Upgrade, 4.29.2020 | 6008 · Audit & Accounting | Belvedere | -179.80 |
| | | | #0822:/9545: GoodEgg : 2020 QB Software Upgrade, 4.29.2020 | 6008 · Audit & Accounting | Tiburon:Paradise Cove | -12.10 |
| | | | #0822:/9545: GoodEgg : 2020 QB Software Upgrade, 4.29.2020 | 6008 · Audit & Accounting | Tiburon | -308.09 |
| | | | #0822:/9545:Amazon: Office Supplies, 4.22.2020 | 6047 · Office Supplies | Belvedere | -4.47 |
| | | | #0822:/9545:Amazon: Office Supplies, 4.22.2020 | 6047 · Office Supplies | Tiburon:Paradise Cove | -0.30 |
| | | | #0822:/9545:Amazon: Office Supplies, 4.22.2020 | 6047 · Office Supplies | Tiburon | -7.65 |
| | | | #0822:/9545: CVS: SPring Cleaning (JR), 5.5.2020; Goodman's, 5.20.20 | 7011 · Pumps & Lines Maintenance | Belvedere | -41.91 |
| | | | #0822:/9545: CVS: SPring Cleaning (JR), 5.5.2020; Goodman's, 5.20.20 | 7011 · Pumps & Lines Maintenance | Tiburon | -71.82 |
| | | | #0822:/9545: Allied Electronics: Regulator for M.P. Air Compressor, 5.6.2020 | 7021 · Plant Maintenance Supplies | Belvedere | -112.61 |
| | | | #0822:/9545: Allied Electronics: Regulator for M.P. Air Compressor, 5.6.2020 | 7021 · Plant Maintenance Supplies | Tiburon | -193.00 |
| | | | #0822:/9545: Home Depot: P.C. Supplies, 8.15.2020 | 7041 · Paradise Parts & Service | Tiburon:Paradise Cove | -142.75 |
| | | | #0822:/9545: Station 76: Fuel for truck, 5.19.2020 | 7071 · Fuel | Belvedere | -33.08 |
| | | | #0822:/9545: Station 76: Fuel for truck, 5.19.2020 | 7071 · Fuel | Tiburon:Paradise Cove | -2.23 |
| | | | #0822:/9545: Station 76: Fuel for truck, 5.19.2020 | 7071 · Fuel | Tiburon | -56.68 |
| | | | #0822:/9545: Truck Maint: Tractor Supply - parts/hot shots, 4.25.2020 | 7072 · Truck Maintenance | Belvedere | -59.15 |
| | | | #0822:/9545: Truck Maint: Tractor Supply - parts/hot shots, 4.25.2020 | 7072 · Truck Maintenance | Tiburon:Paradise Cove | -3.98 |
| | | | #0822:/9545: Truck Maint: Tractor Supply - parts/hot shots, 4.25.2020 | 7072 · Truck Maintenance | Tiburon | -101.35 |
| | | | #0822:/9545: QC Supplies: Sanitizer, 5.15.2020 | 8515 · Safety | Belvedere | -65.50 |
| | | | #0822:/9545: QC Supplies: Sanitizer, 5.15.2020 | 8515 · Safety | Tiburon:Paradise Cove | -4.41 |
| | | | #0822:/9545: QC Supplies: Sanitizer, 5.15.2020 | 8515 · Safety | Tiburon | -112.24 |
| | | | #0822:/9545: PPE:  JayGav - Reflective SD5 Vests, 4.21.2020 | 8520 · Personal Protection/Safety Wear | Belvedere | -134.85 |
| | | | #0822:/9545: PPE:  JayGav - Reflective SD5 Vests, 4.21.2020 | 8520 · Personal Protection/Safety Wear | Tiburon:Paradise Cove | -9.08 |
| | | | #0822:/9545: PPE:  JayGav - Reflective SD5 Vests, 4.21.2020 | 8520 · Personal Protection/Safety Wear | Tiburon | -231.07 |
| | | | #0822:/9545: iPad adapter + Otterbox, 4.25.2020, 5.18.2020 | 8510 · Data/Alarms/IT Supp & Licensing | Belvedere | -44.73 |
| | | | #0822:/9545: iPad adapter + Otterbox, 4.25.2020, 5.18.2020 | 8510 · Data/Alarms/IT Supp & Licensing | Tiburon:Paradise Cove | -3.01 |
| | | | #0822:/9545: iPad adapter + Otterbox, 4.25.2020, 5.18.2020 | 8510 · Data/Alarms/IT Supp & Licensing | Tiburon | -76.64 |
| TOTAL | | | | | | -2,012.50 |
| **06/11/20** | **7605** | **U.S. Postal Service** | **Box rental #227, 12 Months, FY20-21** | **JP Morgan Chase - Primary 7399** | | |
| | | | Box rental #227, 7.1.20 - 6.30.21 | 6056 · Postage | Belvedere | -42.42 |
| | | | Box rental #227, 7.1.19 - 6.30.19 | 6056 · Postage | Tiburon:Paradise Cove | -3.06 |
| | | | Box rental #227, 7.1.19 - 6.30.19 | 6056 · Postage | Tiburon | -72.52 |
| TOTAL | | | | | | -118.00 |

# Sanitary Distr. No.5 of Marin Co.
## Warrant List Detail
### May 15 through June 11, 2020

| Date | Num | Name | Memo | Account | Class | Paid Amount |
|---|---|---|---|---|---|---|
| **06/11/20** | **7606** | **Univar** | **Cust ID #STDT001, Chemicals, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #48594717, Sodium Bisulfite 25% ($1.163/Gal), 5.21.2020 | 7024 · Main Plant Chemicals | Belvedere | -1,959.66 |
| | | | Inv #48594717, Sodium Bisulfite 25% ($1.163/Gal), 5.21.2020 | 7042 · Paradise Supplies & Chemicals | Tiburon:Paradise Cove | -131.88 |
| | | | Inv #48594717, Sodium Bisulfite 25% ($1.163/Gal), 5.21.2020 | 7024 · Main Plant Chemicals | Tiburon | -3,358.01 |
| TOTAL | | | | | | -5,449.55 |
| **06/11/20** | **7607** | **USA BlueBook** | **Cust #933682, Lab & Plant Supplies, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #232647 & Inv #232648, Lab supplies, 5.11.2020 | 7025 · Lab Supplies & Chemicals | Belvedere | -74.36 |
| | | | Inv #232647 & Inv #232648, Lab supplies, 5.11.2020 | 7025 · Lab Supplies & Chemicals | Tiburon | -127.42 |
| | | | Inv #232647 & Inv #232648, P.C. Plant supplies, 5.11.2020 | 7042 · Paradise Supplies & Chemicals | Tiburon:Paradise Cove | -10.49 |
| | | | Inv #232647 & Inv #232648, Plant supplies, 5.11.2020 | 7021 · Plant Maintenance Supplies | Belvedere | -22.19 |
| | | | Inv #232647 & Inv #232648, Plant supplies, 5.11.2020 | 7021 · Plant Maintenance Supplies | Tiburon | -38.02 |
| TOTAL | | | | | | -272.48 |
| **06/11/20** | **7608** | **Water Components & Building Sup...** | **Acct #454, Truck, P&L, P.C. Maint. parts & supplies, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #30527131, Truck tools, 5.7.2020 | 7072 · Truck Maintenance | Belvedere | -12.55 |
| | | | Inv #30527131, Truck tools, 5.7.2020 | 7072 · Truck Maintenance | Tiburon:Paradise Cove | -0.84 |
| | | | Inv #30527131, Truck tools, 5.7.2020 | 7072 · Truck Maintenance | Tiburon | -21.50 |
| | | | Inv #30527131 + #30529144, P&L supplies, 5.7.2020, 6.4.2020 | 7011 · Pumps & Lines Maintenance | Belvedere | -116.13 |
| | | | Inv #30527131 + #30529144, P&L supplies, 5.7.2020, 6.4.2020 | 7011 · Pumps & Lines Maintenance | Tiburon:Paradise Cove | -7.82 |
| | | | Inv #30527131 + #30529144, P&L supplies, 5.7.2020, 6.4.2020 | 7011 · Pumps & Lines Maintenance | Tiburon | -199.00 |
| | | | Inv #30529144, P.C. Supplies, 6.4.2020 | 7042 · Paradise Supplies & Chemicals | Tiburon:Paradise Cove | -53.34 |
| TOTAL | | | | | | -411.18 |
| **06/11/20** | **7609** | **Waste Management of Redwood La...** | **Acct #507-0000190-1507-2, Sludge Disposal, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Inv #0100053.1507.1 Sludge Disposal - 3 pick-ups, 9.23 tons, May 2020 | 7029 · Main Plant Sludge Disposal | Belvedere | -137.39 |
| | | | Inv #0100053.1507.1 Sludge Disposal - 3 pick-ups, 9.23 tons, May 2020 | 7043 · Paradise Sludge Disposal | Tiburon:Paradise Cove | -9.25 |
| | | | Inv #0100053.1507.1 Sludge Disposal - 3 pick-ups, 9.23 tons, May 2020 | 7029 · Main Plant Sludge Disposal | Tiburon | -235.41 |
| TOTAL | | | | | | -382.05 |
| **06/11/20** | **7610** | **Rosser, John** | **EE Incentive + S/B Reimb., May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Employee Incentive/Con't Ed Stipend: Completion of CSU Small Wastewater Sys... | 8005 · Employee Incentives | Belvedere | -359.60 |
| | | | Employee Incentive/Con't Ed Stipend: Completion of CSU Small Wastewater Sys... | 8005 · Employee Incentives | Tiburon:Paradise Cove | -24.20 |
| | | | Employee Incentive/Con't Ed Stipend: Completion of CSU Small Wastewater Sys... | 8005 · Employee Incentives | Tiburon | -616.20 |
| | | | Cont' Ed/Dues Reimbursement: CSU Registratioin/Online Vol. 11, 2nd Edition (+... | 6020 · Continuing Education | Belvedere | -41.91 |
| | | | Cont' Ed/Dues Reimbursement: CSU Registratioin/Online Vol. 11, 2nd Edition (+... | 6020 · Continuing Education | Tiburon:Paradise Cove | -2.82 |
| | | | Cont' Ed/Dues Reimbursement: CSU Registratioin/Online Vol. 11, 2nd Edition (+... | 6020 · Continuing Education | Tiburon | -71.82 |
| | | | Standby Mileage reimb for Belv (BPS#7), 5.3.2020 | 6018.2 · Standby Mileage Expense Reimb | Belvedere | -50.37 |
| | | | Standby Mileage reimb for Belv (BPS#4), 5.30.2020 | 6018.1 · Meetings & Travel | Belvedere | -51.23 |
| TOTAL | | | | | | -1,218.15 |
| **06/11/20** | **7611** | **Triola, Joseph** | **Reimb. for S/B Mileage, May 2020** | **JP Morgan Chase - Primary 7399** | | |
| | | | Reimb. for M.P. S/B Mileage, Belvedere, thru 5.18.2020 | 6018.2 · Standby Mileage Expense Reimb | Belvedere | -135.13 |
| | | | Reimb. for M.P. S/B Mileage, Tiburon, thru 5.18.2020 | 6018.2 · Standby Mileage Expense Reimb | Tiburon | -27.02 |
| TOTAL | | | | | | -162.15 |

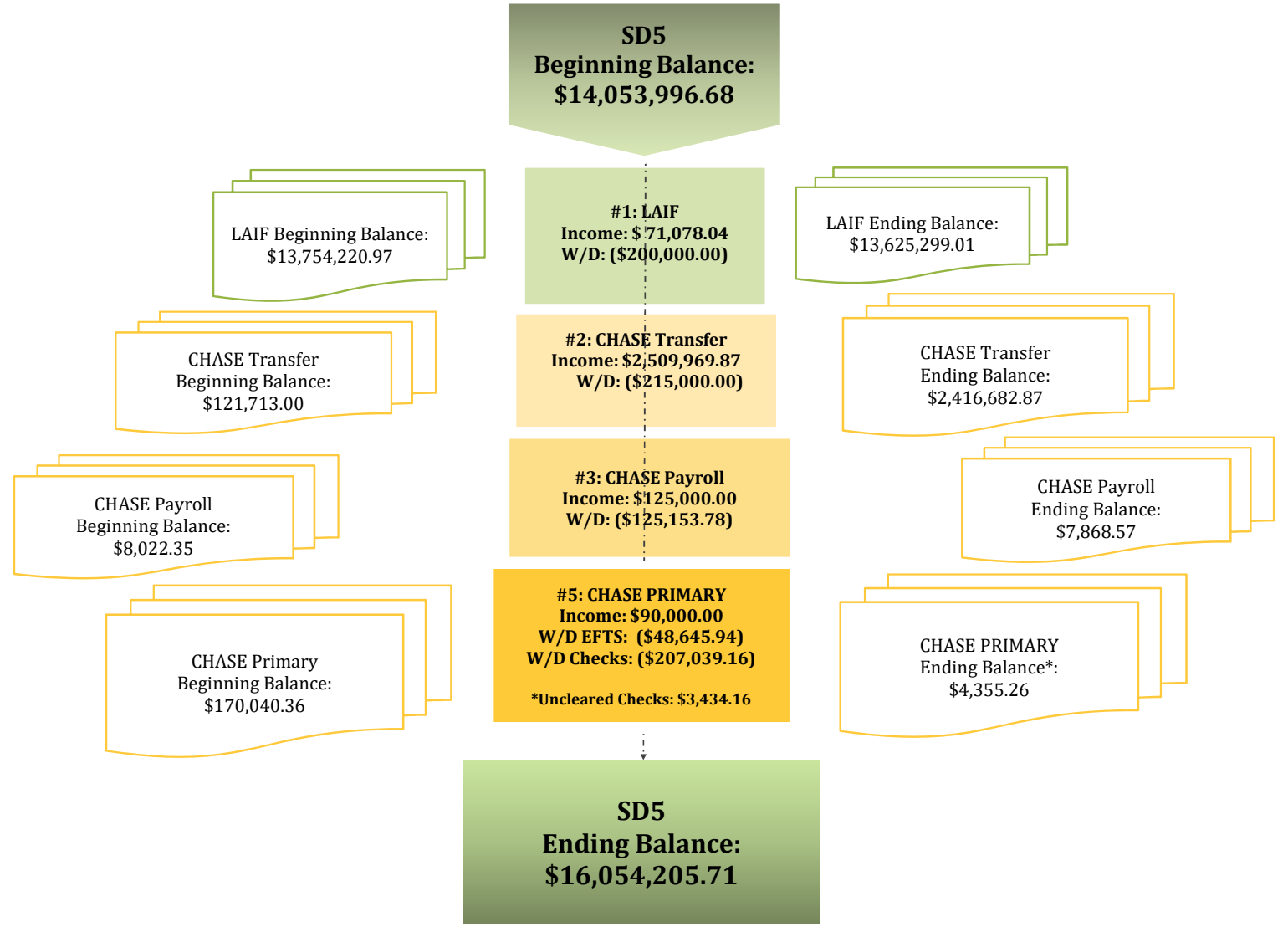
# CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: May 2020



# CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: April 2020




**CalPERS Pension Accrued Liability (6.30.18): $ 9,276,014.00**

**CalPERS Pension Market Value Assets (6.30.18): $9,175,521.00**

**CalPERS CERBT/OPEB Beginning Balance: $646,064.93**

**CalPERS CERBT/OPEB Ending Balance: $669,175.08,**

**MPR REFI (Principal Balance) Balance: $7,900,000.00**

**MAY 14, 2020**

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

**CHECK DATE :** 05/15/2020-2 WEEK 20
**PERIOD BEGIN :** 05/01/2020
**PERIOD END :** 05/14/2020

**Dear Paychex Preview Client,**

**Enclosed are your payroll reports and checks. Please verify that all information is accurate and correct. If there are any questions or concerns, please contact us immediately.**

**If you have tax deposits due, ensure the deposits are initiated at least one banking day prior to the due date to avoid penalties. We will assume that these deposits were made on the due dates and they will be reflected on your returns accordingly.**

**This is a summary of your payroll transactions of the check date of 05/15/2020. It does not reflect miscellaneous administrative charges. Please refer to your Paychex Human Resource Services invoice(s) for any additional cash required for this check date.**

**PAYROLL TOTALS**

| | | | |
|---|---|---|---|
| DIRECT DEPOSIT DEBITED FROM YOUR ACCOUNT | 172.58 | | |
| READYCHEX DEBITED FROM YOUR ACCOUNT | 0.00 | NUMBER OF PAYROLL CHECKS | 1 |
| **TOTAL NET PAYROLL** | 172.58 | | |
| BILLING PAYMENT | 20.11 | Withdrawal made by PAYCHEX INC. on above check date. | |
| AMOUNT DEBITED FROM TAX ACCOUNT | 65.00 | | |
| TOTAL TAX LIABILITY DUE BY CLIENT | 0.00 | | |
| **TOTAL TAX LIABILITY** | 65.00 | **NUMBER OF CHECKS PRINTED** | 1 |
| **TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES** | 237.58 | | |
| **TOTAL COST OF PAYROLL** | 257.69 | NUMBER OF MANUAL/VOID TRANSACTIONS | 0 |

**TAX DEPOSITS DUE**

| TAX AGENCY | TAXPAY | NON-TAXPAY | DUE DATE | |
|---|---|---|---|---|
| FEDERAL | 17616.00 | | 05/20/2020 | Deposit made by PAYCHEX INC. on your behalf. |
| STATE - CA | 2901.54 | | 05/20/2020 | Deposit made by PAYCHEX INC. on your behalf. |

**NEXT PERIOD DATES**

CHECK DATE : 05/15/2020 WEEK 20 TRANSMIT DATE : 05/14/2020
PERIOD BEGIN : 05/01/2020
PERIOD END : 05/15/2020

**MAY 13, 2020**

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

**CHECK DATE :** 05/15/2020 WEEK 20
**PERIOD BEGIN :** 05/01/2020
**PERIOD END :** 05/15/2020

**Dear Paychex Preview Client,**

**Enclosed are your payroll reports and checks. Please verify that all information is accurate and correct. If there are any questions or concerns, please contact us immediately.**

**If you have tax deposits due, ensure the deposits are initiated at least one banking day prior to the due date to avoid penalties. We will assume that these deposits were made on the due dates and they will be reflected on your returns accordingly.**

**This is a summary of your payroll transactions of the check date of 05/15/2020. It does not reflect miscellaneous administrative charges. Please refer to your Paychex Human Resource Services invoice(s) for any additional cash required for this check date.**

**PAYROLL TOTALS**

| | | | |
|---|---|---|---|
| DIRECT DEPOSIT DEBITED FROM YOUR ACCOUNT | 40951.53 | | |
| READYCHEX DEBITED FROM YOUR ACCOUNT | 0.00 | NUMBER OF PAYROLL CHECKS | 21 |
| **TOTAL NET PAYROLL** | 40951.53 | | |
| BILLING PAYMENT | 264.55 | Withdrawal made by PAYCHEX INC. on above check date. | |
| AMOUNT DEBITED FROM TAX ACCOUNT | 20452.54 | | |
| TOTAL TAX LIABILITY DUE BY CLIENT | 0.00 | | |
| **TOTAL TAX LIABILITY** | 20452.54 | **NUMBER OF CHECKS PRINTED** | 21 |
| **TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES** | 61404.07 | | |
| **TOTAL COST OF PAYROLL** | 61668.62 | NUMBER OF MANUAL/VOID TRANSACTIONS | 0 |

**TAX DEPOSITS DUE**

| TAX AGENCY | TAXPAY | NON-TAXPAY | DUE DATE | |
|---|---|---|---|---|
| FEDERAL | 17576.00 | | 05/20/2020 | Deposit made by PAYCHEX INC. on your behalf. |
| STATE - CA | 2876.54 | | 05/20/2020 | Deposit made by PAYCHEX INC. on your behalf. |

**NEXT PERIOD DATES**

CHECK DATE : 05/29/2020 WEEK 22 TRANSMIT DATE : 05/22/2020
PERIOD BEGIN : 05/16/2020
PERIOD END : 05/31/2020

**MAY 27, 2020**

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

**CHECK DATE :** 05/29/2020 WEEK 22
**PERIOD BEGIN :** 05/16/2020
**PERIOD END :** 05/31/2020

**Dear Paychex Preview Client,**

**Enclosed are your payroll reports and checks. Please verify that all information is accurate and correct. If there are any questions or concerns, please contact us immediately.**

**If you have tax deposits due, ensure the deposits are initiated at least one banking day prior to the due date to avoid penalties. We will assume that these deposits were made on the due dates and they will be reflected on your returns accordingly.**

**This is a summary of your payroll transactions of the check date of 05/29/2020. It does not reflect miscellaneous administrative charges. Please refer to your Paychex Human Resource Services invoice(s) for any additional cash required for this check date.**

**PAYROLL TOTALS**

| | | | |
|---|---|---|---|
| DIRECT DEPOSIT DEBITED FROM YOUR ACCOUNT | 32368.29 | | |
| READYCHEX DEBITED FROM YOUR ACCOUNT | 0.00 | NUMBER OF PAYROLL CHECKS | 16 |
| **TOTAL NET PAYROLL** | 32368.29 | | |
| BILLING PAYMENT | 240.10 | Withdrawal made by PAYCHEX INC. on above check date. | |
| AMOUNT DEBITED FROM TAX ACCOUNT | 17653.05 | | |
| TOTAL TAX LIABILITY DUE BY CLIENT | 0.00 | | |
| **TOTAL TAX LIABILITY** | 17653.05 | **NUMBER OF CHECKS PRINTED** | 16 |
| **ADJUSTMENTS TO TAX LIABILITY** | | | |
| **TOTAL ADJUSTMENTS** | -0.00 | | |
| **TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES** | 50021.34 | | |
| **TOTAL COST OF PAYROLL** | 50261.44 | NUMBER OF MANUAL/VOID TRANSACTIONS | 0 |

**Important: If you filed Form 7200, Advance Payment of Employer Credits Due to COVID-19, please notify your Paychex representative so that credits are accurately reported on Form 941.**

**TAX DEPOSITS DUE**

| TAX AGENCY | TAXPAY | NON-TAXPAY | DUE DATE | |
|---|---|---|---|---|
| FEDERAL | 14999.39 | | 06/03/2020 | Deposit made by PAYCHEX INC. on your behalf. |
| STATE - CA | 2653.66 | | 06/03/2020 | Deposit made by PAYCHEX INC. on your behalf. |

6:10 PM
06/09/20

# Sanitary Distr. No.5 of Marin Co.
## Comparative Balance Sheet - Abbreviated
### As of May 31, 2020

| | May 31, 20 | Apr 30, 20 | $ Change |
|---|---|---|---|
| **ASSETS** | | | |
| **Current Assets** | | | |
| **Checking/Savings** | | | |
| **Local Agency Investment Fund** | | | |
| **Belvedere** | | | |
| **Belvedere Operating** | 3,878,565.33 | 3,977,353.67 | -98,788.34 |
| **Belvedere Operating Reserve** | 400,923.05 | 400,923.05 | 0.00 |
| **Belvedere Capital & CIP Reserve** | 2,933,697.30 | 2,424,922.38 | 508,774.92 |
| **Belvedere PERS Retirement Trust** | 254,615.00 | 254,615.00 | 0.00 |
| **Belvedere Disaster Recovery Fnd** | 356,250.00 | 356,250.00 | 0.00 |
| **Total Belvedere** | 7,824,050.68 | 7,414,064.10 | 409,986.58 |
| **Tiburon** | | | |
| **Tiburon Operating** | 2,535,893.81 | 305,003.87 | 2,230,889.94 |
| **Tiburon Operating Reserve** | 548,730.00 | 548,730.00 | 0.00 |
| **Tiburon Capital & CIP Reserve** | 3,812,784.52 | 4,253,661.04 | -440,876.52 |
| **Tiburon PERS Retirement Trust** | 460,090.00 | 460,090.00 | 0.00 |
| **Tiburon Disaster Recovery Fund** | 643,750.00 | 643,750.00 | 0.00 |
| **Total Tiburon** | 8,001,248.33 | 6,211,234.91 | 1,790,013.42 |
| **Total Local Agency Investment Fund** | 15,825,299.01 | 13,625,299.01 | 2,200,000.00 |
| **JP Morgan Chase - Primary 7399** | 157,290.69 | 1,415.64 | 155,875.05 |
| **JP Morgan Chase - Payroll 7506** | 11,979.80 | 7,868.57 | 4,111.23 |
| **JP Morgan Chase - Transfer 7522** | 21,534.12 | 2,570,222.21 | -2,548,688.09 |
| **Total Checking/Savings** | 16,016,103.62 | 16,204,805.43 | -188,701.81 |
| **Accounts Receivable** | 35,703.71 | 35,703.71 | 0.00 |
| **Other Current Assets** | | | |
| **Petty Cash** | 881.92 | 881.92 | 0.00 |
| **1499 · Undeposited Funds** | 16,786.35 | 16,786.35 | 0.00 |
| **Total Other Current Assets** | 17,668.27 | 17,668.27 | 0.00 |
| **Total Current Assets** | 16,069,475.60 | 16,258,177.41 | -188,701.81 |
| **Fixed Assets** | 19,139,903.31 | 19,150,305.31 | -10,402.00 |
| **TOTAL ASSETS** | **35,209,378.91** | **35,408,482.72** | **-199,103.81** |
| **LIABILITIES & EQUITY** | | | |
| **Liabilities** | 8,443,364.13 | 8,443,364.13 | 0.00 |
| **Equity** | 26,766,014.78 | 26,965,118.59 | -199,103.81 |
| **TOTAL LIABILITIES & EQUITY** | **35,209,378.91** | **35,408,482.72** | **-199,103.81** |

# Sanitary Distr. No.5 of Marin Co.
## Annual Budget vs Actual Expenses
### July 2019 through May 2020

| | Jul '19 - May 20 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | |
| **Income** | | | | |
| **5000 · Property Taxes** | | | | |
| **5001.2 · TEETER** | 783,922.38 | 700,000.00 | 83,922.38 | 112.0% |
| **5002 · UNSEC** | 15,490.09 | 13,000.00 | 2,490.09 | 119.2% |
| **5003 · PUNS / PRIOR UNSECURED** | 623.98 | 0.00 | 623.98 | 100.0% |
| **5004 · REDEMPTION / RDMPT** | 627.62 | 500.00 | 127.62 | 125.5% |
| **5006 · SPLU** | 696.75 | 100.00 | 596.75 | 696.8% |
| **5041 · SUPSEC** | 12,100.41 | 15,000.00 | -2,899.59 | 80.7% |
| **5043 · SECU** | 351.60 | 0.00 | 351.60 | 100.0% |
| **5046 · Excess ERAF** | 347,087.15 | 250,000.00 | 97,087.15 | 138.8% |
| **5280 · HOPTR** | 3,168.64 | 3,333.00 | -164.36 | 95.1% |
| **5483 · Other tax** | 6,709.84 | 0.00 | 6,709.84 | 100.0% |
| **Total 5000 · Property Taxes** | 1,170,778.46 | 981,933.00 | 188,845.46 | 119.2% |
| **5007 · Sewer Service Charge** | | | | |
| **5007.1 · Sewer Service - Tiburon Ops** | 2,336,658.78 | 2,454,797.00 | -118,138.22 | 95.2% |
| **5007.5 · Sewer Service - Tiburon Cap** | 215,906.77 | 230,977.00 | -15,070.23 | 93.5% |
| **5007.2 · Sewer Service-Belv Ops** | 1,324,147.92 | 1,396,621.00 | -72,473.08 | 94.8% |
| **5007.3 · Sewer Service-Belv Cap** | 875,433.35 | 923,348.00 | -47,914.65 | 94.8% |
| **5007.4 · Other User Fees** | 0.00 | 24,826.00 | -24,826.00 | 0.0% |
| **Total 5007 · Sewer Service Charge** | 4,752,146.82 | 5,030,569.00 | -278,422.18 | 94.5% |
| **5201 · Interest** | | | | |
| **5201.1 · Interest County of Marin** | -635.04 | | | |
| **5201.2 · Interest LAIF** | 157,036.82 | 25,000.00 | 132,036.82 | 628.1% |
| **Total 5201 · Interest** | 156,401.78 | 25,000.00 | 131,401.78 | 625.6% |
| **5900.3 · Connection Fees** | | | | |
| **5900.30 · Connection Permit Fees** | 7,750.00 | 10,000.00 | -2,250.00 | 77.5% |
| **5900.31 · Collection** | 174,088.00 | 100,000.00 | 74,088.00 | 174.1% |
| **5900.34 · Treatment** | 209,638.00 | 100,000.00 | 109,638.00 | 209.6% |
| **Total 5900.3 · Connection Fees** | 391,476.00 | 210,000.00 | 181,476.00 | 186.4% |
| **5900.4 · Inspection Permit Fees** | 14,374.00 | 10,000.00 | 4,374.00 | 143.7% |
| **5900.5 · SASM Expense Reimb.** | 101,680.12 | 65,000.00 | 36,680.12 | 156.4% |
| **5900.9 · Other Income** | 1,650.00 | 100.00 | 1,550.00 | 1,650.0% |
| **5900.10 · Paradise Sewer Line Ext. Fees** | 13,364.00 | 13,365.00 | -1.00 | 100.0% |
| **Total Income** | 6,601,871.18 | 6,335,967.00 | 265,904.18 | 104.2% |
| **Gross Profit** | 6,601,871.18 | 6,335,967.00 | 265,904.18 | 104.2% |
| **Expense** | | | | |
| **6000 · Administrative Expenses** | | | | |
| **6001 · Advertising** | 162.85 | 1,000.00 | -837.15 | 16.3% |
| **6002 · Outreach & Newsletter** | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| **6008 · Audit & Accounting** | 27,348.18 | 33,700.00 | -6,351.82 | 81.2% |
| **6017 · Consulting Fees** | 104,683.65 | 100,000.00 | 4,683.65 | 104.7% |
| **6018 · Travel & Meetings** | | | | |
| **6018.1 · Meetings & Travel** | 5,823.09 | 8,000.00 | -2,176.91 | 72.8% |
| **6018.2 · Standby Mileage Expense Reimb** | 6,844.17 | 7,000.00 | -155.83 | 97.8% |
| **Total 6018 · Travel & Meetings** | 12,667.26 | 15,000.00 | -2,332.74 | 84.4% |
| **6020 · Continuing Education** | 6,075.37 | 10,000.00 | -3,924.63 | 60.8% |
| **6021 · County Fees** | 15,950.36 | 16,500.00 | -549.64 | 96.7% |
| **6024 · Director Fees** | 3,000.00 | 9,000.00 | -6,000.00 | 33.3% |
| **6025 · Dues & Subscriptions** | 27,026.47 | 25,000.00 | 2,026.47 | 108.1% |
| **6033 · Insurance Property & Liability** | | | | |
| **6033.1 · PLP Public Entity Phys Damage** | 16,214.00 | 17,377.00 | -1,163.00 | 93.3% |
| **6033.2 · General Liability** | 45,480.50 | 42,840.00 | 2,640.50 | 106.2% |
| **6033.3 · Physical Property Damage - Auto** | 1,227.00 | 1,435.00 | -208.00 | 85.5% |
| **Total 6033 · Insurance Property & Liability** | 62,921.50 | 61,652.00 | 1,269.50 | 102.1% |

# Sanitary Distr. No.5 of Marin Co.
## Annual Budget vs Actual Expenses
### July 2019 through May 2020

| | Jul '19 - May 20 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| 6039 · Legal | 26,541.00 | 70,000.00 | -43,459.00 | 37.9% |
| 6047 · Office Supplies | 3,084.70 | 7,000.00 | -3,915.30 | 44.1% |
| 6056 · Postage | 934.83 | 1,000.00 | -65.17 | 93.5% |
| 6059 · Pollution Prevention/Public Edu | 1,223.45 | 4,000.00 | -2,776.55 | 30.6% |
| 6065 · Miscellaneous Expense | 31.34 | | | |
| Total 6000 · Administrative Expenses | 291,650.96 | 354,852.00 | -63,201.04 | 82.2% |
| 7000 · Ops & Maintenance Expenses | | | | |
| 7010 · Pumps & Lines Maintenance | | | | |
| 7011 · Pumps & Lines Maintenance | 90,627.97 | 200,000.00 | -109,372.03 | 45.3% |
| 7013 · Emergency Line Repair | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| Total 7010 · Pumps & Lines Maintenance | 90,627.97 | 250,000.00 | -159,372.03 | 36.3% |
| 7020 · Main Plant Maintenance | | | | |
| 7021 · Plant Maintenance Supplies | 16,020.91 | 10,000.00 | 6,020.91 | 160.2% |
| 7022 · Plant Maint. Parts & Service | 103,849.97 | 50,000.00 | 53,849.97 | 207.7% |
| 7023 · Janitorial Supplies & Service | 5,070.95 | 6,000.00 | -929.05 | 84.5% |
| 7024 · Main Plant Chemicals | 77,185.76 | 105,000.00 | -27,814.24 | 73.5% |
| 7025 · Lab Supplies & Chemicals | 13,092.69 | 15,000.00 | -1,907.31 | 87.3% |
| 7027 · Electrical & Instrument | 5,428.26 | 5,000.00 | 428.26 | 108.6% |
| 7028 · Grounds Maintenance | 8,169.56 | 8,000.00 | 169.56 | 102.1% |
| 7029 · Main Plant Sludge Disposal | 27,645.12 | 30,000.00 | -2,354.88 | 92.2% |
| Total 7020 · Main Plant Maintenance | 256,463.22 | 229,000.00 | 27,463.22 | 112.0% |
| 7040 · Paradise Cove Plant Maint | | | | |
| 7041 · Paradise Parts & Service | 7,500.81 | 10,000.00 | -2,499.19 | 75.0% |
| 7042 · Paradise Supplies & Chemicals | 4,002.66 | 5,000.00 | -997.34 | 80.1% |
| 7043 · Paradise Sludge Disposal | 6,945.46 | 8,000.00 | -1,054.54 | 86.8% |
| Total 7040 · Paradise Cove Plant Maint | 18,448.93 | 23,000.00 | -4,551.07 | 80.2% |
| 7050 · Monitoring | | | | |
| 7051 · Main Plant Lab Monitoring | 38,229.22 | 45,000.00 | -6,770.78 | 85.0% |
| 7052 · Paradise Cove Monitoring | 14,008.35 | 15,000.00 | -991.65 | 93.4% |
| Total 7050 · Monitoring | 52,237.57 | 60,000.00 | -7,762.43 | 87.1% |
| 7060 · Permits/Fees | | | | |
| 7061 · Main Plant NPDES Renewal | 7,295.00 | | | |
| 7062 · Permits/Fees - General | 55,108.67 | 40,000.00 | 15,108.67 | 137.8% |
| 7063 · Paradise Cove Permits/Fees | 6,747.29 | 8,000.00 | -1,252.71 | 84.3% |
| Total 7060 · Permits/Fees | 69,150.96 | 48,000.00 | 21,150.96 | 144.1% |
| 7070 · Truck Maintenance | | | | |
| 7071 · Fuel | 13,201.58 | 8,000.00 | 5,201.58 | 165.0% |
| 7072 · Truck Maintenance | 1,880.21 | 5,000.00 | -3,119.79 | 37.6% |
| Total 7070 · Truck Maintenance | 15,081.79 | 13,000.00 | 2,081.79 | 116.0% |
| Total 7000 · Ops & Maintenance Expenses | 502,010.44 | 623,000.00 | -120,989.56 | 80.6% |
| 8000 · Salaries and Benefits Expenses | | | | |
| 8001 · Salaries | 976,247.93 | 1,153,504.00 | -177,256.07 | 84.6% |
| 8003 · Overtime | 129,253.93 | 100,000.00 | 29,253.93 | 129.3% |
| 8004 · Standby Pay | 65,884.93 | 69,428.00 | -3,543.07 | 94.9% |
| 8005 · Employee Incentives | 16,500.00 | 40,000.00 | -23,500.00 | 41.3% |
| 8006 · Vacation Buyout | 27,281.72 | 25,000.00 | 2,281.72 | 109.1% |
| 8013 · Payroll Taxes | 90,014.80 | 94,891.00 | -4,876.20 | 94.9% |
| 8015 · Payroll/Bank Fees | 5,464.09 | 5,500.00 | -35.91 | 99.3% |
| 8016 · Car Allowance | 6,000.00 | 6,000.00 | 0.00 | 100.0% |
| 8019 · PERS Retirement | | | | |
| 8019.05 · PERS Retirement | 123,031.75 | 147,885.00 | -24,853.25 | 83.2% |
| 8019.08 · PERS Retirement - CalPERS UAL | 132,419.00 | 20,000.00 | 112,419.00 | 662.1% |
| 8019.10 · PERS Retirement Trust | 0.00 | 286,555.00 | -286,555.00 | 0.0% |
| 8019 · PERS Retirement - Other | 250.00 | | | |
| Total 8019 · PERS Retirement | 255,700.75 | 454,440.00 | -198,739.25 | 56.3% |

# Sanitary Distr. No.5 of Marin Co.
## Annual Budget vs Actual Expenses
### July 2019 through May 2020

| | Jul '19 - May 20 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| 8020 · Employee Health | | | | |
| 8020.05 · Employee Health | 176,794.58 | 217,176.00 | -40,381.42 | 81.4% |
| 8021 · Employee Health Deductions | -2,743.20 | | | |
| Total 8020 · Employee Health | 174,051.38 | 217,176.00 | -43,124.62 | 80.1% |
| 8022 · Retiree Health | | | | |
| 8022.05 · Reitree Health | 109,198.41 | 79,551.00 | 29,647.41 | 137.3% |
| 8022.10 · CERBT/OPEB Annual Arc Contribtn | 0.00 | 70,200.00 | -70,200.00 | 0.0% |
| Total 8022 · Retiree Health | 109,198.41 | 149,751.00 | -40,552.59 | 72.9% |
| 8023 · Workers Comp Insurance | 33,542.94 | 29,365.00 | 4,177.94 | 114.2% |
| Total 8000 · Salaries and Benefits Expenses | 1,889,140.88 | 2,345,055.00 | -455,914.12 | 80.6% |
| 8500 · Other Operating Expenses | | | | |
| 8510 · Data/Alarms/IT Supp & Licensing | 86,981.70 | 80,000.00 | 6,981.70 | 108.7% |
| 8515 · Safety | 14,619.67 | 20,000.00 | -5,380.33 | 73.1% |
| 8520 · Personal Protection/Safety Wear | 6,007.13 | 15,000.00 | -8,992.87 | 40.0% |
| 8530 · Telephone | | | | |
| 8531 · Main Plant Telephones | 8,844.80 | 11,000.00 | -2,155.20 | 80.4% |
| 8532 · Paradise Cove Telephones | 3,176.30 | 4,000.00 | -823.70 | 79.4% |
| 8533 · Pumps & Lines Telephones | 4,835.36 | 7,000.00 | -2,164.64 | 69.1% |
| Total 8530 · Telephone | 16,856.46 | 22,000.00 | -5,143.54 | 76.6% |
| 8540 · Utilities | | | | |
| 8541 · Water | 6,313.27 | 4,000.00 | 2,313.27 | 157.8% |
| 8542 · Main Plant Utilities | 145,021.33 | 180,000.00 | -34,978.67 | 80.6% |
| 8543 · Paradise Cove Utilities | 11,836.61 | 13,500.00 | -1,663.39 | 87.7% |
| 8544 · Pump Station Utilities | 29,062.85 | 35,000.00 | -5,937.15 | 83.0% |
| Total 8540 · Utilities | 192,234.06 | 232,500.00 | -40,265.94 | 82.7% |
| Total 8500 · Other Operating Expenses | 316,699.02 | 369,500.00 | -52,800.98 | 85.7% |
| Total Expense | 2,999,501.30 | 3,692,407.00 | -692,905.70 | 81.2% |
| Net Ordinary Income | 3,602,369.88 | 2,643,560.00 | 958,809.88 | 136.3% |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| 9100 · Capital Expenditures | | | | |
| 9200 · Main Plant Equipment Capital | | | | |
| 9204 · M.P. Boiler Replacement | 2,187.42 | | | |
| 9212 · Headworks Grinder Replacement | 19,588.07 | 15,000.00 | 4,588.07 | 130.6% |
| Total 9200 · Main Plant Equipment Capital | 21,775.49 | 15,000.00 | 6,775.49 | 145.2% |
| 9300 · Pumps & Lines Capital | | | | |
| 9301 · Tiburon Sewer Line Rehab Prog | 723,554.74 | 600,000.00 | 123,554.74 | 120.6% |
| 9302 · PS Control Panel Upgrades | 37,178.11 | 40,000.00 | -2,821.89 | 92.9% |
| 9303 · Lateral Camera | 196.03 | | | |
| 9304 · Belvedere Sewer Line Rehab Prog | 891,836.07 | 600,000.00 | 291,836.07 | 148.6% |
| 9306 · PS Pump & Valve Replacements | 52,247.95 | 50,000.00 | 2,247.95 | 104.5% |
| 9307 · PS Generator Replacement | 16,123.19 | 20,000.00 | -3,876.81 | 80.6% |
| 9310 · BPS Communication Project | 9,138.50 | | | |
| 9314 · Portable Emergency Generators | 997.14 | | | |
| 9315 · TPS Communication Project | 1,239.97 | | | |
| Total 9300 · Pumps & Lines Capital | 1,732,511.70 | 1,310,000.00 | 422,511.70 | 132.3% |
| 9500 · Undesignated Capital | | | | |
| 9510 · Undesignated Cap - M.P. | 14,684.13 | 25,000.00 | -10,315.87 | 58.7% |
| 9520 · Undesignated Cap - P.C. Plant | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 9540 · Undesignated Cap - Tiburon | -8,902.30 | 25,000.00 | -33,902.30 | -35.6% |
| 9550 · Undesignated Cap - Belvedere | -23,577.67 | 25,000.00 | -48,577.67 | -94.3% |
| Total 9500 · Undesignated Capital | -17,795.84 | 85,000.00 | -102,795.84 | -20.9% |
| Total 9100 · Capital Expenditures | 1,736,491.35 | 1,410,000.00 | 326,491.35 | 123.2% |

# Sanitary Distr. No.5 of Marin Co.
## Annual Budget vs Actual Expenses
### July 2019 through May 2020

| | Jul '19 - May 20 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| 9700 · Debt Service | | | | |
| 9730 · Debt Service - MPR Project | | | | |
| 9731 · Debt Service MPR Bond Principal | 470,000.00 | 470,000.00 | 0.00 | 100.0% |
| 9732 · Debt Service MPR Bond Interest | 167,675.00 | 330,650.00 | -162,975.00 | 50.7% |
| Total 9730 · Debt Service - MPR Project | 637,675.00 | 800,650.00 | -162,975.00 | 79.6% |
| Total 9700 · Debt Service | 637,675.00 | 800,650.00 | -162,975.00 | 79.6% |
| Total Other Expense | 2,374,166.35 | 2,210,650.00 | 163,516.35 | 107.4% |
| Net Other Income | -2,374,166.35 | -2,210,650.00 | -163,516.35 | 107.4% |
| **Net Income** | **1,228,203.53** | **432,910.00** | **795,293.53** | **283.7%** |

# Sanitary Distr. No.5 of Marin Co.
## Zone Report
### May 2020

| | Paradise C... (Tiburon) | Tiburon - Ot... (Tiburon) | Total Tiburon | Belvedere | TOTAL |
|---|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | | |
| **Income** | | | | | |
| **5000 · Property Taxes** | | | | | |
| **5004 · REDEMPTION / RDMPT** | 0.00 | 7.18 | 7.18 | 0.00 | 7.18 |
| **5280 · HOPTR** | 480.79 | 823.94 | 1,304.73 | 0.00 | 1,304.73 |
| **Total 5000 · Property Taxes** | 480.79 | 831.12 | 1,311.91 | 0.00 | 1,311.91 |
| **5900.3 · Connection Fees** | | | | | |
| **5900.30 · Connection Permit Fees** | 0.00 | 300.00 | 300.00 | 200.00 | 500.00 |
| **5900.31 · Collection** | 0.00 | 20,511.00 | 20,511.00 | 15,603.00 | 36,114.00 |
| **5900.34 · Treatment** | 0.00 | 28,355.00 | 28,355.00 | 18,725.00 | 47,080.00 |
| **Total 5900.3 · Connection Fees** | 0.00 | 49,166.00 | 49,166.00 | 34,528.00 | 83,694.00 |
| **5900.4 · Inspection Permit Fees** | 0.00 | 500.00 | 500.00 | 600.00 | 1,100.00 |
| **5900.5 · SASM Expense Reimb.** | 0.00 | 0.00 | 0.00 | 5,945.90 | 5,945.90 |
| **Total Income** | 480.79 | 50,497.12 | 50,977.91 | 41,073.90 | 92,051.81 |
| **Gross Profit** | 480.79 | 50,497.12 | 50,977.91 | 41,073.90 | 92,051.81 |
| **Expense** | | | | | |
| **6000 · Administrative Expenses** | | | | | |
| **6001 · Advertising** | 2.37 | 60.29 | 62.66 | 35.19 | 97.85 |
| **6017 · Consulting Fees** | 0.00 | 3,473.81 | 3,473.81 | 9,224.69 | 12,698.50 |
| **6018 · Travel & Meetings** | | | | | |
| **6018.1 · Meetings & Travel** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **6018.2 · Standby Mileage Expense Reimb** | 30.50 | 54.05 | 84.55 | 230.32 | 314.87 |
| **Total 6018 · Travel & Meetings** | 30.50 | 54.05 | 84.55 | 230.32 | 314.87 |
| **6020 · Continuing Education** | 6.20 | 157.87 | 164.07 | 92.13 | 256.20 |
| **6025 · Dues & Subscriptions** | 17.84 | 422.80 | 440.64 | 247.36 | 688.00 |
| **6039 · Legal** | 108.91 | 2,772.89 | 2,881.80 | 1,838.70 | 4,720.50 |
| **6047 · Office Supplies** | 3.57 | 90.89 | 94.46 | 53.04 | 147.50 |
| **6056 · Postage** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Total 6000 · Administrative Expenses** | 169.39 | 7,032.60 | 7,201.99 | 11,721.43 | 18,923.42 |
| **7000 · Ops & Maintenance Expenses** | | | | | |
| **7010 · Pumps & Lines Maintenance** | | | | | |
| **7011 · Pumps & Lines Maintenance** | 9.35 | 2,421.82 | 2,431.17 | 1,205.34 | 3,636.51 |
| **Total 7010 · Pumps & Lines Maintenance** | 9.35 | 2,421.82 | 2,431.17 | 1,205.34 | 3,636.51 |
| **7020 · Main Plant Maintenance** | | | | | |
| **7021 · Plant Maintenance Supplies** | 0.00 | -759.45 | -759.45 | -443.13 | -1,202.58 |
| **7022 · Plant Maint. Parts & Service** | 0.00 | 5,029.63 | 5,029.63 | 2,934.91 | 7,964.54 |
| **7023 · Janitorial Supplies & Service** | 0.00 | 236.08 | 236.08 | 137.77 | 373.85 |
| **7024 · Main Plant Chemicals** | 0.00 | 6,089.58 | 6,089.58 | 3,553.73 | 9,643.31 |
| **7025 · Lab Supplies & Chemicals** | 0.00 | 1,888.74 | 1,888.74 | 1,102.13 | 2,990.87 |
| **7027 · Electrical & Instrument** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **7029 · Main Plant Sludge Disposal** | 24.15 | 1,861.90 | 1,886.05 | 1,086.54 | 2,972.59 |
| **Total 7020 · Main Plant Maintenance** | 24.15 | 14,346.48 | 14,370.63 | 8,371.95 | 22,742.58 |
| **7040 · Paradise Cove Plant Maint** | | | | | |
| **7041 · Paradise Parts & Service** | 2,280.05 | 0.00 | 2,280.05 | 0.00 | 2,280.05 |
| **7042 · Paradise Supplies & Chemicals** | 257.12 | 0.00 | 257.12 | 0.00 | 257.12 |
| **7043 · Paradise Sludge Disposal** | 2,048.97 | 0.00 | 2,048.97 | 0.00 | 2,048.97 |
| **Total 7040 · Paradise Cove Plant Maint** | 4,586.14 | 0.00 | 4,586.14 | 0.00 | 4,586.14 |
| **7050 · Monitoring** | | | | | |
| **7051 · Main Plant Lab Monitoring** | 0.00 | 1,731.23 | 1,731.23 | 1,010.22 | 2,741.45 |
| **7052 · Paradise Cove Monitoring** | 657.55 | 0.00 | 657.55 | 0.00 | 657.55 |
| **Total 7050 · Monitoring** | 657.55 | 1,731.23 | 2,388.78 | 1,010.22 | 3,399.00 |
| **7060 · Permits/Fees** | | | | | |
| **7061 · Main Plant NPDES Renewal** | 0.00 | 167.98 | 167.98 | 98.02 | 266.00 |
| **7062 · Permits/Fees - General** | 0.00 | 9,518.51 | 9,518.51 | 5,567.49 | 15,086.00 |

# Sanitary Distr. No.5 of Marin Co.
## Zone Report
### May 2020

| | Paradise C... (Tiburon) | Tiburon - Ot... (Tiburon) | Total Tiburon | Belvedere | TOTAL |
|---|---|---|---|---|---|
| Total 7060 · Permits/Fees | 0.00 | 9,686.49 | 9,686.49 | 5,665.51 | 15,352.00 |
| 7070 · Truck Maintenance | | | | | |
| 7071 · Fuel | 18.62 | 473.99 | 492.61 | 276.61 | 769.22 |
| 7072 · Truck Maintenance | 8.47 | 215.67 | 224.14 | 125.86 | 350.00 |
| Total 7070 · Truck Maintenance | 27.09 | 689.66 | 716.75 | 402.47 | 1,119.22 |
| Total 7000 · Ops & Maintenance Expenses | 5,304.28 | 28,875.68 | 34,179.96 | 16,655.49 | 50,835.45 |
| 8000 · Salaries and Benefits Expenses | | | | | |
| 8001 · Salaries | 2,241.38 | 57,071.84 | 59,313.22 | 33,305.80 | 92,619.02 |
| 8003 · Overtime | 339.80 | 8,652.18 | 8,991.98 | 5,049.21 | 14,041.19 |
| 8004 · Standby Pay | 141.02 | 3,590.82 | 3,731.84 | 2,095.52 | 5,827.36 |
| 8005 · Employee Incentives | 108.90 | 2,772.90 | 2,881.80 | 1,618.20 | 4,500.00 |
| 8006 · Vacation Buyout | 93.90 | 2,390.98 | 2,484.88 | 1,395.32 | 3,880.20 |
| 8007 · Voluntary Deductions | 0.00 | -50.18 | -50.18 | 0.00 | -50.18 |
| 8008 · Deferred Comp 457 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8012 · Wage Garnishments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8013 · Payroll Taxes | 214.97 | 5,473.79 | 5,688.76 | 3,194.38 | 8,883.14 |
| 8015 · Payroll/Bank Fees | 12.70 | 323.36 | 336.06 | 188.70 | 524.76 |
| 8019 · PERS Retirement | | | | | |
| 8019.05 · PERS Retirement | 311.49 | 7,931.34 | 8,242.83 | 4,628.55 | 12,871.38 |
| Total 8019 · PERS Retirement | 311.49 | 7,931.34 | 8,242.83 | 4,628.55 | 12,871.38 |
| 8020 · Employee Health | | | | | |
| 8020.05 · Employee Health | 79.59 | 2,026.74 | 2,106.33 | 1,182.76 | 3,289.09 |
| 8021 · Employee Health Deductions | -6.00 | -152.92 | -158.92 | -89.24 | -248.16 |
| Total 8020 · Employee Health | 73.59 | 1,873.82 | 1,947.41 | 1,093.52 | 3,040.93 |
| 8022 · Retiree Health | | | | | |
| 8022.05 · Reitree Health | 21.78 | 554.58 | 576.36 | 323.64 | 900.00 |
| Total 8022 · Retiree Health | 21.78 | 554.58 | 576.36 | 323.64 | 900.00 |
| Total 8000 · Salaries and Benefits Expenses | 3,559.53 | 90,585.43 | 94,144.96 | 52,892.84 | 147,037.80 |
| 8500 · Other Operating Expenses | | | | | |
| 8510 · Data/Alarms/IT Supp & Licensing | 1,157.35 | 28,194.42 | 29,351.77 | 16,481.29 | 45,833.06 |
| 8515 · Safety | 21.75 | 553.82 | 575.57 | 323.19 | 898.76 |
| 8520 · Personal Protection/Safety Wear | 4.26 | 108.35 | 112.61 | 63.24 | 175.85 |
| 8530 · Telephone | | | | | |
| 8531 · Main Plant Telephones | 0.00 | 1,148.23 | 1,148.23 | 674.05 | 1,822.28 |
| 8532 · Paradise Cove Telephones | 371.90 | 0.00 | 371.90 | 0.00 | 371.90 |
| 8533 · Pumps & Lines Telephones | 173.48 | 305.32 | 478.80 | 0.00 | 478.80 |
| Total 8530 · Telephone | 545.38 | 1,453.55 | 1,998.93 | 674.05 | 2,672.98 |
| 8540 · Utilities | | | | | |
| 8541 · Water | 0.00 | 808.98 | 808.98 | 585.50 | 1,394.48 |
| 8542 · Main Plant Utilities | 0.00 | 8,336.85 | 8,336.85 | 4,864.81 | 13,201.66 |
| 8543 · Paradise Cove Utilities | 1,177.48 | 0.00 | 1,177.48 | 0.00 | 1,177.48 |
| 8544 · Pump Station Utilities | 229.40 | 1,484.24 | 1,713.64 | 1,272.40 | 2,986.04 |
| Total 8540 · Utilities | 1,406.88 | 10,630.07 | 12,036.95 | 6,722.71 | 18,759.66 |
| Total 8500 · Other Operating Expenses | 3,135.62 | 40,940.21 | 44,075.83 | 24,264.48 | 68,340.31 |
| Total Expense | 12,168.82 | 167,433.92 | 179,602.74 | 105,534.24 | 285,136.98 |
| Net Ordinary Income | -11,688.03 | -116,936.80 | -128,624.83 | -64,460.34 | -193,085.17 |
| Other Income/Expense | | | | | |
| Other Expense | | | | | |
| 9100 · Capital Expenditures | | | | | |
| 9300 · Pumps & Lines Capital | | | | | |
| 9301 · Tiburon Sewer Line Rehab Prog | 0.00 | 481,781.40 | 481,781.40 | 0.00 | 481,781.40 |
| 9304 · Belvedere Sewer Line Rehab Prog | 0.00 | 0.00 | 0.00 | -481,781.40 | -481,781.40 |
| 9310 · BPS Communication Project | 0.00 | 0.00 | 0.00 | 1,923.38 | 1,923.38 |
| Total 9300 · Pumps & Lines Capital | 0.00 | 481,781.40 | 481,781.40 | -479,858.02 | 1,923.38 |

# Sanitary Distr. No.5 of Marin Co.
## Zone Report
### May 2020

| | Paradise C... (Tiburon) | Tiburon - Ot... (Tiburon) | Total Tiburon | Belvedere | TOTAL |
|---|---|---|---|---|---|
| 9500 · Undesignated Capital | | | | | |
| 9510 · Undesignated Cap - M.P. | 0.00 | 9,273.03 | 9,273.03 | 5,411.10 | 14,684.13 |
| Total 9500 · Undesignated Capital | 0.00 | 9,273.03 | 9,273.03 | 5,411.10 | 14,684.13 |
| Total 9100 · Capital Expenditures | 0.00 | 491,054.43 | 491,054.43 | -474,446.92 | 16,607.51 |
| Total Other Expense | 0.00 | 491,054.43 | 491,054.43 | -474,446.92 | 16,607.51 |
| Net Other Income | 0.00 | -491,054.43 | -491,054.43 | 474,446.92 | -16,607.51 |
| **Net Income** | **-11,688.03** | **-607,991.23** | **-619,679.26** | **409,986.58** | **-209,692.68** |

# Sanitary Distr. No.5 of Marin Co.
## Monthly O.T. Report
### May 2020

| Type | Date | Num | Name | Memo | Amount | Balance |
|---|---|---|---|---|---|---|
| **Bilsborough, Chad** | | | | | | |
| Check | 05/15/20 | 1361-3547 | Bilsborough, Chad | 19.0 Hrs. O.T. @ 1.5x | 1,031.51 | 1,031.51 |
| Check | 05/15/20 | 1361-3547 | Bilsborough, Chad | 3.0 Hrs. O.T. @ 2.0x | 217.16 | 1,248.67 |
| Check | 05/15/20 | 1361-3546 | Bilsborough, Chad | 10.0 Hrs. O.T. @ 1.5x | 542.90 | 1,791.57 |
| Check | 05/15/20 | 1361-3546 | Bilsborough, Chad | 2.0 Hrs. O.T. @ 2.0x | 144.77 | 1,936.34 |
| Check | 05/29/20 | 1501-3567 | Bilsborough, Chad | 10.0 Hrs. O.T. @ 1.5x | 542.90 | 2,479.24 |
| Total Bilsborough, Chad | | | | | 2,479.24 | 2,479.24 |
| **Dohrmann, Robin** | | | | | | |
| Check | 05/29/20 | 1501-3571 | Dohrmann, Robin | 15.0 Hrs. O.T. @ 1.5x | 1,203.17 | 1,203.17 |
| Check | 05/29/20 | 1501-3572 | Dohrmann, Robin | 15.0 Hrs. O.T. @ 1.5x | 1,203.17 | 2,406.34 |
| Total Dohrmann, Robin | | | | | 2,406.34 | 2,406.34 |
| **Driscoll, Stephen** | | | | | | |
| Check | 05/15/20 | 1361-3551 | Driscoll, Stephen | 10.0 Hrs. O.T @ 1.5x | 842.22 | 842.22 |
| Check | 05/29/20 | 1501-3574 | Driscoll, Stephen | 2.0 Hrs. O.T @ 1.5x | 168.44 | 1,010.66 |
| Total Driscoll, Stephen | | | | | 1,010.66 | 1,010.66 |
| **La Torre, Daniel P.** | | | | | | |
| Check | 05/15/20 | 1361-3553 | La Torre, Daniel P. | 11.0 Hrs. O.T. @ 1.5x | 840.31 | 840.31 |
| Check | 05/15/20 | 1361-3553 | La Torre, Daniel P. | 2.0 Hrs. O.T. @ 2.0 | 203.71 | 1,044.02 |
| Check | 05/15/20 | 1361-3554 | La Torre, Daniel P. | 11.0 Hrs. O.T. @ 1.5x | 840.31 | 1,884.33 |
| Check | 05/15/20 | 1361-3554 | La Torre, Daniel P. | 2.0 Hrs. O.T. @ 2.0 | 203.71 | 2,088.04 |
| Total La Torre, Daniel P. | | | | | 2,088.04 | 2,088.04 |
| **Rosser, John** | | | | | | |
| Check | 05/15/20 | 1361-3557 | Rosser, John | 20.0 Hrs. Comp Buyout | 970.05 | 970.05 |
| Check | 05/15/20 | 1361-3556 | Rosser, John | 2.0 Hrs. O.T. @ 1.5x. | 145.51 | 1,115.56 |
| Check | 05/15/20 | 1361-3556 | Rosser, John | 2.5 Hrs. O.T. @ 2.0x | 242.51 | 1,358.07 |
| Check | 05/15/20 | 1361-3558 | Rosser, John | 20.0 Hrs. Comp Buyout | 970.05 | 2,328.12 |
| Check | 05/15/20 | 1361-3559 | Rosser, John | 20.0 Hrs. Comp Buyout | 970.05 | 3,298.17 |
| Check | 05/15/20 | 1361-3560 | Rosser, John | 20.0 Hrs. Comp Buyout | 970.05 | 4,268.22 |
| Total Rosser, John | | | | | 4,268.22 | 4,268.22 |
| **Swett, Drake** | | | | | | |
| Check | 05/15/20 | 1361-3562 | Swett, Drake | 2.0 Hrs. O.T. @ 1.5x | 103.41 | 103.41 |
| Check | 05/15/20 | 1361-3562 | Swett, Drake | 4.5 Hrs. O.T. @ 2.0x | 310.23 | 413.64 |
| Total Swett, Drake | | | | | 413.64 | 413.64 |
| **Triola, Joseph** | | | | | | |
| Check | 05/15/20 | 1361-3564 | Triola, Joseph | 12.0 Hrs. O.T. @ 1.5x | 916.70 | 916.70 |
| Check | 05/29/20 | 1501-3581 | Triola, Joseph | 2.0 Hrs. O.T. @ 1.5x | 152.78 | 1,069.48 |
| Check | 05/29/20 | 1501-3581 | Triola, Joseph | 3.0 Hrs. O.T. @ 2.0x | 305.57 | 1,375.05 |
| Total Triola, Joseph | | | | | 1,375.05 | 1,375.05 |
| **TOTAL** | | | | | **14,041.19** | **14,041.19** |

# Sanitary District No. 5 of Marin County

# District Management Report

# May 2020

Contents:

# Transmittal Memo

**Date:** June 18, 2020

**To:** Board of Directors

**From:** Tony Rubio, District Manager/ Chief Plant Operator

**Subject:** Management Report for May 2020

## Fiscal Status

| | |
|---|---|
| Period Covered: | July 1, 2019 –May 31, 2020 |
| Percent of Fiscal Year: | 91.6% |
| Percent of Budgeted Income to Date: | 104.2% |
| Percent of Budgeted Expenditures to Date: | 81.2% (operating only) |

## Personnel

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

## Regulatory Compliance

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

*Summary of Operational Highlights are on the following pages.*

## *Significant Events for the Month of May 2020 Include:*

**Financial/Budgetary/Business Administration**

- Fiscal Year 2020-2021 budget preparation completed.
- Working on budget estimate shortfalls for Fiscal year 2021-2022 as a result of Covid-19 business shutdowns-will use 2018 average use for months out of service to estimate potential reduction in income.
- Scheduled last week of July and 1st week of August 2020 for major in house scanning and filing project.
- Update to Districts Strategic Plan completed- Awaiting Board Approval.

**HR and Personnel**

- All staff - back on site beginning May 1. Social distancing protocols in place.
- Office is closed to the public through the end of June.
- Permits are being handled remotely and final inspections are being performed by staff in the field
- New Job Descriptions reviewed by rank and file.
- Cost of Living Increase for staff at 3.3% for fiscal year 2020-2021- Bound by MOU.
- Updated salary step plan produced for compliance with CalPERS requirements- Needs Board Ratification.

**Continuing Education and Safety Training**

- Multiple staff members performing continuing education courses. Cross Training.

**Collection System Performance**

**Main Plant Tiburon/Belvedere:**

- 2 SSOs reported for month of April to RWQCB on CIWQS. 1- Tiburon, 1 Belvedere.
- Small machine cleaning completed in Belvedere.
- Small machine cleaning beginning in Tiburon.
- Rodding continues in Belvedere.
- Jetting completed in Tiburon and Belvedere- Downtown, Peninsula Rd, Tiburon Blvd.
- Received 1 Proposal for collection system master planning efforts.

**Paradise Cove:**

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

## Treatment Plant Performance

**Paradise Cove:**

- Satisfactory- Placed order for wet well lids for plant wet well and the off-line package treatment plant is being prepped for upcoming coating- Looking to schedule work for late-May early June
- Paradise Cove flow meters on schedule for replacement for late June. Standardization.

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**Main Plant:**

- Submitted April 2020 SMR and DMR to the RWQCB
- Daily rounds and maintenance being performed.
- Digester gas flow meters on schedule for replacement in June (not replaced during MPR)

## Pollution Prevention Activities

- Wipes Clog Pipes Outreach continues. Several news articles were published, and 3 TV news reports aired. (outreach efforts went nation-wide)
- Local Marin outreach on Comcast network- in partnership with Ross Valley Sanitary District and other Marin WWTP's

## Capital Improvement Projects

- Award of Cove Road Force Main Project- To Begin in July- Getting outreach materials ready for website and ark newspaper and residents at tenants to be affected.
- Awaiting proposal from HDR regarding Maintenance Shop Options and Potential costs for CIP planning.
- Awaiting approval of Fiscal Year 2020-2021 Budget to begin order for standby 100kw Portable Emergency Genset.

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# 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 move 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 colifom 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 $90^{th}$ percentile survival of at least 70% and an 11 sample median survival of at least 90%. In layman's terms, this means that out of the last 11 samples only one bioassay may fall below 70% survival and the middle value when all 11 samples are placed in numerical order must be at least 90%.
- **Metals Analysis:** Our permit requires that we analyze our effluent for many different metals on a monthly basis. We have permit limits for some metals. The metals are stated as a daily max and a monthly average limit. The daily max limit is the number we cannot exceed on any sample and the monthly average applies to all samples collected in any month. (although usually we are only required to take one).
- **F.O.G. (Fats, oils and grease):** Quarterly we are required to monitor our effluent for Fats, Oils and Grease.

## Glossary of terms continued…

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

## Glossary of terms continued…

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

# Wastewater Acronyms

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

**RESOLUTION NO. 2020-06**

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

**A RESOLUTION APPROVING AND ADOPTING FISCAL YEAR 2020-2021 FINAL BUDGET AND FIXING THE DISTRICT'S TAX ALLOCATION FOR FISCAL YEAR 2020-2021**

**WHEREAS**, Sanitary District No. 5 of Marin County has prepared its budget entitled "Fiscal Year 2020-2021 Final Budget" and dated June 18, 2020, and;

**WHEREAS**, Sanitary District No. 5 of Marin County is required to file its annual budget with the County of Marin, and;

**WHEREAS**, Sanitary District No. 5 of Marin County seeks to make certain representations and requests to the County of Marin in regards to the District's tax allocation for fiscal year 2020-2021.

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

1. That the balances on hand as of June 30, 2020, in each of the funds of the District shall be reserved for use by the District during the fiscal year 2020-2021.

2. That the final budget, heretofore presented to the Board, be, and the same is hereby, approved and ordered filed with the County of Marin.

3. That the minimum amount of money required by the District during the fiscal year, ending June 30, 2020, for the purpose of paying the expenses of the District, will be in the sums shown in said budget, and it is hereby estimated that the said sums are the minimum amounts of money required by the District for such purposes during said ensuing fiscal year.

4. That the minimum amount of money required to be raised from taxes for said operating fund will be in the sum shown in said budget, which is the sum that the Board of Supervisors of the County of Marin is hereby requested to direct the County Auditor to allocate to Sanitary District No. 5, or such other amounts as shall be determined to be said District's share of the fiscal year 2020-2021 property tax revenue generated pursuant to the applicable sections of the Revenue and Taxation Code of the State of California and Government Code of the State of California.

5. That the Secretary shall forward certified copies of this resolution to the County of Marin.

Resolution No. 2020-06
June 18, 2020

* * * * *

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 18th day of June 2020, by the following vote:

AYES, and in favor thereof, Directors: CATHARINE BENEDIKTSSON, TED MOODY, RICHARD SNYDER, JOHN GARAFET, MICHAEL LASKY

NOES, Directors: NONE

ABSENT, Directors: NONE

ABSTAIN, Directors: NONE

**APPROVED:**

Catharine Benediktsson
President, Board of Directors

**ATTEST:**

Richard Snyder
Secretary, Board of Directors

# Sanitary District No. 5 of Marin County

**FY 2020 - 2021 Final Budget**

**June 18, 2020**


Prepared by:

Catharine Benediktsson, President
Tod Moody, Vice President
Richard Snyder, Secretary
John Carapiet, Director
Michael Lasky, Director
Tony Rubio, District Manager
Robin Dohrmann, Office Manager

# *Sanitary District No. 5 of Marin County*

## Consolidated Budget FY 2020-2021

| | 2019-2020 Budget | 2019-2020 Actuals * | 2020-2021 Budget | | % Diff. | Tib Zone | Belv Zone |
|---|---|---|---|---|---|---|---|
| **Income** | | | | | | | |
| **Property Taxes** | 981,933 | 1,170,871 | 981,933 | | 0% | 981,933 | 0 |
| **Tib Sewer Service Charge Revenue** | 2,710,600 | 2,577,392 | 2,669,839 | | -2% | 2,669,839 | 0 |
| **Belv Sewer Service Charge Revenue** | 2,319,969 | 2,199,581 | 2,315,443 | | 0% | 0 | 2,315,443 |
| **Interest** | 25,000 | 156,402 | 156,402 | | 100% | 98,674 | 57,728 |
| **Treatment & Collection Fees** | 200,000 | 383,726 | 200,000 | | 0% | 128,100 | 71,900 |
| **Paradise Sewer Extension Fees** | 13,365 | - | 13,806 | | 3% | 13,806 | 0 |
| **Other Income** | 100 | - | 100 | | 0% | 63 | 37 |
| **Connection & Inpsection Permit Fees** | 20,000 | 22,124 | 22,124 | | 0% | 13,958 | 8,166 |
| **SASM Expense Reimbursement** | 65,000 | 101,680 | 101,680 | | 56% | 64,151 | 37,529 |
| **Total Budgeted Income** | **6,335,966** | **6,611,776** | **6,461,327** | | **158.4%** | **3,970,524** | **2,490,803** |
| **Expense** | | | | | | | |
| **Operating Expenses** | 3,689,954 | 3,774,573 | 3,902,346 | *** | 6% | 2,523,700 | 1,378,652 |
| **Capital Expenses** | 3,891,700 | 2,455,580 | 3,660,460 | | -6% | 1,453,350 | 1,357,700 |
| **Total Budgeted Expenses** | **7,581,654** | **6,230,153** | **7,562,806** | | **0.0%** | **3,977,050** | **2,736,352** |
| **Net Ordinary Income** | **-1,245,689** | **381,623** | **-1,101,479** | | **-12%** | **-6,526** | **-245,549** |

* Actual numbers are based on estimates, as of 6.15.2020

*** Operating Expenses include Increased CalPERS Reserve Funding

# Sanitary District No. 5
# of Marin County

## Operating Budget

## FY 2020- 2021

# Operating Assumptions

## Operating Revenue Assumptions:

- Paradise Cove flow represents 2.59% of total flow for District. This percentage reflects Paradise Cove's share of the District-wide revenues
- Tiburon Sewer Service (including Paradise Cove) Charge is $1,034 per EDU (Equivalent Dwelling Unit)
- Belvedere Sewer Service Charge is $1,985 per EDU. 60.5% of this revenue is allocated for operational needs to meet reserve/fund policy requirements
- Interest revenue for LAIF (Local Agency Investment Fund) accounts is estimated at 2.5% for FY 2020-2021
- "Other Income" account reflects Outstanding A/R, Private Lateral SSO Reimbursements, CAL-Card incentive payments, and CSRMA PLP Dividends

## Operating Expense Assumptions:

- "County fees" account reflects Property Tax Collection fees imposed by County (per SB2557) and annual LAFCO (Local Agency Formation Commission) fees
- Salary categories include 3.3% COLA increase
- PERS Classic Members' Employer Contribution Retirement rate is 14.194%, and Employer-paid Employee Contribution rate is 8.64% for FY 2020-2021
- SD5 PERS Classic Members/Employees are scheduled for 3.00% reimbursement to the District for Employer-paid Employee Contribution rate
- Workers compensation premium based on % composite rate, with an 1.32% experience modification factor
- Paradise Cove operating expense is 2.59% of operating expenses in applicable District-wide categories; this is based on Paradise Cove's average annual percentage of influent flow from the 2019 calendar year
- Belvedere operating expense is 36.91% of main plant-related categories, and 35.95% of expenses that pertain to all three zones; this is based on Belvedere's average annual percentage of influent flow from the 2019 calendar year
- CalPERS Reserve Funding set at 3.5% of CalPERS Market Value Assets, as of 6.30.18

## Formulas for Determining Percentage Breakdowns (Operating & Capital)

Belvedere only = 100%

Tiburon only = 100%

Paradise Cove only = 100%

Shared Belvedere : Tiburon = 36.91% : 63.05%

Shared Tiburon : Paradise Cove = 95.96% : 4.04%

Shared Belvedere : Tiburon : Paradise Cove = 35.95% : 61.46% : 2.59%

| | 2019-2020 Operations Budget | 2019-2020 Estimated to Close | 2020-2021 Operations Budget | | Breakdown by Zone | | |
|---|---|---|---|---|---|---|---|
| | | | | | Tib Ops | P.C. Ops | Belv Ops |
| **Operating Income** | | | | | | | |
| **Tiburon Sewer Service Charge - Ops** | 2,454,797 | 2,336,659 | 2,523,700 | | 2,421,743 | 101,957 | |
| **Belvedere Sewer Service Charge - Ops** | 1,396,621 | 1,324,148 | 1,400,843 | | 0 | 0 | 1,400,843 |
| **Other User Fees** | 24,826 | 24,826 | 24,826 | | 24,826 | 0 | 0 |
| **Interest Earnings** | 25,000 | 156,402 | 156,402 | | 96,125 | 4,051 | 56,226 |
| **Connection & Inspection Permit Fees** | 20,000 | 22,124 | 22,124 | | 13,597 | 573 | 7,954 |
| **SASM Expense Reimbursement** | 65,000 | 101,680 | 101,680 | | 64,151 | 0 | 37,529 |
| **Other Income** | 100 | 100 | 100 | | 61 | 3 | 36 |
| **Total Income** | **3,986,344** | **3,965,939** | **4,229,670** | | **2,620,503** | **106,584** | **1,502,588** |

| | 2019-2020 Operations Budget | 2019-2020 Estimated to Close | 2020-2021 Operations Budget | | Breakdown by Zone | | |
|---|---|---|---|---|---|---|---|
| | | | | | Tib Ops | P.C. Ops | Belv Ops |
| **Expense** | | | | | | | |
| **Administrative Expenses** | | | | | | | |
| **Advertising** | 1,000 | 300 | 1,000 | | 615 | 26 | 360 |
| **Outreach & Newsletter** | 0 | 0 | | | 0 | 0 | 0 |
| **Audit & Accounting** | 33,700 | 33,700 | 35,000 | | 21,511 | 907 | 12,583 |
| **Consulting Fees** | 100,000 | 110,000 | 200,000 | | 122,920 | 5,180 | 71,900 |
| **Travel & Meetings** | 15,000 | 15,000 | 15,000 | | 9,219 | 389 | 5,393 |
| **Continuing Education** | 10,000 | 10,000 | 10,000 | | 6,146 | 259 | 3,595 |
| **County Fees** | 16,500 | 16,500 | 16,500 | | 10,141 | 427 | 5,932 |
| **Directors Fees** | 9,000 | 7,000 | 9,000 | | 5,531 | 233 | 3,236 |
| **Dues & Subscriptions** | 25,000 | 27,000 | 34,000 | | 20,896 | 881 | 12,223 |
| **Elections** | 0 | 0 | 9,000 | | 5,531 | 233 | 3,236 |
| **Insurance PLP General Liability** | 41,387 | 37,423 | 43,291 | | 26,607 | 1,121 | 15,563 |
| **PLP (GL) Rating Ajustments** | 0 | -771 | 0 | | | | |
| **PLP (GL) Dividends** | 0 | -9,818 | 0 | | | | |
| **Insurance APIP (Real) Property** | 17,377 | 16,214 | 23,301 | | 14,321 | 603 | 8,377 |
| **Insurance Damage - Auto** | 1,435 | 1,227 | 1,435 | | 882 | 37 | 516 |
| **Legal** | 70,000 | 50,000 | 50,000 | | 30,730 | 1,295 | 17,975 |
| **Office Supplies** | 7,000 | 5,000 | 13,000 | | 7,990 | 337 | 4,674 |
| **Postage** | 1,000 | 1,000 | 1,000 | | 615 | 26 | 360 |
| **Pollution Prevention** | 4,000 | 2,500 | 5,000 | | 3,073 | 130 | 1,798 |
| **Miscellaneous Expense** | 0 | 0 | 0 | | 0 | 0 | 0 |
| **Total Administrative** | **352,399** | **322,275** | **466,527** | | **286,728** | **12,083** | **167,716** |
| **Ops & Maintenance Expenses** | | | | | | | |
| **Pumps & Lines Maintenance** | | | | | | | |
| **Pumps & Lines Maintenance** | 200,000 | 115,000 | 50,000 | | 30,730 | 1,295 | 17,975 |
| **Emergency Line Repairs** | 50,000 | 10,000 | 50,000 | | 25,000 | 0 | 25,000 |
| **Total Pumps & Lines Maintenance** | **250,000** | **125,000** | **100,000** | | **55,730** | **1,300** | **42,980** |

| | 2019-2020 Operations Budget | 2019-2020 Estimated to Close | 2020-2021 Operations Budget | | Breakdown by Zone | | |
|---|---|---|---|---|---|---|---|
| | | | | | Tib Ops | P.C. Ops | Belv Ops |
| **Main Plant Maintenance** | | | | | | | |
| **Plant Maintenance Supplies** | 10,000 | 17,000 | 15,000 | | 9,464 | 0 | 5,537 |
| **Plant Maint. Parts & Service** | 50,000 | 100,000 | 100,000 | | 63,090 | 0 | 36,910 |
| **Janitorial Supplies & Service** | 6,000 | 6,000 | 9,000 | | 5,678 | 0 | 3,322 |
| **Main Plant Chemicals** | 105,000 | 105,000 | 105,000 | | 66,245 | 0 | 38,756 |
| **Lab Supplies & Chemicals** | 15,000 | 15,000 | 15,000 | | 9,464 | 0 | 5,537 |
| **Electrical & Instrument** | 5,000 | 5,500 | 5,000 | | 3,155 | 0 | 1,846 |
| **Grounds Maintenance** | 8,000 | 8,500 | 5,000 | | 3,155 | 0 | 1,846 |
| **Main Plant Sludge Disposal** | 30,000 | 30,000 | 40,000 | | 25,236 | 0 | 14,764 |
| **Main Plant Outfall: SASM** | 0 | 0 | 0 | | 0 | 0 | 0 |
| **Total Main Plant Maintenance** | **229,000** | **287,000** | **294,000** | | **185,485** | **0** | **108,515** |
| **Paradise Cove Plant Maintenance** | | | | | | | |
| **Paradise Parts & Service** | 10,000 | 10,000 | 10,000 | | 0 | 10,000 | 0 |
| **Paradise Supplies & Chemicals** | 5,000 | 5,000 | 5,000 | | 0 | 5,000 | 0 |
| **Paradise Sludge Disposal** | 8,000 | 8,000 | 0 | | 0 | 0 | 0 |
| **Total Paradise Cove Plant Maintenance** | **23,000** | **23,000** | **15,000** | | **0** | **15,000** | **0** |
| **Monitoring** | | | | | | | |
| **Main Plant Lab Monitoring** | 45,000 | 45,000 | 50,000 | | 31,545 | 0 | 18,455 |
| **Paradise Cove Monitoring** | 15,000 | 15,000 | 15,000 | | 0 | 15,000 | 0 |
| **Dilution Study** | 0 | 20,000 | 0 | | 0 | 0 | 0 |
| **Total Monitoring** | **60,000** | **80,000** | **65,000** | | **31,545** | **15,000** | **18,455** |
| **Permits/Fees** | | | | | | | |
| **Main Plant NPDES Renewal** | 0 | 7,295 | 0 | | 0 | 0 | 0 |
| **Permits/Fees - General** | 40,000 | 55,000 | 41,000 | | 25,867 | 0 | 15,133 |
| **Paradise Cove Permits/Fees** | 8,000 | 7,000 | 8,000 | | 0 | 8,000 | 0 |
| **Paradise Cove NPDES Renewal** | 0 | 0 | 40,000 | | 0 | 40,000 | 0 |
| **Total Permits/Fees** | **48,000** | **69,295** | **89,000** | | **25,867** | **48,000** | **15,133** |

| | 2019-2020 Operations Budget | 2019-2020 Estimated to Close | 2020-2021 Operations Budget | | Breakdown by Zone | | |
|---|---|---|---|---|---|---|---|
| | | | | | Tib Ops | P.C. Ops | Belv Ops |
| Truck Maintenance | | | | | | | |
| Fuel | 8,000 | 10,000 | 8,000 | | 4,917 | 207 | 2,876 |
| Truck Maintenance | 5,000 | 5,000 | 8,000 | | 4,917 | 207 | 2,876 |
| **Total Truck Maintenance** | **13,000** | **15,000** | **16,000** | | **9,834** | **414** | **5,752** |
| **Total Ops & Maintenance Expenses** | **623,000** | **599,300** | **579,000** | | **308,460** | **79,714** | **190,836** |
| **Salaries & Benefits** | | | | | | | |
| Salaries | 1,153,504 | 1,031,274 | 1,143,549 | | 702,825 | 29,618 | 411,106 |
| Overtime | 100,000 | 130,000 | 100,000 | | 61,460 | 2,590 | 35,950 |
| Standby Pay | 69,428 | 70,000 | 72,450 | | 44,528 | 1,876 | 26,046 |
| Employee Incentives | 40,000 | 20,000 | 45,000 | | 27,657 | 1,166 | 16,178 |
| Vacation Buyout | 25,000 | 25,000 | 25,000 | | 15,365 | 648 | 8,988 |
| Payroll Taxes | 94,891 | 94,891 | 98,212 | | 60,361 | 2,544 | 35,307 |
| Payroll/Bank Fees | 5,500 | 5,500 | 5,500 | | 3,380 | 142 | 1,977 |
| Car Allowance | 6,000 | 6,000 | 6,000 | | 3,688 | 155 | 2,157 |
| PERS Retirement | | | | | | | |
| PERS Monthly Contributions | 147,885 | 147,885 | 253,061 | | 155,531 | 6,554 | 90,975 |
| PERS Replacement Benefit Fund (RLL) | 0 | 0 | 0 | | 0 | 0 | 0 |
| PERS UAL Payment | 20,000 | 132,420 | 20,000 | | 12,292 | 518 | 7,190 |
| SD5 Retirement Trust | 286,555 | 286,555 | 313,250 | | 192,523 | 8,113 | 112,613 |
| **Total PERS Retirement** | **454,440** | **566,860** | **586,311** | | **360,347** | **15,185** | **210,779** |
| Employee Health, Dental, Vision, Life Ins., & LTI | 217,176 | 171,323 | 200,653 | | 123,322 | 5,197 | 72,135 |
| Retiree Health | 79,551 | 75,720 | 80,994 | | 49,779 | 2,098 | 29,117 |
| CERBT/OPEB Current Employee Contri | 70,200 | 70,200 | 72,400 | | 44,497 | 1,875 | 26,028 |
| Workers Comp Insurance | 29,365 | 33,500 | 50,250 | | 30,884 | 1,301 | 18,065 |
| **Total Salaries & Benefits** | **2,345,054** | **2,300,268** | **2,486,319** | | **1,528,092** | **64,396** | **893,832** |

| | 2019-2020 Operations Budget | 2019-2020 Estimated to Close | 2020-2021 Operations Budget | | Breakdown by Zone | | |
|---|---|---|---|---|---|---|---|
| | | | | | Tib Ops | P.C. Ops | Belv Ops |
| **Other Operating Expenses** | | | | | | | |
| **Data/Alarms/IT Support & Licensing** | 80,000 | 85,000 | 80,000 | | 49,168 | 2,072 | 28,760 |
| **Safety** | 20,000 | 20,000 | 20,000 | | 12,292 | 518 | 7,190 |
| **Personal Protection Equipment/Uniforms** | 15,000 | 10,000 | 15,000 | | 9,219 | 389 | 5,393 |
| **Telephone** | | | | | | | |
| **Main Plant Telephones** | 11,000 | 11,000 | 11,000 | | 6,940 | 0 | 4,060 |
| **Paradise Cove Telephones** | 4,000 | 4,000 | 4,000 | | 0 | 4,000 | 0 |
| **Pumps & Lines Telephones** | 7,000 | 7,000 | 7,000 | | 6,717 | 283 | 0 |
| **Total Telephone** | **22,000** | **22,000** | **22,000** | | **13,657** | **4,283** | **4,060** |
| **Utilities** | | | | | | | |
| **Water** | 4,000 | 5,200 | 5,000 | | 3,155 | 0 | 1,846 |
| **Main Plant Utilities** | 180,000 | 180,000 | 180,000 | | 113,562 | 0 | 66,438 |
| **Paradise Cove Utilities** | 13,500 | 13,500 | 13,500 | | 0 | 13,500 | 0 |
| **Pump Station Utilities** | 35,000 | 35,000 | 35,000 | | 21,511 | 907 | 12,583 |
| **Total Utilities** | **232,500** | **233,700** | **233,500** | | **138,228** | **14,407** | **80,866** |
| **Total Other Operating Expenses** | **369,500** | **370,700** | **370,500** | | **222,564** | **21,668** | **126,269** |
| **Total Operating Expense** | **3,689,954** | **3,592,543** | **3,902,346** | | **2,345,840** | **177,860** | **1,378,652** |

# Sanitary District No. 5
# of Marin County

## Capital Budget

## FY 2020- 2021

# Capital Assumptions

## Capital Revenue Assumptions:

- Secured Property Tax (TEETER) is a general revenue of the District (Tiburon zone only) and is subject to CA State tax shifts
- Supplemental property tax applies (Tiburon zone only) as homes are re-valued and sold
- Excess ERAF (Educational Revenue Augmentation Fund) reimbursement is announced mid-year
- HOPTR = Home Owner Property Tax Relief
- Belvedere capital income is set at 60.6% of its sewer service charge revenue to meet reserve/fund policy requirements
- Paradise Drive Sewer Line Extension Fee income estimated: 1 homes @ $12,838.01 (3.0% CPI Increase) each

## Capital Expense Assumptions:

- New capital projects are indicated in notes
- Supplemental property tax applies (Tiburon zone only) as homes are re-valued and sold
- Excess ERAF (Educational Revenue Augmentation Fund) reimbursement is announced mid-year
- HOPTR = Home Owner Property Tax Relief
- Belvedere capital income is set at 39.5% of its sewer service charge revenue to meet reserve/fund policy requirements
- Paradise Drive Sewer Line Extension Fee income estimated: 1 home @ $13,805.63 (3.3% CPI Increase) each; Vogt Extended Sewer Line Fee estimate is $3,2060.25 (5.0% Negotiated annual increase) each
- Belvedere capital expense is 36.85% of total main plant-related expenditures, based on Belvedere's average annual percentage of influent flow from the 2018 calendar year
- Tiburon capital expense is 63.15% of total main plant-related expenditures, based on Tiburon's average annual percentage of influent flow from the 2018 calendar year
- The remaining (bond payments only) Tiburon Main Plant Rehabilitation (MPR) expense is 64.78% of the total project-related expenditures, based on the MPR Bond split
- The remaining (bond payments only) Belvedere Main Plant Rehabilitation expense is 35.22% of the total project-related expenditures, based on the MPR Bond split

| | 2019-2020 Capital Budget | 2018-2019* Estimated to Close | 2020-2021 Capital Budget | | Breakdown by Zone | | |
|---|---|---|---|---|---|---|---|
| | | | | | Tib Cap | P.C. Cap | Belv. Cap |
| **Capital Income** | | | | | | | |
| **Property Taxes** | | | | | | | |
| **Property Tax Current Secured - Capital** | 700,000 | 783,922 | 700,000 | | 671,720 | 28,280 | 0 |
| **Prop Tax Current Unsecured** | 13,000 | 15,490 | 13,000 | | 12,475 | 525 | 0 |
| **Supplemental Assessment Current** | 15,000 | 13,149 | 15,000 | | 14,394 | 606 | 0 |
| **Supplemental Assessment Redm** | 500 | 620 | 500 | | 480 | 20 | 0 |
| **Supplemental Unsecured** | 100 | 100 | 100 | | 96 | 4 | 0 |
| **Prop Tax Prior Unsecured** | 0 | 624 | 0 | | 0 | 0 | 0 |
| **Excess ERAF** | 250,000 | 347,087 | 250,000 | | 239,900 | 10,100 | 0 |
| **HOPTR** | 3,333 | 3,169 | 3,333 | | 3,198 | 135 | 0 |
| **Other Tax (Unitary, RR, Misc.)** | 0 | 6,710 | 0 | | 0 | 0 | 0 |
| **Total Property Taxes** | **981,933** | **1,170,871** | **981,933** | **0%** | 942,263 | 39,670 | 0 |
| **Tiburon Sewer Service Charge - Capital** | 230,977 | 215,907 | 121,313 | 75% | 116,412 | 4,901 | 0 |
| **Belvedere Sewer Service Charge - Capital** | 923,348 | 875,433 | 914,600 | 3% | 0 | 0 | 914,600 |
| **Connection Fees** | | | | | | | |
| **Collection** | 100,000 | 174,088 | 100,000 | 22% | 61,460 | 2,590 | 35,950 |
| **Treatment** | 100,000 | 209,638 | 100,000 | 22% | 61,460 | 2,590 | 35,950 |
| **Total Connection Fees** | **200,000** | **383,726** | **200,000** | **22.2%** | 122,920 | 5,180 | 71,900 |
| **Paradise Drive Sewer Line Extension Fees** | 13,365 | 0 | 13,806 | 4% | 0 | 13,806 | 0 |
| **Total Capital Income** | **2,349,622** | **2,645,937** | **2,231,652** | **10.6%** | **1,181,595** | **63,557** | **986,500** |

| | 2019-2020 Capital Budget | 2019-2020 Estimated to Close | 2020-2021 Capital Budget | | Breakdown by Zone | | |
|---|---|---|---|---|---|---|---|
| | | | | | Tib Cap | P.C. Cap | Belv. Cap |
| **Capital Expenditures** | | | | | | | |
| **Main Plant Equip Capital Expense** | | | | | | | |
| **LED Lighting Upgrades** | 0 | 0 | 0 | | 0 | 0 | 0 |
| **Boiler Replacement** | 0 | 2,100 | 0 | | 0 | 0 | 0 |
| **Screw Press Poly Blend Redundancy** | 0 | 0 | 15,000 | | 9,464 | 0 | 5,537 |
| **Odor Control Upgrades** | 0 | 0 | 0 | | 0 | 0 | 0 |
| **Headworks Grinder Replacement** | 15,000 | 19,500 | 15,000 | | 9,464 | 0 | 5,537 |
| **SCADA Upgrade & Replacement** | 0 | 1,977 | 0 | | 0 | 0 | 0 |
| **Flare Rehabiliation** | 50,000 | 0 | 0 | | 0 | 0 | 0 |
| **Underground Pipe & Valve Replacement** | 200,000 | 12,308 | 0 | | 0 | 0 | 0 |
| **Maintenance Shop Replacement/Ops Control** | 0 | 0 | 0 | | 0 | 0 | 0 |
| **Generator Control Panel** | 0 | 0 | 35,000 | | 22,082 | 0 | 12,919 |
| **Cl2 Flash Mixer** | 0 | 0 | 15,000 | | 9,464 | 0 | 5,537 |
| **Office, Bath & Breakroom Floor Replacement** | 0 | 0 | 15,000 | | 9,464 | 0 | 5,537 |
| **Portable Fuel Storage Tank** | 0 | 0 | 15,000 | | 9,464 | 0 | 5,537 |
| **Total Main Plant Equip Capital Expense** | **265,000** | **35,884** | **110,000** | | **69,400** | **0** | **40,600** |

| | 2019-2020 Capital Budget | 2019-2020 Estimated to Close | 2020-2021 Capital Budget | | Breakdown by Zone | | |
|---|---|---|---|---|---|---|---|
| | | | | | Tib Cap | P.C. Cap | Belv. Cap |
| **Pumps & Lines Capital** | | | | | Relevant Splits | | |
| **Tiburon Sewer Line Rehab** | 600,000 | 725,149 | 0 | | 0 | 0 | 0 |
| **Pump Station Control Panel Upgrades** | 40,000 | 37,178 | 0 | | 0 | 0 | 0 |
| **Lateral Camera** | 0 | 196 | 0 | | 0 | 0 | 0 |
| **Belvedere Sewer Line Rehab** | 600,000 | 891,909 | 0 | | 0 | 0 | 0 |
| **PS Pump & Valve Replacement Program** | 50,000 | 52,248 | 50,000 | | 25,000 | 0 | 25,000 |
| **PS Generator Replacement** | 20,000 | 16,123 | 0 | | 0 | 0 | 0 |
| **Tiburon (Mar West) PS#5, Phase I** | 0 | | 0 | | 0 | 0 | 0 |
| **Mar West PS#5, Phase II Construction** | 0 | | 0 | | 0 | 0 | 0 |
| **Force Main Rehab - Multiple Sites** | 400,000 | 0 | 700,000 | | 700,000 | 0 | 0 |
| **Belvedere Pump Station #13 & #14, Communication Project** | 0 | 9,200 | 0 | | 0 | 0 | 0 |
| **Cove Rd. Force Main Replacement - Engineering** | 0 | 14,250 | 0 | | 0 | 0 | 0 |
| **Cove Rd. Force Main Replacement - Construction, Ph. I** | 600,000 | 0 | 1,200,000 | | 0 | 0 | 1,200,000 |
| **Man Hole Rehabilitation** | 0 | 997 | 70,000 | | 50,000 | 0 | 20,000 |
| **100kw Portable Generator Replacement** | 0 | 0 | 75,000 | | 37,500 | 0 | 37,500 |
| **Vactor Truck** | 300,000 | 0 | 0 | | 0 | 0 | 0 |
| **Tiburon Pump Station Communications (Radio) Upgrade Proje** | 0 | 1,240 | 0 | | 0 | 0 | 0 |
| **Total Pumps & Lines Capital** | **2,610,000** | **1,748,489** | **2,095,000** | | **812,500** | **0** | **1,282,500** |
| | | | | | | | |
| **Paradise Cove Capital** | | | | | | | |
| **P.C. Communications Upgrade** | 20,000 | 0 | 0 | | 0 | 0 | 0 |
| **P.C. Sewer Line Rehab Project** | 0 | 0 | 500,000 | | 0 | 500,000 | 0 |
| **P.C. Influent Wet Well Access Replacement** | 25,000 | 0 | 0 | | 0 | 0 | 0 |
| **P.C. Plant Grading Replacement - Fiberglass** | 0 | 0 | 20,000 | | 0 | 20,000 | 0 |
| **P.C. Flow Meter Replacement** | 10,000 | 0 | 0 | | 0 | 0 | 0 |
| **P.C. Painting at Plant** | 75,000 | 0 | 0 | | 0 | 0 | 0 |
| **P.C. UV Disinfection** | 0 | 0 | 0 | | 0 | 0 | 0 |
| **Total Paradise Cove Capital** | **130,000** | **0** | **520,000** | | **0** | **520,000** | **0** |

| | 2019-2020 Capital Budget | 2019-2020 Estimated to Close | 2020-2021 Capital Budget | | Breakdown by Zone | | |
|---|---|---|---|---|---|---|---|
| | | | | | Tib Cap | P.C. Cap | Belv. Cap |
| **Undesignated Capital** | | | | | | | |
| **Undesignated Cap - Main Plant** | 25,000 | 0 | 25,000 | | 15,773 | 0 | 9,228 |
| **Undesignated Cap - Paradise Cove Plant** | 10,000 | 0 | 10,000 | | 0 | 10,000 | 0 |
| **Undesignated Cap - P&L** | 50,000 | 32,480 | 50,000 | | 25,000 | 0 | 25,000 |
| **Total Undesignated Capital** | **85,000** | **32,480** | **85,000** | **0%** | **40,773** | **10,000** | **34,228** |
| **Debt Service** | | | | | | | |
| **Debt Service - MPR Bond Principal** | 470,000 | 470,000 | 0 | 2% | 0 | 0 | 0 |
| **Debt Service - MPR Bond Interest** | 330,650 | 167,675 | 0 | -3% | 0 | 0 | 0 |
| **Debt Service - MPR Bond REFI Principal** | 0 | 0 | 660,000 | 2% | 427,548 | 0 | 232,452 |
| **Debt Service - MPR Bond REFI Interest** | 0 | 0 | 190,457 | -3% | 123,378 | 0 | 67,079 |
| **Total Debt Service** | **801,700** | **638,725** | **850,457** | **0.9%** | **680** | **0** | **370** |
| **Total Capital Expenditures** | **3,891,700** | **2,455,580** | **3,660,460** | **36.7%** | **923,350** | **530,000** | **1,357,700** |

# Sanitary District No. 5
# of Marin County

## Capital Improvement Program

## FY 2020- 2021 – FY2029/2030

# SUMMARY OF CAPITAL IMPROVEMENT PROGRAM

| Project Descriptions | 2019/2020 | 2020/2021 | 2021/2022 | 2022/2023 | 2023/2024 | 2024/2025 | 2025/2026 | 2026/2027 | 2027/2028 | 2028/2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |
| Main Plant | 290,000 | 135,000 | 90,000 | 75,000 | 300,000 | 540,000 | 540,000 | 240,000 | 40,000 | 210,000 | 2,460,000 |
| Tiburon Pumps & Lines | 1,239,450 | 837,500 | 375,000 | 625,000 | 625,000 | 775,000 | 1,125,000 | 425,000 | 375,000 | 425,000 | 6,826,950 |
| Belvedere Pumps & Lines | 1,420,550 | 1,307,500 | 700,000 | 320,000 | 300,000 | 535,000 | 550,000 | 535,000 | 1,050,000 | 315,000 | 7,033,050 |
| Paradise Cove | 140,000 | 530,000 | 35,000 | 60,000 | 10,000 | 70,000 | 35,000 | 10,000 | 110,000 | 10,000 | 1,010,000 |
| MPR Debt Service + 2020 Refi | 638,675 | 850,457 | 752,360 | 752,790 | 752,848 | 752,534 | 751,848 | 750,790 | 749,360 | 752,496 | 7,504,158 |
| | | | | | | | | | | | |
| *TOTAL* | 3,728,675 | 3,660,457 | 1,952,360 | 1,832,790 | 1,987,848 | 2,672,534 | 3,001,848 | 1,960,790 | 2,324,360 | 1,712,496 | 24,834,158 |

## MAIN PLANT CAPITAL IMPROVEMENT PROGRAM

| *M.P. Project Description* | | 2019/2020 | 2020/2021 | 2021/2022 | 2022/2023 | 2023/2024 | 2024/2025 | 2025/2026 | 2026/2027 | 2027/2028 | 2028/2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Screw Press Poly Blend Redundancy | | 15,000 | | | | | | | | | 15,000 |
| | Dry Weather Influent Pump | | | | 35,000 | | | | | | 35,000 | 70,000 |
| | Wet Weather Influent Pump | | | | | 60,000 | | | | | 60,000 | 120,000 |
| | Flare Rehabilitation | 50,000 | | | | | | | | | | 50,000 |
| | Headworks Grinder Replacement | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 150,000 |
| | Maintenance Shop Replacement/Ops Control | | | | | | 500,000 | 500,000 | | | | 1,000,000 |
| | Underground Pipe and Valve Replacement | 200,000 | | | | | | | | | | 200,000 |
| | (Utility) Truck Purchase | | | 50,000 | | | | | | | 75,000 | 125,000 |
| | Emergency Outfall Replacement | | | | | | | | | | | 0 |
| | Aeration Basin Diffuser Upgrade | | | | | 200,000 | | | | | | 200,000 |
| | Emergency Generator Replacement | | | | | | | | 200,000 | | | 200,000 |
| | Generator Control Panel | | 35,000 | | | | | | | | | 35,000 |
| | Cl2 Flash Mixer | | 15,000 | | | | | | | | | 15,000 |
| | Office + Bath Room Floor Replacement | | 15,000 | | | | | | | | | 15,000 |
| | Portable Fuel Storage Tank | | 15,000 | | | | | | | | | 15,000 |
| | MPR Bond Refi | | 850,457 | 752,360 | 752,790 | 752,848 | 752,534 | 751,848 | 750,790 | 749,360 | 752,496 | 6,865,483 |
| | MPR Bond Payment | 638,675 | | | | | | | | | | 638,675 |
| | Undesignated Capital Projects | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 250,000 |
| ***Treatment Plant Total*** | | **928,675** | **985,457** | **842,360** | **827,790** | **1,052,848** | **1,292,534** | **1,291,848** | **990,790** | **789,360** | **962,496** | **9,964,158** |

## MAIN PLANT CAPITAL IMPROVEMENT PROJECTS

| *Main Plant Project Name* | *DESCRIPTION* |
|---|---|
| **Odor Control Upgrade** | This Project will evaluate current odor control system and vulnerabilities and also provide for options to replace, add to or enhance the current system. |
| **Dry Weather Influent Pump** | These funds will be used to purchase one new dry weather influent pump. These were not part of the MPR project. |
| **Wet Weather Influent Pump** | These funds will be used to purchase one new Wet Weather Influent Pump. These were not part of the MPR project. |
| **Headworks Grinder Replacement** | These funds will be used to replace grinders that have a usefule life of 5-10 years. Grinders were not replaced during MPR Project only the cutting cartridges were replaced. |
| **Truck Purchase** | These funds will be used to replace the Utility truck from the current fleet of vehicles. |
| **Emergency Outfall Rehabilitation** | This project will consist of rehabilitating the abandoned effluent outfall pipe in order to have it available for use during emergency situations. Emergency Preparedeness |
| **Waste Gas Burner Rehabilation** | Tiger mag flow meters with Krohne flow meters. These were not part of the MPR project. This project will evaluate current waste gas burner system and will be enhanced or replaced, dependent on evaluation report. |
| **Aeration Basin Diffuser Upgrade** | This project consists of replacing the current diffusers in the off line aeration basin with new style diaphram type diffusers like the online aeration basin this did not get upgraded during the MPR project |
| **Underground Pipe & Valve Rehabilitation** | These funds will be used for the replacement of non-working valves and rusted-out pipes in the shipping/receiving area, as well as next to the secondary clarifiers, as identified during the MPR Project. |
| **Maint Shop/Replacement/Ops Control Room** | This project will consist of replacing a 35+ y.o. corregated metal maintenance shop, not rehabbed during the MPR Project. Consideration will be given to making the building 2 stories for a a new operator/maintenance control room. |
| **Sludge Box Replacement** | Replacement of Biosolids container, used for hauling bio-solids to Redwood landfill. |
| **Emergency Generator Replacement** | This project will consist of replacing the Main Plant Emergency Generator. These were not part of the MPR project. Generator is currently serviceable but planning and budgeting needs to be in line for 2024/25. |
| **Outfall Difuser Upgrades** | Current condition of outfall is serviceable. Outfall is inspected every 5 years and must budget a reasonable amount for repairs or upgrades, as determined by future reports. |
| **Undesignated Capital Projects** | These funds will be used for unforseen projects, which may come up after the MPR project is complete. |
| **MPR Bond** | Main Plant Rehabilitation Completed in 2014 - Bond Payments to show true annual CIP projections. |

## TIBURON CAPITAL IMPROVEMENT PROGRAM

| *Tiburon Project Description* | | 2019/2020 | 2020/2021 | 2021/2022 | 2022/2023 | 2023/2024 | 2024/2025 | 2025/2026 | 2026/2027 | 2027/2028 | 2028/2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Sewer Line Rehabilitation Program | 600,000 | | 325,000 | 325,000 | 325,000 | 325,000 | 325,000 | 325,000 | 325,000 | 325,000 | 3,200,000 |
| | Pump and Valve Replacement Program | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 250,000 |
| | Communications Upgrade Project | | | | | | | | | | | 0 |
| | Force Main Rehabilation- Multiple Sites | 400,000 | 700,000 | | 200,000 | 200,000 | 350,000 | 700,000 | | | | 2,550,000 |
| | Man Hole Rehabilation | | 50,000 | | 50,000 | | 50,000 | | 50,000 | | 50,000 | 250,000 |
| | Flow Meter Upgrade Project | | | | | 50,000 | | 50,000 | | | | 100,000 |
| | Vactor Truck | 189,450 | | | | | | | | | | 189,450 |
| | 100kw Portable Genset | | 37,500 | | | | | | | | | 37,500 |
| | Undesignated Capital Projects | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 250,000 |
| ***Tiburon Total*** | | **1,239,450** | **837,500** | **375,000** | **625,000** | **625,000** | **775,000** | **1,125,000** | **425,000** | **375,000** | **425,000** | **6,826,950** |

## TIBURON ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

| *Tiburon Zone Pumps & Line Project Name* | *DESCRIPTION* |
|---|---|
| **Sewer Line Rehabilitation Program** | These fund will be used for the ongoing Board approved 10 year sewer rehabilitation program. 10,137 lf of pipe remain to be rehabbed/replaced from the Harris Report. |
| **Pump Station Pump and Valve Replacement Program** | The District has 24 pump stations with 2-3 pumps in each station. The life expectancy for these pumps are 7-10 years. Therefore the District has a program to replace pumps over a period of time instead of replacing them all at once. |
| **Pump Station Generator Replacement** | The District has standby generators located at many of the Pump Stations. Some generators were installed between 1980 - 1983. These generators (in most cases) are located along the waterfront. The salt air has wreaked havoc on some of these generators; All have been replaced as of 7/1/2018 |
| **Pump Station Control Panel - Upgrade** | These funds will be used for replacement of control panels at the District Pump Stations. The control panels are of various ages, of which most are extremely old/obsolete. / With the exception of stations #6 & #7, which are furthest away from marine conditions, all SD5 tiburon control panels have been replaced as of 7/1/2018 |
| **Man Hole Rehabilitation** | This project will consist of rehabilitating or replacing man holes in the Tiburon area that have have defeciencies due to hydrogen sulfide detoriation. |
| **CCTV Sewer System New PACP Data** | This project will consist of retelevising the entire collection system in order to provide updated information regarding the condition of the system and to assist in establishing a new CIP project regarding sewer line rehabilitation |
| **Station No.5 Replacement** | This is a phased project of upgrading the main pump station in the Tiburon Zone:<br>*Phase I* has been completed, which replaced the motor control center/electrical controls and the installation of a diesel powered standby emergency generator.<br><br>*Phase II* has also been completed, which converted the dry-pit configuration into a wet-pit configuration, thus eliminating the need for dry-pit centrifugal pumps (which are now obsololete). The old pumps were replaced with 2 new submersible flygt pumps for standarization with District requirements. This also eliminated a confined-space entry situation.<br>Phase III consists of rehabilitating the force main servicing this site. It is the last phase of this project anticipated around 2024 |
| **Flow Meter Installation Project** | This project will consist of installing flow meters at certain corresponding pump stations to record flows from each site. This will assist with flow monitoring and assist in the District's continued effort to reduce I&I. |
| **Vactor Truck Purchase** | This purchase will allow the District to clean sewer lines more frequently at typical "hot spot" areas (e.g., downtown area, Pt. Tiburon,Tiburon Blvd., Penninsula, San Rafael Ave., etc.). SD5 will also to perform more frequent cleaning at the Main Plant grit chamber, headworks and split box, as well as pump and transport solids from Paradise Cove back to the Main Plant. Recyle Water will be used for sewer cleaning activities |
| **Force Main Rehabilation Project** | This project will consist of rehabilitating several force mains in the Tiburon Zone. Station #2, #3, #6 & #7 |
| **Pump Station Communications Project** | Phase I completed. Master radio at the Main Plant has been upgraded, as well as the radio at Station #5. As new control panels come on-line in the Tiburon Zone, funds will be needed to bring the remaining 8 sites into the Main Plant communication network. |
| **Undesignated Capital Projects** | These funds are for unforeseen problems within the collection system. |

## BELVEDERE CAPITAL IMPROVEMENT PROGRAM

| *Belvedere Project Description* | | 2019/2020 | 2020/2021 | 2021/2022 | 2022/2023 | 2023/2024 | 2024/2025 | 2025/2026 | 2026/2027 | 2027/2028 | 2028/2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Sewer Line Rehabilitation Program | 600,000 | | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 2,600,000 |
| | Pump and Valve Replacement Program | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 250,000 |
| | Pump Station Control Panel - Upgrade | 40,000 | | | | | | 150,000 | | | | 190,000 |
| | Pump Station - Generator Replacement #1 & #2 | 20,000 | | 100,000 | | | | | | | | 120,000 |
| | Cove Rd. Force Main Rehabilitation Project | 600,000 | 1,200,000 | | | | | | | | | 1,800,000 |
| | Force Main Replacement (multiple sites) | | | | | | 200,000 | | 200,000 | 750,000 | | 1,150,000 |
| | Power Feed Improvement Project (BPS #9, #10, #11) | | | 300,000 | | | | | | | | 300,000 |
| | Vactor Truck | 110,550 | | | | | | | | | | 110,550 |
| | San Rafael Ave Diverter Line Install | | | | | | | 100,000 | | | | 100,000 |
| | Flow Meter Install Project | | | | | | 15,000 | | 15,000 | | 15,000 | 45,000 |
| | 100kw Portable Genset | | 37,500 | | | | | | | | | 37,500 |
| | Man Hole Rehabilitation | | 20,000 | | 20,000 | | 20,000 | | 20,000 | | | 80,000 |
| | Undesignated Capital Projects | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 250,000 |
| ***Belvedere Total*** | | **1,420,550** | **1,307,500** | **700,000** | **320,000** | **300,000** | **535,000** | **550,000** | **535,000** | **1,050,000** | **315,000** | **7,033,050** |

## BELVEDERE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

| *Belvedere Zone Pumps & Line Project Name* | *DESCRIPTION* |
|---|---|
| **Sewer Line Rehabilitation Program** | These funds will be used for the ongoing Board approved 10-year sewer rehabilitation program. 7,644 lf of pipe remain to be rehabbed/replaced from the Harris Reports. |
| **Program** | The District has 24 pump stations with 2-3 pumps in each station. The life expectancy for these pumps are 7-10 years. Therefore, the District has a program to replace pumps over a period of time instead of replacing them all at once. |
| **Pump Station Control Panel Replacement** | Within the Belvedere Zone, there are many pump stations with single-phase power with capacitors installed in the panel to generate three-phase power. The District is replacing the generators to new standardized control panels. To date - station #15, 14,13,12,5 & 3 control panels have been replaced. Need to purchase panels for #2 &#7 |
| **Pump Station Generator Replacement** | Standby generators at the Belvedere pump stations were installed in the early 1980. Station #3 Generator recently replaced need to replace station #1 & #2 Generators |
| **Pump Station Comm. Upgrade Project** | These funds will be used to provide alarming and communication back to the Main Plant SCADA system, The new communication equipment will be standardized |
| **Cove Rd. Force Main Replacement** | These fund will be used to replace 2107 lf of 10' force main. The force main has blown out on two occasions prior to 2005. According to previous Staff, it was difficult to find good pipe material to connect to, when making the repair. Recently the forcemain was compromised as a result of a 3rd party. Same issue was encountered when repairing. The current pipe size also lacks capacity during major wet weather events. |
| **Lagoon Rd. Power Feed Improvement Project** | Lagoon Rd. has 3 pump stations which pump sewage to one another. These station have no back-up power. These funds would be available to purchase a generator and install power conduits to connect all three stations in order to provide immediate back up power to these sites and it also reduce staff overtime. Emergency prepardeness |
| **Flow Meter Installation Project** | This project will consist of installing flow meters at certain corresponding pump stations to record flows from each site. This will assist with flow monitoring and assist District's continued effort to reduce I&I. |
| **San Rafael Ave. Diverter Project** | This project will consist of evaluating current flows and collection system capacity at the intersection of Westshore and San Rafael Ave., feeding into TPS #3. |
| **Manhole Rehabiliation Project** | This Project will consist of rehabilitating or replacing man holes in the Tiburon area that have have defeciencies due to hydrogen sulfide detoriation. |
| **CCTV Sewer System** | This project will consist of retelivziing the belvedere collection system in order to get an updated condition of the sewer system and to assist in establishing an updated CIP program for sewer rehabilitation projects. |
| **Undesignated Capital Projects** | These monies are for unforeseen problems within the collection system. |

## PARADISE COVE PLANT CAPITAL IMPROVEMENT PROGRAM

| *Paradise Cove Project Description* | | 2019/2020 | 2020/2021 | 2021/2022 | 2022/2023 | 2023/2024 | 2024/2025 | 2025/2026 | 2026/2027 | 2027/2028 | 2028/2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Paradise Sewer Line Rehab Project | | 500,000 | | | | | | | | | 500,000 |
| | Grit Removal Project | | | | 50,000 | | | | | | | 50,000 |
| | Plant Grating Replacement- Fiberglass | | 20,000 | | | | | | | | | 20,000 |
| | Communications Upgrade | 20,000 | | | | | | | | | | 20,000 |
| | Influent Wet Well Access Replacement | 25,000 | | | | | | | | | | 25,000 |
| | Flow Meter Replacement | 10,000 | | | | | | | | | | 10,000 |
| | UV Disenfection | | | | | | 60,000 | | | | | 60,000 |
| | Pump Replacement Program | | | 25,000 | | | | 25,000 | | | | 50,000 |
| | Paint Treatment Plant | 75,000 | | | | | | | | 100,000 | | 175,000 |
| | Undesignated Capital Projects | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 100,000 |
| ***Paradise Cove Total*** | | **140,000** | **530,000** | **35,000** | **60,000** | **10,000** | **70,000** | **35,000** | **10,000** | **110,000** | **10,000** | **1,010,000** |

## PARADISE COVE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

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

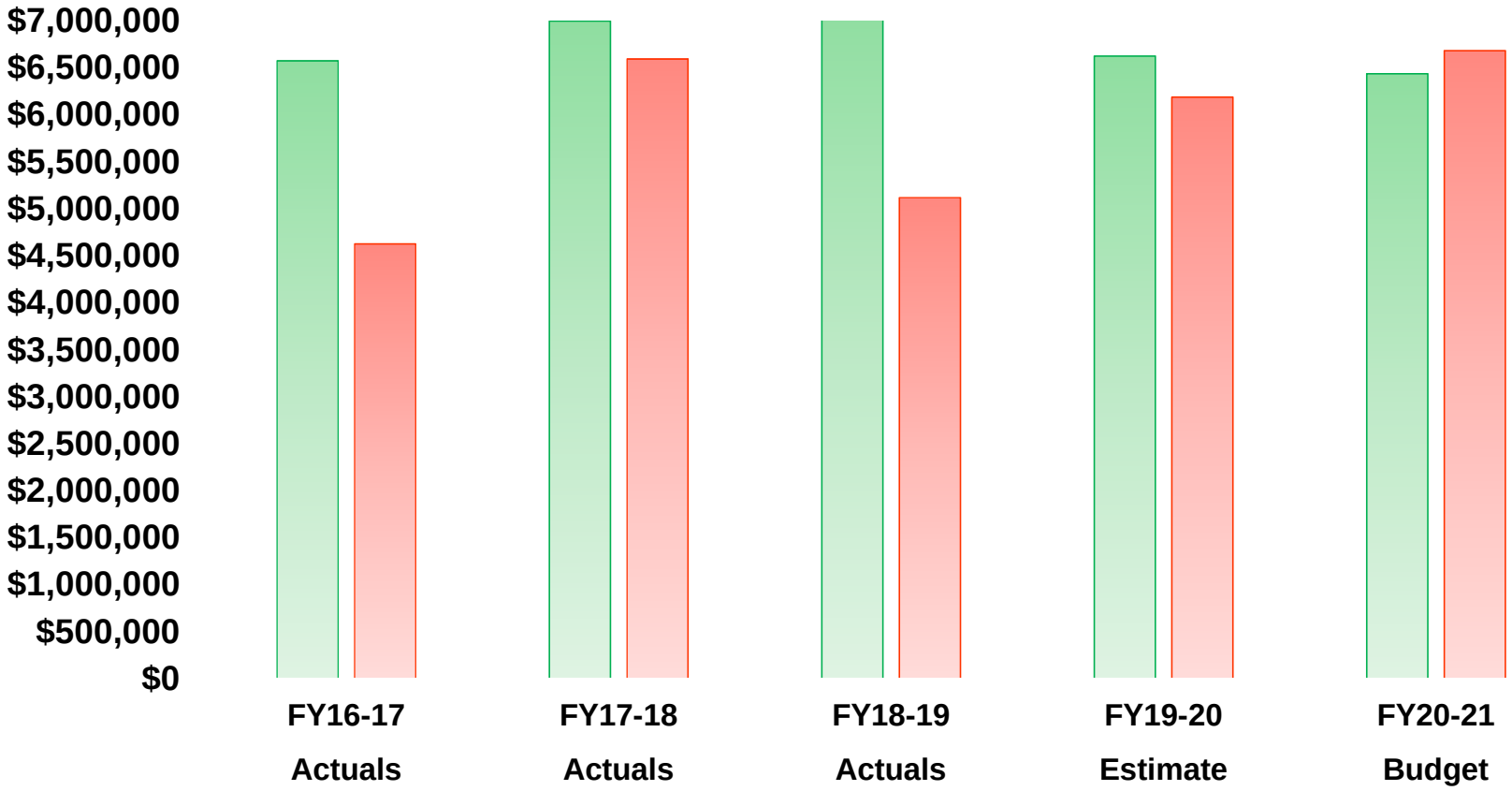
# Sanitary District No. 5
# of Marin County

## Five-Year History: Detailed Comparison

## FY 2016/2017 – FY2020/2021

| | Actuals FY16-17 | Actuals FY17-18 | Actuals FY18-19 | Estimate FY19-20 | Budget FY20-21 |
|---|---|---|---|---|---|
| Total Income | $6,574,936 | $6,997,488 | $7,175,660 | $6,625,240 | $6,437,218 |
| Total Expenses | $4,625,826 | $6,594,287 | $5,119,156 | $6,187,349 | $6,683,790 |

## SD5 Five-Year Total Comparison



| | Actuals FY15-16 | | Actuals FY16-17 | | Actuals FY17-18 | | Actuals FY18-19 | | Estimate FY19-20 | Budget FY20-21 |
|---|---|---|---|---|---|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | | | | | | | |
| **Income** | | | | | | | | | | |
| **5000 · Property Taxes** | | | | | | | | | | |
| **5001.2 · Prop Tax Current Secured - Cap** | 703,836.84 | | 692,382.26 | | 747,671.64 | | 802,789.43 | | 783,922.38 | 700,000.00 |
| **5002 · Prop Tax Current Unsecured** | 13,588.06 | | 13,791.23 | | 13,400.78 | | 14,602.17 | | 15,490.09 | 13,000.00 |
| **5003 · Prop Tax Prior Unsecured** | 506.72 | | 557.01 | | 790.81 | | 577.23 | | 623.98 | 0.00 |
| **5006 · Suppl Unsecured** | 215.73 | | 226.61 | | 914.69 | | 153.53 | | 100.00 | 100.00 |
| **5041 · Suppl Assessment - Current** | 836.53 | | 15,480.13 | | 18,450.91 | | 17,833.96 | | 13,148.76 | 15,000.00 |
| **5043 · Suppl Assessment - Redemption** | -554.64 | | 3,757.96 | | 0.00 | | 576.94 | | 620.44 | 500.00 |
| **5046 · Excess ERAF** | 260,418.38 | | 317,953.45 | | 322,493.70 | | 368,831.93 | | 347,087.15 | 250,000.00 |
| **5280 · HOPTR** | 3,886.46 | | 3,802.18 | | 3,773.58 | | 3,748.37 | | 3,168.64 | 3,333.00 |
| **5483 · Other Tax (Unitary, RR, Misc.)** | | | | | 5,970.54 | | 6,809.63 | | 6,709.84 | |
| **Total 5000 · Property Taxes** | 982,734.08 | **4%** | 1,047,950.83 | **7%** | 1,113,114.03 | **6%** | 1,215,923.19 | **9%** | 1,170,871.28 | 981,933.00 |
| **5007 · Sewer Service Charge** | | | | | | | | | | |
| **5007.1 · Sewer Service - Tiburon Ops** | 2,370,931.70 | | 2,130,009.00 | | 1,782,023.48 | | 2,013,740.49 | | 2,336,658.78 | 2,523,700.00 |
| **5007.5 · Sewer Service - Tiburon Cap** | 343,327.50 | | 674,081.48 | | 945,393.11 | | 461,737.65 | | 215,906.77 | 121,313.36 |
| **5007.2 · Sewer Service-Belv Ops** | 1,073,486.00 | | 997,893.32 | | 1,102,361.07 | | 1,359,848.48 | | 1,324,147.92 | 1,400,842.98 |
| **5007.3 · Sewer Service-Belv Cap** | 1,260,179.00 | | 1,344,579.28 | | 1,258,777.49 | | 960,118.22 | | 875,433.35 | 914,599.97 |
| **5007.4 · Other User Fees** | 25,022.80 | | 26,067.14 | | 24,826.00 | | 228,464.88 | | 24,826.00 | 42,021.76 |
| **Total 5007 · Sewer Service Charge** | 5,072,947.00 | | 5,172,630.22 | | 5,113,381.15 | | 5,023,909.72 | | 4,776,972.82 | 5,002,478.07 |
| **5201 · Interest** | | | | | | | | | | |
| **5201.1 · Interest County of Marin** | 0.00 | | 65.95 | | 323.86 | | 1,778.65 | | 0.00 | 0.00 |
| **5201.2 · Interest LAIF** | 34,201.85 | | 74,341.81 | | 156,338.13 | | 303,511.86 | | 156,401.78 | 156,401.78 |
| **Total 5201 · Interest** | 34,201.85 | | 74,407.76 | | 156,661.99 | | 305,290.51 | | 156,401.78 | 156,401.78 |
| **5900.3 · Connection Fees** | | | | | | | | | | |
| **5900.30· Connection Permit Fees** | 2,400.00 | | 4,400.00 | | 9,500.00 | | 5,250.00 | | 7,750.00 | 7,500.00 |
| **5900.31 · Collection** | 35,293.00 | | 68,448.00 | | 248,652.00 | | 196,705.00 | | 174,088.00 | 100,000.00 |
| **5900.34 · Treatment** | 47,623.00 | | 86,682.00 | | 257,826.00 | | 320,389.00 | | 209,638.00 | 100,000.00 |
| **Total 5900.3 · Connection Fees** | 85,316.00 | | 159,530.00 | | 515,978.00 | | 522,344.00 | | 391,476.00 | 207,500.00 |
| **5900.4 · Inspection Permit Fees** | 8,520.00 | | 17,150.00 | | 16,700.00 | | 22,990.00 | | 14,374.00 | 10,000.00 |
| **5900.5 · SASM Expense Reimb.** | 78,280.00 | | 102,988.24 | | 83,300.61 | | 85,202.00 | | 101,680.12 | 65,000.00 |
| **5900.7 · Nextel Lease** | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| **5900.9 · Other Income** | 241,038.00 | | 279.17 | | 0.00 | | 0.00 | | 100.00 | 100.00 |
| **5900.10 · Paradise Sewer Line Ext. Fees** | 22,678.00 | | 0.00 | | 0.00 | | 0.00 | | 13,364.59 | 13,805.62 |
| **Total Ops & Capital Income** | **6,525,715.00** | | **6,574,936.00** | | **6,997,488.00** | | **7,175,660.00** | | **6,625,240.00** | **6,437,218.09** |

| | Actuals FY15-16 | Actuals FY16-17 | Estimate FY17-18 | Estimate FY18-19 | Budget FY18-19 | Budget FY18-19 |
|---|---|---|---|---|---|---|
| Expense | | | | | | |
| 6000 · Administrative Expenses | | | | | | |
| 6001 · Advertising | 625.00 | 65.00 | 171.24 | 1,428.77 | 300.00 | 1,000.00 |
| 6002 · Outreach & Newsletter | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| 6008 · Audit & Accounting | 27,745.00 | 30,548.58 | 25,666.11 | 25,052.03 | 33,700.00 | 35,000.00 |
| 6017 · Consulting Fees | 75,529.55 | 94,145.84 | 130,145.58 | 101,260.61 | 110,000.00 | 200,000.00 |
| 6018 · Travel & Meetings | | | | | | |
| 6018 ·1 Travel & Meetings - Other | 5,221.14 | 5,113.36 | 6,905.03 | 6,133.68 | 8,000.00 | 8,000.00 |
| 6018.2 · Standby Mileage Expense Reimb | 6,447.30 | 6,786.64 | 6,377.62 | 7,765.05 | 7,000.00 | 7,000.00 |
| Total 6018 · Travel & Meetings | 11,668.44 | 11,900.00 | 13,282.65 | 13,898.73 | 15,000.00 | 15,000.00 |
| 6020 · Continuing Education | 8,060.27 | 3,744.23 | 5,282.98 | 4,772.91 | 10,000.00 | 10,000.00 |
| 6021 · County Fees | 12,460.94 | 15,690.49 | 16,702.69 | 17,230.26 | 16,500.00 | 16,500.00 |
| 6024 · Director Fees | 6,800.00 | 6,700.00 | 6,500.00 | 5,700.00 | 7,000.00 | 9,000.00 |
| 6025 · Dues & Subscriptions | 7,622.67 | 10,993.46 | 10,521.21 | 10,611.10 | 27,500.00 | 30,000.00 |
| 6026 · Elections | 8,253.75 | 230.24 | 0.00 | 2,199.28 | 0.00 | 9,000.00 |
| 6033 ·2 PLP General Liability | 33,805.12 | 23,352.91 | 11,453.45 | 29,353.50 | 37,423.00 | 43,291.09 |
| PLP (GL) Rating Ajustments | 8,389.00 | -4,233.00 | -4,240.00 | -4,235.00 | -771.00 | 0.00 |
| PLP (GL) Dividends | -10,383.00 | -7,977.00 | -8,962.00 | -8,567.00 | -9,818.00 | 0.00 |
| 6033 ·1 Alliant Public Entity Phys Damage (Realty) | 9,592.00 | 12,406.00 | 10,745.00 | 12,984.00 | 16,214.00 | 23,301.00 |
| 6033 ·3 (APD) Physical Property - Auto | 973.00 | 1,248.00 | 1,231.00 | 1,342.00 | 1,227.00 | 1,435.00 |
| 6039 · Legal | 65,300.99 | 75,666.07 | 54,668.73 | 40,527.88 | 50,000.00 | 50,000.00 |
| 6047 · Office Supplies | 6,989.46 | 6,015.77 | 10,667.61 | 3,596.03 | 5,000.00 | 13,000.00 |
| 6056 · Postage | 587.30 | 863.93 | 386.56 | 646.67 | 1,000.00 | 1,000.00 |
| 6059 · Pollution Prevention/Public Edu | 3,374.18 | 2,863.31 | 2,346.80 | 4,141.94 | 2,500.00 | 5,000.00 |
| 6065 · Miscellaneous Expense | 0.00 | 1,554.05 | 0.00 | 151.00 | 31.34 | 0.00 |
| **Total 6000 · Administrative Expenses** | **277,393.67** | **285,777.88** | **286,569.53** | **262,094.71** | **322,806.77** | **463,527.52** |
| 7000 · Ops & Maintenance Expenses | | | | | | |
| 7010 · Pumps & Lines Maintenance | | | | | | |
| 7011 · Pumps & Lines Maintenance | 190,845.79 | 248,143.93 | 184,139.63 | 167,193.31 | 115,000.00 | 50,000.00 |
| 7013 · Emergency Line Cleaning | 0.00 | 50,644.22 | 84,393.61 | 46,160.51 | 10,000.00 | 50,000.00 |
| 7015 · Inflow & Infiltration Study | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Total 7010 · Pumps & Lines Maintenance** | **190,845.79** | **298,788.15** | **268,533.24** | **213,353.82** | **125,000.00** | **100,000.00** |
| 7020 · Main Plant Maintenance | | | | | | |
| 7021 · Plant Maintenance Supplies | 8,182.08 | 5,718.58 | 9,408.58 | 7,971.94 | 17,000.00 | 15,000.00 |
| 7022 · Plant Maint. Parts & Service | 49,162.51 | 40,448.84 | 58,224.01 | 47,313.85 | 100,000.00 | 100,000.00 |
| 7023 · Janitorial Supplies & Service | 6,782.15 | 5,430.65 | 4,218.03 | 7,440.41 | 6,000.00 | 9,000.00 |
| 7024 · Main Plant Chemicals | 94,877.34 | 75,920.48 | 102,771.14 | 97,497.63 | 105,000.00 | 105,000.00 |
| 7025 · Lab Supplies & Chemicals | 44,137.12 | 65,830.16 | 56,438.21 | 18,902.70 | 15,000.00 | 15,000.00 |
| 7027 · Electrical & Instrument | 1,883.75 | 88.24 | 1,373.17 | 4,620.27 | 5,500.00 | 5,000.00 |
| 7028 · Grounds Maintenance | 3,344.55 | 2,919.87 | 2,162.32 | 3,037.58 | 8,500.00 | 5,000.00 |
| 7029 · Main Plant Sludge Disposal | 30,433.07 | 24,122.52 | 26,949.06 | 22,334.68 | 30,000.00 | 40,000.00 |
| 7030 · Main Plant Outfall | 12,512.44 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 7020 · Main Plant Maintenance | 251,315.01 | 220,479.34 | 261,544.52 | 209,119.06 | 287,000.00 | 294,000.00 |

| | Actuals FY15-16 | Actuals FY16-17 | Estimate FY17-18 | Budget FY18-19 | Budget FY18-19 | Budget FY18-19 |
|---|---|---|---|---|---|---|
| 7040 · Paradise Cove Plant Maint | | | | | | |
| 7041 · Paradise Parts & Service | 3,653.52 | 11,209.84 | 6,468.21 | 3,072.15 | 10,000.00 | 10,000.00 |
| 7042 · Paradise Supplies & Chemicals | 4,369.49 | 10,982.53 | 3,464.33 | 2,837.11 | 5,000.00 | 5,000.00 |
| 7043 · Paradise Sludge Disposal | 9,490.22 | 8,104.67 | 5,520.35 | 8,320.56 | 8,000.00 | 0.00 |
| Total 7040 · Paradise Cove Plant Maint | 17,513.23 | 30,297.04 | 15,452.89 | 14,229.82 | 23,000.00 | 15,000.00 |
| 7050 · Monitoring | | | | | | |
| 7051 · Main Plant Lab Monitoring | 42,281.40 | 43,484.06 | 39,245.25 | 49,644.92 | 45,000.00 | 50,000.00 |
| 7052 · Paradise Cove Monitoring | 11,669.35 | 12,783.00 | 9,755.86 | 17,617.00 | 15,000.00 | 15,000.00 |
| 7053 · Chronic Toxicity Program Eval | 0.00 | 0.00 | 1,845.00 | 1,845.00 | 0.00 | 0.00 |
| 7065 · Dilution Study | | | | 0.00 | 20,000.00 | 0.00 |
| Total 7050 · Monitoring | 53,950.75 | 56,267.06 | 50,846.11 | 69,106.92 | 80,000.00 | 65,000.00 |
| 7060 · Permits/Fees | | | | | | |
| 7061 · Main Plant NPDES Renewal | -293.75 | 0.00 | 21,628.75 | 4,320.50 | 7,295.00 | 0.00 |
| 7062 · Permits/Fees - General | 32,230.40 | 44,287.15 | 31,705.63 | 38,165.51 | 55,000.00 | 41,000.00 |
| 7063 · Paradise Cove Permits/Fees | 9,166.42 | 4,085.47 | 5,913.63 | 5,672.48 | 7,000.00 | 8,000.00 |
| 7064 · Paradise Cove NPDES Renewal | 6,743.75 | 7,994.50 | 0.00 | 0.00 | 0.00 | 40,000.00 |
| Total 7060 · Permits/Fees | 47,846.82 | 56,367.12 | 59,248.01 | 47,758.49 | 69,295.00 | 89,000.00 |
| 7070 · Truck Maintenance | | | | | | |
| 7071 · Fuel | 7,479.25 | 6,519.78 | 6,947.07 | 6,599.36 | 10,000.00 | 8,000.00 |
| 7072 · Truck Maintenance | 4,347.29 | 4,090.32 | 9,344.39 | 6,675.22 | 5,000.00 | 8,000.00 |
| Total 7070 · Truck Maintenance | 11,826.54 | 10,610.10 | 16,291.46 | 13,274.58 | 15,000.00 | 16,000.00 |
| **Total 7000 · Ops & Maintenance Expenses** | **573,300.00** | **672,810.00** | **671,920.00** | **566,840.00** | **599,300.00** | **579,000.00** |
| 8000 · Salaries and Benefits Expenses | | | | | | |
| 8001 · Salaries | 703,144.51 | 876,077.32 | 969,329.98 | 918,999.39 | 1,031,273.99 | 1,143,548.59 |
| 8003 · Overtime | 100,582.04 | 138,034.13 | 77,636.89 | 145,295.17 | 130,000.00 | 100,000.00 |
| 8004 · Standby Pay | 44,877.45 | 46,537.03 | 66,746.35 | 70,268.42 | 70,000.00 | 72,450.00 |
| 8005 · Employee Incentives | 0.00 | 0.00 | 0.00 | 5,000.00 | 20,000.00 | 45,000.00 |
| 8006 · Vacation Buyout | 18,316.25 | 22,318.11 | 20,199.25 | 41,125.19 | 25,000.00 | 25,000.00 |
| 8013 · Payroll Taxes | 85,291.68 | 92,848.33 | 90,835.07 | 87,995.01 | 94,891.00 | 98,212.19 |
| 8015 · Payroll/Bank Fees | 5,527.56 | 5,110.12 | 7,990.68 | 3,178.18 | 5,500.00 | 5,500.00 |
| 8016 · Car Allowance | 5,500.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 |
| 8019 · PERS Retirement | | | | | | |
| PERS Monthly Contributions | 203,682.63 | 143,748.80 | 157,286.99 | 156,446.70 | 147,885.00 | 253,061.02 |
| PERS Replacement Benefit Fund (RLL) | 6,581.55 | 2,617.41 | 20,370.72 | 4,279.08 | 0.00 | 0.00 |
| PERS Side Fund/UAL Payment | 1,708,377.00 | 254,448.00 | 740,733.00 | 0.00 | 132,420.00 | 20,000.00 |
| PERS UAL (SD5) Trust Fund | 0.00 | 40,195.00 | 93,955.00 | 294,400.00 | 286,554.77 | 313,250.00 |
| Total 8019 · PERS Retirement | **1,918,641.18** | **441,009.21** | **1,012,345.71** | **455,125.78** | **566,859.77** | **586,311.02** |
| 8020 · Employee Health | | | | | | |
| 8020.05 · Employee Health | 147,498.75 | 153,584.98 | 165,321.18 | 177,013.30 | 174,323.41 | 204,153.48 |
| 8021 · Employee Health Deductions | -3,762.24 | -8,943.46 | -9,380.02 | -4,490.17 | -3,000.00 | -3,500.00 |
| Total 8020 · Employee Health | **143,736.51** | **144,641.52** | **155,941.16** | **172,523.13** | **171,323.41** | **200,653.48** |
| 8022 · Retiree Health | 64,314.95 | 56,322.48 | 53,670.16 | 54,508.84 | 75,720.21 | 80,993.60 |
| CERBT/OPEB Retiree Annual Arc Contribution | 27,662.00 | 37,096.83 | 65,700.00 | 66,644.28 | 70,200.00 | 72,400.00 |
| Total 8022 · Retiree Health | **91,976.95** | **93,419.31** | **119,370.16** | **121,153.12** | **145,920.21** | **153,393.60** |
| 8023 · Workers Comp Insurance | 19,407.00 | 18,474.00 | 18,905.00 | 19,055.00 | 33,500.00 | 50,250.00 |
| W.C. Rating Adjustments | 8,819.00 | 1,763.00 | -6,551.00 | 880.00 | | 0.00 |
| W.C. Dividend +/or Rebate | -3,185.00 | -2,000.00 | -2,322.00 | -2,000.00 | -2,000.00 | -2,000.00 |
| Total 8023 · Workers Comp Insurance | **25,041.00** | **18,237.00** | **10,032.00** | **17,935.00** | **31,500.00** | **48,250.00** |
| **Total 8000 · Salaries and Benefits Expenses** | **3,228,978.08** | **1,977,888.39** | **2,664,670.41** | **2,045,718.39** | **2,446,188.75** | **2,639,712.65** |

| | Actuals FY15-16 | Actuals FY16-17 | Estimate FY17-18 | Budget FY18-19 | Budget FY18-19 | Budget FY18-19 |
|---|---|---|---|---|---|---|
| 8500 · Other Operating Expenses | | | | | | |
| 8510 · Data/Alarms/IT Supp & Licensing | 34,494.85 | 43,893.01 | 75,105.92 | 92,264.32 | 85,000.00 | 80,000.00 |
| 8515 · Safety | 13,245.60 | 13,619.19 | 11,283.79 | 7,595.41 | 20,000.00 | 20,000.00 |
| 8520 · Personal Protection/Safety Wear | 7,557.24 | 10,965.86 | 8,539.90 | 15,922.60 | 10,000.00 | 15,000.00 |
| 8530 · Telephone | | | | | | |
| 8531 · Main Plant Telephones | 13,979.71 | 8,806.47 | 8,004.61 | 8,161.57 | 11,000.00 | 11,000.00 |
| 8532 · Paradise Cove Telephones | 3,593.77 | 2,496.15 | 3,663.92 | 4,064.58 | 4,000.00 | 4,000.00 |
| 8533 · Pumps & Lines Telephones | 6,136.59 | 3,677.57 | 6,533.07 | 6,216.14 | 7,000.00 | 7,000.00 |
| Total 8530 · Telephone | 23,710.07 | 14,980.19 | 18,201.60 | 18,442.29 | 22,000.00 | 22,000.00 |
| 8540 · Utilities | | | | | | |
| 8541 · Water | 2,815.10 | 3,618.35 | 3,699.49 | 4,971.70 | 6,500.00 | 5,000.00 |
| 8542 · Main Plant Utilities | 158,504.14 | 179,694.22 | 168,332.98 | 174,652.34 | 180,000.00 | 180,000.00 |
| 8543 · Paradise Cove Utilities | 13,782.11 | 13,814.41 | 14,027.27 | 13,935.20 | 13,500.00 | 13,500.00 |
| 8544 · Pump Station Utilities | 32,630.06 | 42,120.85 | 33,210.82 | 35,171.49 | 35,000.00 | 35,000.00 |
| Total 8540 · Utilities | 207,731.41 | 239,247.83 | 219,270.56 | 228,730.73 | 235,000.00 | 233,500.00 |
| 8570 · Belvedere WestAm Loan Int | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Total 8500 · Other Operating Expenses** | **286,739.00** | **322,706.08** | **332,401.77** | **362,955.35** | **372,000.00** | **370,500.00** |
| **Total OPERATING Expenses** | **4,366,740.00** | **3,259,182.35** | **3,955,560.00** | **3,237,610.00** | **3,740,300.00** | **4,052,740.00** |

| | Actuals FY15-16 | Actuals FY16-17 | Estimate FY17-18 | Estimate FY18-19 | Budget FY18-19 | Budget FY18-19 |
|---|---|---|---|---|---|---|
| **9100 · Capital Expenditures** | | | | | | |
| **9200 · Main Plant Equipment Capital** | | | | | | |
| **9201 · LED Lighting Upgrade** | 0.00 | 0.00 | 25,066.15 | 25,571.38 | 0.00 | 0.00 |
| **9204 · M.P. Boiler Replacement** | 0.00 | 0.00 | 62,855.00 | 5,550.75 | 2,100.00 | 0.00 |
| **9205 · Influent Sumps/RAS Cover Rplcmt** | 26,744.58 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **9206 · Infl Dry Weather Pump Rplcmt** | 0.00 | 32,163.94 | 0.00 | 0.00 | 0.00 | 0.00 |
| **9207 · Infl Wet Weather Pump Rplcmt** | 0.00 | 56,927.58 | 0.00 | 0.00 | 0.00 | 0.00 |
| **9208 · Sodium Hypochlorite Feed Pump Rplcmt** | 0.00 | 8,643.46 | 0.00 | 0.00 | 0.00 | 0.00 |
| **9209 · Screw Press Blend Redundancy** | 0.00 | 0.00 | 0.00 | 15,733.84 | 0.00 | 15,000.00 |
| **9210 · Sludge Box Replacement** | 13,621.09 | 0.00 | 15,442.00 | 0.00 | 0.00 | 0.00 |
| **9212 · Headworks Grinder Replacement** | 0.00 | 0.00 | 0.00 | 18,829.83 | 19,500.00 | 15,000.00 |
| **9213 · Flare Rehabilitation** | | | | 0.00 | 0.00 | 0.00 |
| **9214 · Underground Pipe & Valve Replacement** | | | | 0.00 | 12,307.96 | |
| **9215 · M.P. Restroom Remodels (2)** | 360.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **9218 · M.P. Generator Control Panel** | | | | | | 35,000.00 |
| **9219 · M.P. Cl2 Flash Mixer** | | | | | | 15,000.00 |
| **9220 · M.P. Office & Bath Floor Replacement** | | | | | | 15,000.00 |
| **9221 · M.P. Portable Fuel Storage** | | | | | | 15,000.00 |
| **9225.95 · SCADA Upgrade** | | | | 0.00 | 1,976.50 | |
| **Total 9200 · Main Plant Equipment Capital** | **40,726.17** | **97,734.98** | **103,363.15** | **65,685.80** | **35,884.46** | **110,000.00** |
| **9300 · Pumps & Lines Capital** | | | | | | |
| **9301 · Tiburon Sewer Line Rehab Prog** | 5,922.00 | 120,306.13 | 440,376.23 | 439,893.30 | 725,148.50 | 0.00 |
| **9302 · Pump Station Control Panel Upgr** | 2,849.95 | 62,832.36 | 85,524.81 | 60,247.88 | 37,178.11 | 0.00 |
| **9303 · Lateral Camera** | 0.00 | 0.00 | 0.00 | 13,750.48 | 196.03 | 0.00 |
| **9304 · Belvedere Sewer Line Rehab Prog** | 37,247.19 | 78,578.93 | 195,439.87 | 344,441.80 | 891,908.50 | 0.00 |
| **9306 · PS Pump & Valve Replacement** | 26,847.24 | 50,938.12 | 48,660.54 | 0.00 | 52,247.95 | 50,000.00 |
| **9307 · PS Generator Replacement** | 0.00 | 24,529.79 | 60,284.50 | 0.00 | 16,123.19 | 0.00 |
| **9308 · Station #5 Rebuild/4 Pumps/Gen** | | | 0.00 | 0.00 | 0.00 | 0.00 |
| **9308.1 · Mar West PS#5, Phase I-Design** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **9308 · Station #5 Rebuild/4 Pumps/Gen - Other** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| **9308.11 · Mar West PS#5, Phase I-Constr** | 546,311.76 | 0.00 | 0.00 | 0.00 | 0.00 | |
| **9308.2 · Mar West PS#5, Phase II-Constr** | 0.00 | 0.00 | 790,046.72 | 0.00 | 0.00 | |
| **Total 9308 · Station #5 Rebuild** | 546,311.76 | 0.00 | 790,046.72 | 0.00 | 0.00 | |
| **9309 · Cove Rd. BPS #1 Generator Replacement** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **9310 · Belv Pump Station Comm. Project** | 5,134.90 | 0.00 | 0.00 | 46,640.69 | 9,200.00 | 0.00 |
| **9311.1 · Cove Rd Force Main Rplcmnt - Engineerin** | 27,972.25 | 0.00 | 0.00 | 19,260.00 | 14,250.00 | 0.00 |
| **9311.2 · Cove Rd Force Main Rplcmnt - Constr., Ph I** | | 0.00 | 0.00 | 0.00 | 0.00 | 1,200,000.00 |
| **9312 · Force Main Rehab - Multiple Sites** | | | | 0.00 | 0.00 | 700,000.00 |
| **9313 · Man Hole Rehabilitation** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 70,000.00 |
| **9314 · Portable Emergency Generators** | 0.00 | 0.00 | 34,462.47 | 0.00 | 997.14 | 75,000.00 |
| **9227.8 · Vactor Truck** | 44,044.40 | 0.00 | 21,785.00 | 0.00 | 0.00 | 320,000.00 |
| **9315 · TPS Comm/Radio Upgrade Project** | 0.00 | 33,465.60 | 0.00 | 41,747.19 | 1,239.97 | 0.00 |
| **Total 9300 · Pumps & Lines Capital** | **696,329.69** | **370,650.93** | **1,676,580.14** | **965,981.34** | **1,748,489.39** | **2,415,000.00** |
| **9400 · Paradise Cove Capital** | | | | | | |
| **9401 · P.C. Sewer Line Rehab Prog** | | | | 0.00 | 0.00 | 500,000.00 |
| **9405 · P.C. Generator Replacement** | 9,090.07 | 49,903.24 | 899.22 | 0.00 | 0.00 | 0.00 |
| **· P.C. Painting at Plant** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **9406 · P.C. Plant Grating Rplcmnt - Fiberglass** | | | | 0.00 | 0.00 | 20,000.00 |
| **9410 · P.C. U.V. Disinfection** | 5,935.88 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Total 9400 · Paradise Cove Capital** | **15,025.95** | **49,903.24** | **899.22** | **0.00** | **0.00** | **20,000.00** |

| | Actuals FY15-16 | Actuals FY16-17 | Estimate FY17-18 | Estimate FY18-19 | Estimate FY18-19 | Budget FY18-19 |
|---|---|---|---|---|---|---|
| **9500 · Undesignated Capital** | | | | | | |
| **9510 · Undesignated Cap - M.P.** | 15,204.52 | 0.00 | 33,817.00 | 0.00 | 25,000.00 | 25,000.00 |
| **9520 · Undesignated Cap - P.C. Plant** | 11,827.00 | 6,357.50 | 0.00 | 0.00 | 0.00 | 10,000.00 |
| **9530 · Undesignated Cap - P&L** | 13,167.82 | 0.00 | 0.00 | 32,479.97 | 0.00 | 50,000.00 |
| **Total 9500 · Undesignated Capital** | **40,199.34** | **6,357.50** | **33,817.00** | **32,479.97** | **25,000.00** | **85,000.00** |
| **0224 · MPR Project** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **9612 · Office/Access - Construction** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Total 9600 · Main Plant Other Capital** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Total 9100 · Capital Expenditures** | **792,281.00** | **524,646.65** | **1,814,659.51** | **1,064,147.11** | **1,809,373.85** | **2,630,000.00** |
| **9700 · Debt Service** | | | | | | |
| **9720 · Belvedere Loan** | | | | | | |
| **9723 · Belvedere WestAm Loan Prin** | 131,429.26 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Total 9720 · Belvedere Loan** | 131,429.26 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **9730 · Debt Service - MPR Project** | | | | | | |
| **9731 · Debt Service MPR Bond Principal** | 445,000.00 | 450,000.00 | 450,000.00 | 460,000.00 | 470,000.00 | |
| **9732 · Debt Service MPR Bond Interest** | 409,479.10 | 391,996.84 | 374,067.94 | 356,348.79 | 167,675.00 | |
| **9734 · Debt Service MPR REFI Principal** | | | | | | 660,000.00 |
| **9735 · Debt Service MPR REFI Interest** | | | | | | 190,457.11 |
| **Total 9730 · Debt Service - MPR Project** | 854,479.10 | 841,996.84 | 824,067.94 | 817,398.79 | 637,675.00 | 1,050.00 |
| **Total 9700 · Debt Service** | **985,908.00** | **841,996.84** | **824,067.94** | **817,398.79** | **637,675.00** | **1,050.00** |
| **Total CAPITAL Expense** | **1,778,190.00** | **1,366,643.49** | **2,638,727.45** | **1,881,545.90** | **2,447,048.85** | **2,631,050.00** |
| **Total Ops & Capital Expense** | **6,144,930.00** | **4,625,825.84** | **6,594,287.45** | **5,119,155.99** | **6,187,348.85** | **6,683,790.00** |
| **Total Ops & Capital Net Income** | **380,785.00** | **1,949,110.16** | **403,200.55** | **2,056,504.01** | **437,891.15** | **-246,571.91** |

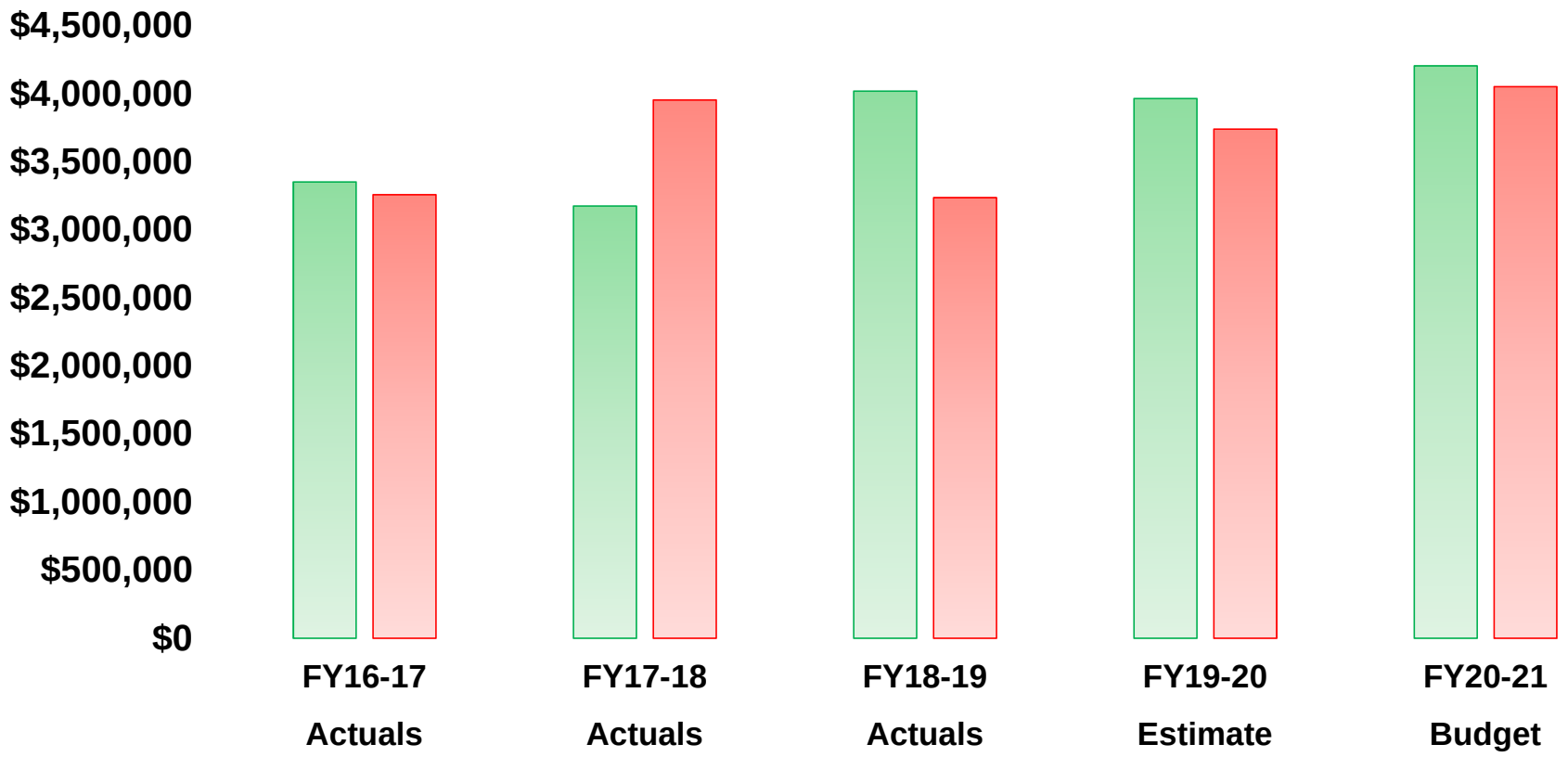
# Sanitary District No. 5
# of Marin County

## Five-Year History: Operating Comparison

## FY 2016/2017 – FY2020/2021

| | Actuals FY16-17 | Actuals FY17-18 | Actuals FY18-19 | Estimate FY19-20 | Budget FY20-21 |
|---|---|---|---|---|---|
| Total Ops Income | $3,353,195 | $3,175,373 | $4,020,786 | $3,965,939 | $4,205,567 |
| Total Ops Expenses | $3,259,182 | $3,955,560 | $3,237,610 | $3,740,300 | $4,052,740 |

## SD5 Five-Year Operating Comparison



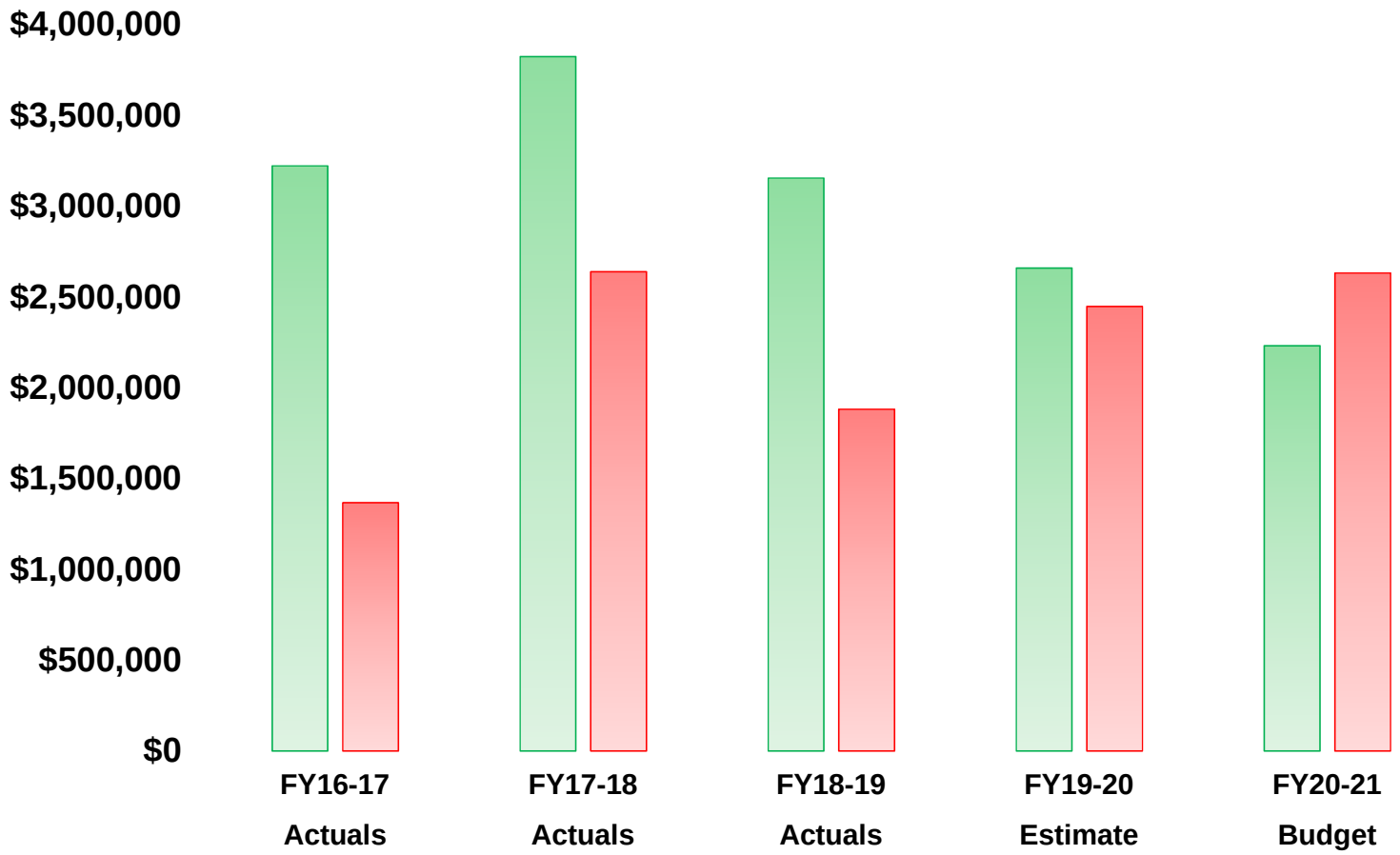
# Sanitary District No. 5
# of Marin County

## Five-Year History: Capital Comparison

## FY 2016/2017 – FY2020/2021

| | Actuals FY16-17 | Actuals FY17-18 | Actuals FY18-19 | Estimate FY19-20 | Budget FY20-21 |
|---|---|---|---|---|---|
| Total Capital Income | $3,221,742 | $3,823,763 | $3,154,873 | $2,659,302 | $2,231,652 |
| Total Capital Expenses | $1,366,643 | $2,638,727 | $1,881,546 | $2,447,049 | $2,631,050 |

## SD5 Five-Year Capital Comparison

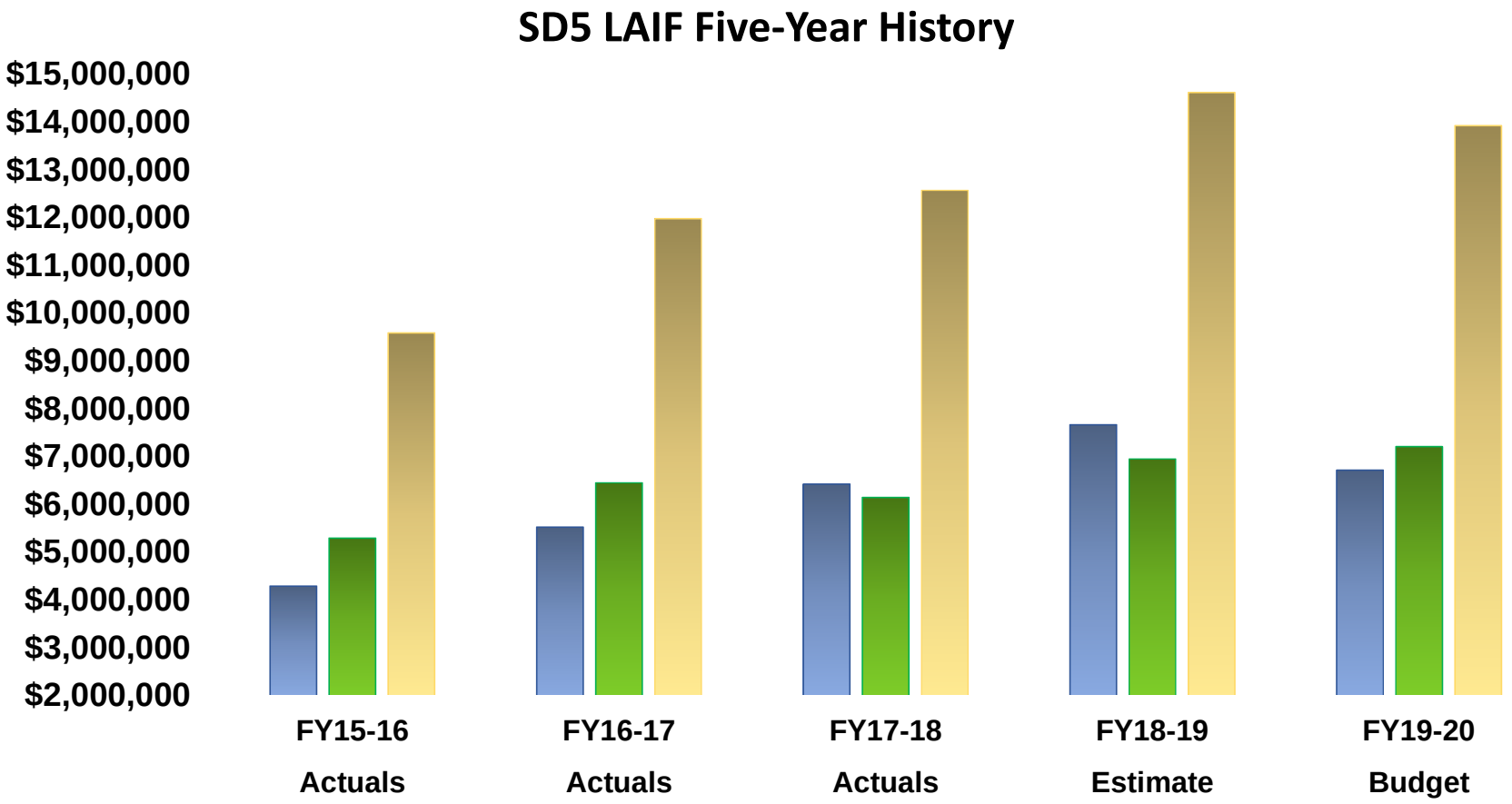


# Sanitary District No. 5
# of Marin County

## Five-Year History:
## Local Agency Investment Fund (LAIF) Comparison

## FY 2016/2017 – FY2020/2021

| | Actuals FY15-16 | Actuals FY16-17 | Actuals FY17-18 | Estimate FY18-19 | Budget FY19-20 |
|---|---|---|---|---|---|
| Total LAIF - Belvedere | $4,293,018 | $5,525,448 | $6,424,672 | $7,667,192 | $6,716,729 |
| Total LAIF - Tiburon | $5,296,367 | $6,453,225 | $6,147,834 | $6,951,789 | $7,208,570 |
| SD5 LAIF Balance | $9,589,385 | $11,978,673 | $12,572,505 | $14,618,981 | $13,925,299 |



# SD5 LAIF BALANCE HISTORY

| | Jun 30, 16 | Jun 30, 17 | Jun 30, 18 | Jun 30, 19 | June 30, 2020 |
|---|---|---|---|---|---|
| **Local Agency Investment Fund** | | | | | *(Estimates)* |
| **Belvedere** | | | | | |
| **Belvedere Operating** | 1,737,685.91 | 1,106,322.19 | 3,269,832.33 | 3,754,866.97 | *3,497,699.73* |
| **Belvedere Operating Reserve** | 1,504,396.07 | 1,649,484.76 | 192,560.00 | 284,923.05 | *400,923.05* |
| **Belvedere Capital & CIP Reserve** | 1,050,936.21 | 2,756,461.71 | 2,558,239.36 | 3,118,622.35 | *2,057,240.94* |
| **Belvedere PERS Retirement Trust** | 0.00 | 13,179.61 | 47,790.00 | 152,530.00 | *254,615.00* |
| **Belvedere Disaster Recovery Fnd** | 0.00 | 0.00 | 356,250.00 | 356,250.00 | *356,250.00* |
| **Total Belvedere** | **4,293,018.19** | **5,525,448.27** | **6,424,671.69** | **7,667,192.37** | ***6,566,728.72*** |
| **Tiburon** | | | | | |
| **Tiburon Operating** | 3,261,572.44 | 906,018.99 | 2,640,032.40 | 2,055,164.01 | *1,749,807.69* |
| **Tiburon Operating Reserve** | 1,951,877.89 | 3,994,211.29 | 322,400.00 | 414,430.00 | *548,730.00* |
| **Tiburon Capital & CIP Reserve** | 82,916.47 | 1,525,684.02 | 2,455,291.37 | 3,562,824.80 | *3,656,192.60* |
| **Tiburon PERS Retirement Trust** | 0.00 | 27,310.20 | 86,360.00 | 275,620.00 | *460,090.00* |
| **Tiburon Disaster Recovery Fund** | 0.00 | 0.00 | 643,750.00 | 643,750.00 | *643,750.00* |
| **Total Tiburon** | **5,296,366.80** | **6,453,224.50** | **6,147,833.77** | **6,951,788.81** | ***7,058,570.29*** |
| **Total Local Agency Investment Fund** | **9,589,384.99** | **11,978,672.77** | **12,572,505.46** | **14,618,981.18** | ***13,625,299.01*** |

# Sanitary District No. 5
# of Marin County

## Five -Year Projection:
## Local Agency Investment Fund (LAIF) Comparison

## FY 2019/2020 – FY2024/2025

# SD5 CASH BALANCE PROJECTIONS

| | Estimate FY2019-2020 | Budget FY2020-2021 | FY2021-2022 | FY2022-2023 | FY2023-2024 | FY2024-2025 |
|---|---|---|---|---|---|---|
| Belvedere Property Tax Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tiburon Property Tax Income | 1,169,466.55 | 1,192,855.88 | 1,216,713.00 | 1,241,047.26 | 1,265,868.20 | 1,291,185.57 |
| Belvedere Sewer Service Charge Income | 2,312,310.05 | 2,312,310.05 | 2,312,310.05 | 2,312,310.05 | 2,312,310.05 | 2,312,310.05 |
| Tiburon Sewer Service Charge Income | 2,691,531.07 | 2,691,531.07 | 2,691,531.07 | 2,691,531.07 | 2,691,531.07 | 2,691,531.07 |
| Belvedere Operating Expense | 1,378,786.97 | 1,492,773.28 | 1,537,556.47 | 1,583,683.17 | 1,631,193.66 | 1,680,129.47 |
| Tiburon Operating Expense | 2,362,833.03 | 2,551,586.72 | 2,628,134.33 | 2,706,978.36 | 2,788,187.71 | 2,871,833.34 |
| Belvedere Capital Expense | 982,130.88 | 1,307,500.00 | 700,000.00 | 320,000.00 | 300,000.00 | 535,000.00 |
| Tiburon Capital Expense | 766,336.57 | 837,500.00 | 375,000.00 | 625,000.00 | 625,000.00 | 775,000.00 |
| Paradise Cove Capital Expense | 0.00 | 530,000.00 | 35,000.00 | 60,000.00 | 10,000.00 | 70,000.00 |
| Main Plant Capital Expense | 50,744.08 | 135,000.00 | 90,000.00 | 75,000.00 | 300,000.00 | 540,000.00 |
| Belvedere MPR DEBT CIP | 224,589.14 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tiburon MPR DEBT CIP | 413,085.86 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Belvedere MPR REFI Debt (CIP) | 0.00 | 299,530.99 | 264,981.19 | 265,132.64 | 265,153.07 | 265,042.47 |
| Tiburon MPR REFI Debt (CIP) | 0.00 | 550,926.12 | 487,378.81 | 487,657.36 | 487,694.93 | 487,491.53 |
| **Belvedere Total Income** | **2,312,310.05** | **2,312,310.05** | **2,312,310.05** | **2,312,310.05** | **2,312,310.05** | **2,312,310.05** |
| **Belvedere Total Expense** | **2,604,206.18** | **3,149,632.77** | **2,535,756.67** | **2,196,498.31** | **2,307,076.73** | **2,679,485.95** |
| Belvedere Net Income | (291,896.13) | (837,322.72) | (223,446.62) | 115,811.74 | 5,233.32 | (367,175.90) |
| **Belvedere LAIF (Cash) + Net Income** | **6,274,832.59** | **5,437,509.87** | **5,214,063.25** | **5,329,874.99** | **5,335,108.31** | **4,967,932.42** |
| **Tiburon Total Income** | **3,860,997.62** | **3,884,386.95** | **3,908,244.07** | **3,932,578.33** | **3,957,399.27** | **3,982,716.64** |
| **Tiburon Total Expense** | **3,574,300.35** | **4,555,265.34** | **3,582,348.13** | **3,926,998.22** | **4,100,332.64** | **4,545,334.86** |
| Tiburon Net Income | 286,697.27 | (670,878.39) | 325,895.93 | 5,580.11 | (142,933.37) | (562,618.22) |
| **Tiburon LAIF (Cash) + Net Income** | **7,345,267.56** | **6,674,389.17** | **7,000,285.11** | **7,005,865.22** | **6,862,931.85** | **6,300,313.63** |
| **SD5 TOTAL CASH BALANCE** | **13,620,100.15** | **12,111,899.04** | **12,214,348.36** | **12,335,740.21** | **12,198,040.17** | **11,268,246.05** |

**RESOLUTION NO. 2020-07**

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

**A RESOLUTION APPROVING AND ADOPTING FISCAL YEAR 2020-2021 FINANCIAL RESERVE/FUND POLICIES FOR THE BELVEDERE AND TIBURON/PARADISE COVE ZONES**

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

**WHEREAS**, the sewer collection systems operated by SD No. 5 serve two separate zones, the Belvedere Zone, and the Tiburon/Paradise Cove Zone; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**WHEREAS**, the Board desires to further update the District's financial reserve/fund policies and target amounts for both the Belvedere Zone, and the Tiburon/Paradise Cove Zone, by amending Exhibits A and B;

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of Sanitary District No. 5 of Marin County, California, that the following policies be utilized for the designation of restricted reserves/funds for operating needs and prudent financial management of the various operating funds of SD No. 5 with respect to the Tiburon/Paradise Cove Zone and the Belvedere Zone:

1. All funds belonging to the Tiburon/Paradise Cove Zone and the Belvedere Zone are hereby designated and restricted for each zone as follows:

    a. Operating Reserve Fund
    b. Capital Improvements Reserve Fund
    c. Disaster Recovery Reserve Fund
    d. CalPERS Retirement Reserve Fund

    These restricted reserves/funds, and all restricted reserves/funds designated hereinafter, shall be established respectively as identified in updated **Exhibit A** (the Belvedere Zone), and updated **Exhibit B** (the Tiburon/Paradise Cove Zone), attached hereto, and hereby made a part of this Resolution.

2. All funds deposited in the Capital Improvement Reserve Fund for the Belvedere Zone and the Tiburon/Paradise Cove Zone are hereby designated for the purpose of upgrading and/or replacement of sewage collection, treatment, and disposal facilities, which comprise the present or future sewerage facilities of SD No. 5.

3. All funds collected from connection fee revenue and deposited in the Capital Reserve Fund for the Belvedere Zone and the Tiburon/Paradise Cove Zone are hereby restricted for the construction and acquisition of future improvements related to the expansion or enhancement of capacity or operating conditions at SD No. 5.

4. All designated reserves/funds established by this Resolution shall be identified, reviewed, and confirmed or modified each year as part of SD No. 5's annual budget process.

5. Funds to be used from the reserves shall only be available upon direction and authorization of the Board based upon a detailed report and evaluation of the use of the funds including a proposed method for the reestablishment of the affected reserve balance.

* * * * *

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 18th day of June 2020, by the following vote:

AYES, and in favor thereof, Directors: CATHARINE BENEDIKTSSON, TOD MOODY, RICHARD SNYDER, JOHN CARAVET, MICHAEL LASKY

NOES, Directors: NONE

ABSENT, Directors: NONE

ABSTAIN, Directors: NONE

Approved:

Catharine Benediktsson
President, Board of Directors

Attest:

Richard Snyder
Secretary, Board of Directors

# SD5 RESERVE POLICY
# RESOLUTION NO. 2020-07
# June 18, 2020

| | 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 typcial operating funds not be available during the fiscal year | To provide adequate funding<br>A) to support both treatment plants' operation and conveyence systems,<br>B) to fund debt payments of financed capital projects,<br>C) to finance capital projects as listed in the District's budgeted CIP Plan, and<br>D) to reserve funds for future plant +/or systemic sewer line renovations<br>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** | **$949,655*<br>Current Operating Reserve Fund<br><br>$5,376,430*<br>Current Operating Fund** | **$6,746,481.82<br><br>(Current Capital & Capital Reserve Balance)** | **$714,705*<br><br>(Current Trust Balance)** | **$1,000,000*** |
| | | | | |
| **TARGET BALANCE** | **$2,500,000***** | **$15,000,000***** | **$1,000,000*** | **$1,000,000** |
| **PROPOSED ANNUAL FUNDING** | **5% of Sewer Service Charges<br>(FY18/19 Total SS Ops Revenue = $5,010,545)<br>5% of Sewer Service Charges ≈ $251,200**** | **TBD per Annum** | **3.5% of SD5's Share of CalPERS' FY18-19 Market Value Assets ($8.95M)<br>FY18-19 ≈ $313,250****<br>(From Ops)** | **N/A** |
| | | | | |
| **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.<br>If reserve subsequently dips below target balance, funding is to be reinstated. | Based on Capital needs per annum.<br>Sewer service charges, property taxes and other capital-related funds received to be assessed annualy and funded as cashflow permits, based on annual projects; any remaining funds will be reserved for long-term capital needs.<br><br>(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.<br>No additional funding requred, once target balance is achieved.<br>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 Comitee, as set forth in this Reserve policy.<br><br>All other transfers to be presented for review by the Finance Comittee and recommended prior to withdrawal.<br>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 Comitee, as set forth in this Reserve policy.<br><br>All other transfers to be presented for review by the Finance Comittee and recommended prior to withdrawal.<br>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 Comitee, as set forth in this Reserve policy.<br><br>All other transfers to be presented for review by the Finance Comittee and recommended prior to withdrawal.<br>Board approval is required for atypical funding. | All withdrawals and transfers to be presented for review by the Finance Comittee and recommended to the Board for approval. |

* Balances based on SD5 Balance Sheet, as of 6.15.2020

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

**EXHIBIT A: BELVEDERE**
**SD5 RESERVE POLICY**
**RESOLUTION NO. 2020-07**
**June 18, 2020**

| | OPERATING RESERVE* | CAPITAL IMPROVEMENTS RESERVE | CalPERS RETIREMENT RESERVE* | DISASTER RECOVERY RESERVE* |
|---|---|---|---|---|
| | #1 | #2 | #3 | #4 |
| **FUNDING PURPOSE** | To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typcial operating funds not be available during the fiscal year | To provide adequate funding<br>A) to support both treatment plants' operation and conveyence systems,<br>B) to fund debt payments of financed capital projects,<br>C) to finance capital projects as listed in the District's budgeted CIP Plan, and<br>D) to reserve funds for future plant +/or systemic sewer line renovations<br>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** | **$400,923*<br>Current Operating<br>Belvedere Reserve Fund<br><br>Working Belvedere Ops Fund:<br>$3,497,700*** | **Belvedere: $2,933,697.30*<br>Current Capital & Capital Reserve Balance** | **$254,615*** | **$356,250*** |
| | | | | |
| **TARGET BALANCE** | **Belvedere: $890,625***** | **Belvedere: $5,343,750***** | **Belvedere: $356,250***** | **Belvedere: $356,250***** |
| **PROPOSED ANNUAL FUNDING** | **($2,319,967*)<br>5% of Sewer Service Charges<br><br>5% of Sewer Service Charges ≈ $116,000*** | **TBD per Annum** | **3.5% of SD5's Share of CalPERS' Market Value Assets ($8.95M)<br>FY18-19 ≈ $313,250*****<br><br>Belvedere's FY20-21 CalPERS Trust:<br>$111,600**** | **N/A** |
| **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 semi-annually and approtioned as needed, based on annual projects; any remaining funds will be reserved for long-term capital needs.<br><br>(see Funding Purpose above, Items C &D) | 3.5% of SD5 Plan's Share of the CalPERS Pool's 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 requred, once target balance is achieved. If reserve subsequently dips below target balance, funding to be reinstated. |
| **AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS** | District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, as set forth and approved in this Reserve Policy.<br><br>All other transfers to be presented for review by the Finance Comittee, recommended to and approved by the Board prior to withdrawal. | District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Comitee, as set forth in this Reserve policy.<br><br>All other transfers to be presented for review by the Finance Comittee, recommended to and approved by the Board prior to withdrawal. | District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities.<br><br>All other transfers to be presented for review by the Finance Comittee, recommended to and approved by the Board prior to withdrawal. | All withdrawals and transfers to be presented for review by the Finance Comittee and recommended to the Board for approval. |

* Balances based on SD5 Balance Sheet, as of 6.15.2020

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

**EXHIBIT B: TIBURON/PARADISE COVE**
**SD5 RESERVE POLICY**
**RESOLUTION NO. 2020-07**
**June 18, 2020**

| | 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 typcial operating funds not be available during the fiscal year | To provide adequate funding<br>A) to support both treatment plants' operation and conveyence systems,<br>B) to fund debt payments of financed capital projects (MPR),<br>C) to finance capital projects as listed in the District's budgeted CIP Plan, and<br>D) to reserve funds for future plant +/or systemic sewer line renovations | 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** | **$548,730*<br>Current Operating<br>Tiburon Reserve Fund<br><br>Working Tiburon Ops Fund:<br>$1,878,730*** | **Tiburon: $3,812,784.52*<br>Current Capital & Capital Reserve Balance** | **$460,090*** | **$643,750*** |
| | | | | |
| **TARGET BALANCE** | **Tiburon: $1,609,375***** | **Tiburon: $9,656,250***** | **Tiburon: 643,750***** | **Tiburon: $643,750***** |
| **PROPOSED ANNUAL FUNDING** | **($2,703,943)<br>5% of Sewer Service Charges<br><br>5% of Sewer Service Charges ≈$135,200**** | **TBD per Annum** | **3.5% of SD5's Share of CalPERS' Market Value Assets ($8.95M)<br>FY18-19 ≈ $313,250*****<br><br>Tiburon's FY20-21 CalPERS Trust:<br>$201,650**** | **N/A** |
| **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 semi-annually and approtioned as needed, based on annual projects; any remaining funds will be reserved for long-term capital needs.<br><br>(see Funding Purpose above, Items C &D) | 3.5% of SD5 Plan's Share of the CalPERS Pool's 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 requred, once target balance is achieved. If reserve subsequently dips below target balance, funding is to be reinstated. |
| **AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS** | District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, as set forth and approved in this Reserve Policy.<br><br>All other transfers to be presented for review by the Finance Comittee, recommended to and approved by the Board prior to withdrawal. | District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Comitee, as set forth in this Reserve policy.<br><br>All other transfers to be presented for review by the Finance Comittee, recommended to and approved by the Board prior to withdrawal. | District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities.<br><br>All other transfers to be presented for review by the Finance Comittee, recommended to and approved by the Board prior to withdrawal. | All withdrawals and transfers to be presented for review by the Finance Comittee and recommended to the Board for approval. |

* Balances based on SD5 Balance Sheet, as of 6.15.2020

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

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

# MANAGEMENT SUCCESSION PLAN

## JULY 2019

# Sanitary District No.5 of Marin County

## Table of Contents

Future Challenges and Opportunities:

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

***Wastewater Treatment System:***

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

***Customer Service:***

- Improved web site for ease of customer use
- Development of quarterly newsletter -increased awareness of district activities and accomplishments for customers- for website
- Additional Staff time for permits and Inspections as identified in the recently approved succession plan
- Additional Ark Newspaper Articles

***HR and Employee Development:***

- Encourage staff to cross train in Operations and Maintenance
- Enhance SR WWTP Maintenance/Collection System Tech Position to a Supervisor to assist in the day to day organization of maintenance and long range planning and responsibility in keeping up to date records-responsible for WDR's (waste discharge requirements) for Main Plant and Paradise Cove (LRO Legally Responsible Official Requirement)-as identified in the recently approved succession plan
- Enhance SR WWTP Operator Position to a Supervisor position to assist in the day-to-day organization of operations and long range planning (Chief Plant Operator) responsible for Main Plant and Paradise Cove permits (designated operator in charge)- as identified in the recently approved succession plan

***Renewable Energies and Continued Energy Reduction:***

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

***Organization, Budget and Finance:***

- Sewer Rate Sustainability
- CalPERS Pension Sustainability
- Other Post Employee Benefits (OPEB) Sustainability
- Complete scanning project
- Clean up and organize current District administrative database
- Create standards and file storage location, and file storage paths for staff to save work that all staff need access to

# SANITARY DISTRICT NO. 5 OF MARIN COUNTY

## WWTP OPERATIONS SUPERINTENDENT

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

**DEFINITION:**

Under general direction, supervises, evaluates, plans, and organizes the operations, maintenance, and repairs of the District's wastewater treatment plants, and disposal facilities; assists in the preparation and administration of the District budget; evaluates and trains assigned staff; interfaces with and coordinates assigned functions with other District services, including capital design and construction; serves as the District's designated Operator In Charge and the Laboratory Manager; represents District operations with government control agencies; ensures safe work practices, work quality, and accuracy; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **WWTP Operations Superintendent** is a supervisory level class within the District responsible for assigning and supervising the operation, development, repair, and maintenance of the District's wastewater treatment plants, and the incumbent is expected to perform the full scope of assigned duties. In the absence of the District Manager, and at the discretion of the Board, the incumbent would temporarily assume the duties of District Manager. This classification is distinguished from the next higher class of District Manager by the latter's performance of overall management responsibilities for the District.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the District Manager. Exercises direct and indirect supervision over assigned staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, organizes, coordinates, and supervises the operation and maintenance of all District wastewater treatment and disposal facilities, and ensures timely completion of all assignments.
- Ensures compliance with permitting requirements and with federal, state, regional, and local laws and regulations, and in so acting, shall maintain requisite qualifications for, and fulfill, the duties of Designated Operator In Charge.
- Confers with supervisors/lead workers concerning the planning, scheduling, and assignment of maintenance and operations functions; oversees the efficient assignment and utilization of equipment.
- Develops, implements, and maintains operations and maintenance goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.

- **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)* - ***Continued***

- Coordinates the selection and training of operations; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate; coordinates work assignments through supervisory and lead staff; monitors work activities to ensure safe work practices, work quality, and accuracy; ensures compliance to applicable rules, policies, and procedures.
- Monitors the condition of the District's infrastructure, including wastewater treatment plants, , and related facilities for maintenance, repair, and replacement; provides input regarding the design and construction of new wastewater facilities.
- Prepares and reviews a variety of reports and operating records prior to submission to appropriate agencies.
- Serves as the District's Laboratory Manager; monitors testing procedures; prepares required reports and notifications to ensure compliance with permitting requirements; performs basic skilled water pollution control laboratory testing and analysis; ensures operator adherence to quality assurance programs for laboratory analysis and instrumentation.
- Plans and coordinates the District's Capital Improvement projects, serves as project manager; conducts construction inspections; regularly reports on the status of such projects and inspections to the District Manager.
- Evaluates staffing requirements and utilization of staff; supervises, evaluates, and trains assigned staff; develops and directs staff safety training programs; schedules staff work assignments.
- Develops and recommends the operations budgets to the District Manager; monitors budget expenditures; prepares project cost estimates and analysis.
- Represents the District's wastewater treatment functions in public relations activities; addresses, investigates, and responds to inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing up to 25 pounds may occasionally be required. Additionally, the incumbent in this position may be exposed to biohazards, caustic chemicals, and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and climb stairs; work both indoors and outdoors; and work in confined space and use SCBA as needed.

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

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **WWTP Operation Superintendent**. A typical way of obtaining the required qualifications is to possess five years of supervisory experience in the wastewater treatment, collections system and water quality control operations, maintenance, and monitoring, including three years in a management or full supervisory position, and possession of a high school diploma or equivalent with appropriate course work. A bachelor's degree from an accredited college or university with major course work in Environmental Engineering or a related field is desirable.

**License/Certificate:**

Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District's Insurance requirements. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal. Possession of a Grade IV Certification as a Wastewater Plant Operator from the California State Water Resource Control Board and possession of a Grade III Laboratory Analyst Certificate issued by the California Water Environment Association is desirable

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices of wastewater treatment plant operations; practices, equipment, and materials related to the repair, maintenance, and adjustment procedures for wastewater treatment plant and pump station equipment; practices, techniques, and materials used in maintenance, construction, and repair of sewer systems, as well as related facilities; principles, practices, and methods of basic laboratory testing methods and procedures; principles and techniques of supervision, training, and motivation; applicable federal, state, and local laws governing wastewater treatment plant operations and water quality; principles and practices of project design, cost estimating, and management; operational characteristics of specialized construction and maintenance tools and equipment; principles and practices of budget administration; computer systems and software related to wastewater facilities maintenance and operations, including SCADA systems; basic mathematical and graphic principles; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize, coordinate, and direct the operations, preventive maintenance, and equipment repair functions of the District's wastewater treatment, pumping stations and collections systems; observe treatment plant operations, interpret data and direct adjustments to plant operations as needed to ensure maximum efficiency and compliance with permitting requirements; select, train, supervise, and evaluate subordinate staff; analyze a complex issue and develop and implement an appropriate response; assist in the preparation and administration of the operations and maintenance budget; analyze and evaluate new and existing wastewater collections and treatment methods and standard operating procedures; follow written and oral directions; respond to after hours call-outs if required; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate the tools and equipment used in the analysis and testing of wastewater samples; operate wastewater treatment plant and related collection equipment.

# SANITARY DISTRICT NO. 5 OF MARIN COUNTY

## WWTP MAINTENANCE/COLLECTION SYSTEM SUPERINTENDENT

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

**DEFINITION:**

Under general direction, supervises, evaluates, plans, and organizes the maintenance, and repairs of the District's wastewater treatment plants, collections system, and disposal facilities; assists in the preparation and administration of the District budget; evaluates and trains assigned staff; interfaces with and coordinates assigned functions with other District services, including capital design and construction; serves as the secondary Legally Responsible Official; represents District operations with government control agencies; ensures safe work practices, work quality, and accuracy; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **WWTP Maintenance/Collection System Superintendent** is a supervisory position within the District responsible for assigning and overseeing the operation, development, repair, and maintenance of the District's wastewater treatment plants, pump stations, collection systems and the incumbent is expected to perform the full scope of assigned duties. The incumbent may assume all of the Legally Responsible Official duties of the District Manager in his/her absence. This classification is distinguished from the next higher class of District Manager by the latter's performance of overall management responsibilities for the District.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the District Manager. Exercises direct and indirect supervision over assigned staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, organizes, coordinates, and supervises the maintenance of all District wastewater treatment, collection system and disposal facilities, and ensures timely completion of all assignments.

- Ensures compliance with permitting requirements and with federal, state, regional, and local laws and regulations, and in so acting, shall maintain requisite qualifications for, and fulfill, the duties of Legally Responsible Official.

- Confers with supervisors/lead workers concerning the planning, scheduling, and assignment of maintenance and operations functions; oversees the efficient assignment and utilization of equipment.

- Develops, implements, and maintains operations and maintenance goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.

- Coordinates the selection and training of maintenance personnel; assumes responsibility for motivating

and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate; coordinates work assignments through supervisory and lead staff; monitors work activities to ensure safe work practices, work quality, and accuracy; ensures compliance to applicable rules, policies, and procedures.

- Monitors the condition of the District's infrastructure, including wastewater treatment plants, pumping station, collection systems, and related facilities for maintenance, repair, and replacement; provides input regarding the design and construction of new wastewater facilities.

- Prepares and reviews a variety of reports and operating records prior to submission to appropriate agencies; oversees the maintenance of complete, accurate, and current operations and maintenance records.

- Plans and coordinates the District's Capital Improvement projects, serves as project manager; conducts construction inspections; regularly reports on the status of such projects and inspections to the District Manager.

- Evaluates staffing requirements and utilization of staff; supervises, evaluates, and trains assigned staff; develops and directs staff safety training programs; schedules staff work assignments.

- Develops and recommends the operations and maintenance budgets to the District Manager; monitors budget expenditures; prepares project cost estimates and analysis.

- Represents the District's wastewater treatment functions in public relations activities; addresses, investigates, and responds to inquiries and complaints.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing up to 25 pounds may occasionally be required. Additionally, the incumbent in this position may be exposed to biohazards, caustic chemicals, and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and climb stairs; work both indoors and outdoors; and work in confined space and use SCBA as needed.

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

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **WWTP Maintenance/Collection System Superintendent**. A typical way of obtaining the required qualifications is to possess five years of supervisory experience in the

wastewater treatment, collections system and water quality control operations, maintenance, and monitoring, including three years in a management or full supervisory position, and possession of a high school diploma or equivalent with appropriate course work. An Associate's Degree from an accredited college or university with major course work in Wastewater Treatment or a related field is desirable.

**License/Certificate:**

Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District's Insurance requirements. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal. Possession of a Grade III Collection Systems Technician and possession of a Grade III Plant Maintenance issued by the California Water Environment Association is desirable

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices of wastewater treatment plant operations; practices, equipment, and materials related to the repair, maintenance, and adjustment procedures for wastewater treatment plant and pump station equipment; practices, techniques, and materials used in maintenance, construction, and repair of sewer systems, as well as related facilities; principles, practices, and methods of basic laboratory testing methods and procedures; principles and techniques of supervision, training, and motivation; applicable federal, state, and local laws governing wastewater treatment plant operations and water quality; principles and practices of project design, cost estimating, and management; operational characteristics of specialized construction and maintenance tools and equipment; principles and practices of budget administration; computer systems and software related to wastewater facilities maintenance and operations, including SCADA systems; basic mathematical and graphic principles; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize, coordinate, and direct the operations, preventive maintenance, and equipment repair functions of the District's wastewater treatment, pumping stations and collections systems; observe treatment plant operations, interpret data and direct adjustments to plant operations as needed to ensure maximum efficiency and compliance with permitting requirements; select, train, supervise, and evaluate subordinate staff; analyze a complex issue and develop and implement an appropriate response; assist in the preparation and administration of the operations and maintenance budget; analyze and evaluate new and existing wastewater collections and treatment methods and standard operating procedures; follow written and oral directions; respond to after hours call-outs if required; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate the tools and equipment used in the analysis and testing of wastewater samples; operate wastewater treatment plant and related collection equipment.

# SANITARY DISTRICT NO. 5 OF MARIN COUNTY

# PERMITS/BUSINESS ADMINISTRATION TECHNICIAN

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## SUMMARY:

The **Permits/Business Administration Technician** is a journey level in which the emeritus is expected to independently perform a full scope of assigned duties. This position will attain the knowledge to read and interpret plans and specifications, and the ability to perform inspections on a variety of facilities and construction projects and issue permits. This position will also provide variety of routine, complex, and administrative support activities under general supervision from the Office Manager or District Manager. This is a small office with diverse responsibilities; therefore, the incumbent must be a self-starter with the ability to work independently, as well as performing as an integral part of a team. Attention to detail is a critical skill for this position, as is the ability to set priorities, multi-task, and meet deadlines, while maintaining a high level of accuracy and professionalism. The **Permits/Business Administration Technician** assists the public personally or directs information requests according to established procedures; learns District policies, procedures, and work methods associated with assigned duties; and performs other related duties as required.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Creates appointments and maintains calendar; schedules and arranges meetings for permit inspections and plan reviews.
- Read and interpret general standards, plans and specifications; maintain job records, permits, as-built plans, and test reports.
- Assist the District Manager in checking and approving large construction plans for new public and private sewers; assist with preliminary job/project layout.
- Document site/neighborhood conditions prior to start-up of public sewer replacement/construction project.
- Assess the safety precautions taken on sewer construction sites, and enforce District specifications.
- Review methods of construction to determine their adequacy in relation to standards.
- Prepare and submit accurate records, progress reports and permits for all work performed.
- Upgrade and maintain District map inventory, using both hand and computer drafting methods.
- Observe work in all stages of progress, including excavation, pipe laying, service connecting, backfilling and compaction to assure compliance with specifications and standards, and for approval of authorized construction.
- Verify air tests and the proper cleaning of sewer lines.
- Inspect all materials and verify all soil tests.
- Check backfill materials to assure proper compaction.

- Inspect and Investigate complaints and sewage discharge violations; answer questions and respond to requests from public or private agencies concerning sewer problems, location of main sewer lines and private laterals, sewer line repairs.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)* - ***Continued***

- Inspect new construction and repairs to public sewer mains and private sewer laterals performed by contractors or other agencies.
- Perform TV inspections with the District's equipment and interpret TV inspections done by subcontractors; locate side sewer connections for public sewer replacement.
- Observes safe work methods and uses safety equipment; sets traffic controls; secures worksites from traffic hazards as necessary; assures public safety around worksites; attends safety meetings; follows safe practices for entering confined spaces and other hazardous work areas.
- Establishes positive working relationships with representatives of community organizations, District Board of Directors, District management and staff, state and local agencies and associations, and the general public.
- Performs other duties as assigned in the plant or collection system

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. The position also requires both near and far vision when inspecting work and operating assigned equipment, including reading written reports and work-related documents. The need to lift, carry, and push tools, equipment, and supplies weighing 75 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals that may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and stairs, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and work in confined space and use SCBA as needed. Acute hearing is required when providing phone and personal service.

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

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

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for the **Permits/Business Administration Technician**. A bachelor's degree from an accredited college or university is highly desirable. Other combinations of education and experience equivalent to the above, such as an associate's degree from a two-year college may be qualifying. Possession of a high school diploma or equivalent is required.

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Permits & Business Administration Technician.** A typical way of obtaining the required qualifications is to possess the equivalent of 4 years of experience in sewer collection system and treatment plant facilities maintenance and operations ,experience as an inspector as well as general office administration.

**License/Certificate:**

Possession of a valid California motor vehicle driver's license and a good driving record that meets the requirements established by the District's Insurance requirements. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal. Possession of a Grade II Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association, as well as a Grade II Mechanical Technologist Certificate and/or Grade II Electrical/Instrumentation Certificate issued by the California Water Environment Association are highly desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

- The District's ordinances.
- Construction practices, procedures, methods, materials, tools, equipment, and supplies as applicable to the construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Codes, regulations, specifications, ordinances, laws, practices, and enforcement procedures pertaining to the inspection and regulation of construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Civil, structural, mechanical, and electrical engineering as it relates to construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Safety hazards and appropriate precautions per Cal-OSHA and OSHA safety regulations applicable to construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Operation, materials, and methods of sewage collection, treatment, and construction, including County Health Codes related thereto.
- Surveying and drafting procedures, instruments and equipment.
- Safe work practices
- Mathematics as it applies to construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Record keeping and report writing practices.
- Personal computers and applicable business software.

**Ability to:**

- Read and interpret construction drawings and specifications and do preliminary job/project layouts, and perform thorough field engineering construction inspections
- Learn and observe all appropriate safety precautions as required by the District; recognize and deal with the hazards encountered in the course of work.
- Understand and accurately carry out written and oral directions; take instruction and feedback with a cooperative and positive attitude; establish and maintain cooperative working relationships using tact and diplomacy via effective and clear communication with those contacted in the course of work.
- Perform mathematical calculations quickly and accurately; interpret and explain applicable laws, codes, and regulations to customers when necessary;
- 
- Maintain accurate records of field observations, and prepare clear and concise reports; prepare sketches of sewer locations and maintain accurate records.
- Perform and interpret TV inspections of sewer lines; attend educational classes as required.
- Work shift, weekends, holidays and overtime as assigned/required.
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- Provide general administrative and IT support, with accuracy and speed, as assigned by Office Manager or District Manager; organize, prioritize, and follow-up on work assignments;

**Skill to:**

Demonstrate basic level knowledge of Microsoft Office Professional, including Word, Excel, PowerPoint, and Outlook and Arcview GIS. Perform complex and detailed IT and office administrative support work; compose clear and concise correspondence related to District business; input and retrieve data from automated systems with sufficient speed and accuracy to perform the work; maintain accurate records and files; and prepare clear and accurate reports.

# MEMORANDUM OF UNDERSTANDING

## SANITARY DISTRICT NO. 5 OF MARIN COUNTY and THE EMPLOYEES OF SANITARY DISTRICT NO. 5 OF MARIN COUNTY

IT IS HEREBY AGREED by and between the Sanitary District No. 5 of Marin County ("District") and the Employees of Sanitary District No. 5 of Marin County ("Employees"), acting pursuant to and in compliance with the terms and provisions of section 3500 *et seq.* of the California Government Code, that the following terms and conditions shall be applicable to the individuals in the bargaining unit represented by the Employees.

Section 1. Recognition

The District has voluntarily recognized the Employees of Sanitary District No. 5 of Marin County as the exclusive representative of all regular (e.g., permanent and probationary) full-time District employees with the exclusion of management and confidential employees.

Section 2. Implementation

This Memorandum of Understanding shall become binding upon the parties when adopted by the Board of Directors.

Section 3. Term

This Memorandum of Understanding shall be deemed effective as of the date of July 1, 2017 and remain in full force and effect until June 30, 2022.

Section 4. District Rights

The rights of the District include, but are not limited to, the exclusive right to determine its mission; set standards of service; determine the procedures and standards of selection for employment and promotion; train and direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which governmental operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; exercise complete control and discretion over its organization and the technology of performing its work; and to make rules and regulations for its employees consistent with this MOU.

## Section 5. Hours of Work

### 5.1 Regular Workweek and Regular Workday

The regular workweek shall consist of forty (40) hours and the regular workday shall consist of eight (8) hours, nine (9) hours, or ten (10) hours as determined by the District. The District may change the schedule due to operational requirements or needs.

The District may assign a fourteen (14) day schedule, 44/36-80 hours in any two (2) week period, as follows:

1. Any combination of eight (8) working days of a maximum of nine (9) hours per day and one (1) working day of a maximum of eight (8) hours, that results in no more than 80 hours being worked within a fourteen (14) calendar day period.

2. The fourteen (14) calendar day period shall consist of one (1) seven (7) day period which consists of five (5) consecutive working days and two (2) consecutive days off of forty-eight (48) hours and a second seven (7) day period consisting of four (4) consecutive working days and (3) consecutive days off of seventy-two (72) hours. The two (2) seven (7) day periods can be scheduled in any order.

A workday begins at 12:01 a.m. and ends twenty-four hours later. For purposes of compliance with the Fair Labor Standards Act the regular workweek shall begin at 12:01 a.m. on Sunday and conclude the following Saturday at midnight.

Employees are required to be in uniform at the beginning of their assigned work hours and to remain in uniform until their assigned shift has ended.

Management retains the discretion to determine work shifts.

### 5.2 Schedules

Work schedules showing employees' shifts, workdays and hours shall be posted on department bulletin boards at all times.

In the event the District must change an employee's shift, the employee must receive ten (10) working days notice before the new shift becomes effective, except in cases of emergency as determined by the District Manager.

### 5.3 Rest and Lunch Periods

Under normal conditions, the work schedule of all employees shall provide a fifteen (15) minute rest period during each four (4) hour work period.

Employees shall have a paid 30-minute lunch period. Employees must stay within District boundaries during the lunch break.

## Section 6. Overtime, Call Back and Standby Pay

### 6.1 Overtime Defined

Overtime is authorized time worked beyond eight (8) hours per day, or nine (9) hours per day for employees assigned to 44/36-80 workweeks, or ten (10) hours per day for employees assigned to a 4/10 workweek, or forty (40) hours per week.

### 6.2 Authorization

All overtime worked must be approved in advance by the District Manager or the District Manager's designated representative, except when an employee is on standby or is responding to an emergency.

### 6.3 Notification

If, in the judgment of the District, work beyond the normal workday, workweek, or work period is required, the District will notify an employee of the apparent need for such overtime as soon as practical prior to when the overtime is expected to begin.

No employee will be allowed to work in excess of sixteen (16) hours consecutively due to safety and liability concerns, except in the event of an actual emergency. Any employee who works sixteen (16) hours consecutively must have a rest period of at least eight (8) hours, plus travel time to and from the employee’s home, before returning to work.

### 6.4 Compensation for Overtime

Overtime shall be compensated at one and one-half (1-1/2) times the straight-time hourly wage rate or in accordance with applicable state and federal laws. Overtime shall be charged in one-half (1/2) hour increments.

Compensation for hours in excess of twelve (12) hours in one (1) workday will be paid at double the regular rate of pay. Employees shall not work more than sixteen (16) consecutive hours without a rest period of at least eight (8) hours, plus travel time to and from the employee’s home.

Employees who accrue overtime in a pay period will receive overtime pay unless the employee notifies the payroll officer in writing regarding converting the overtime into compensatory time.

Employees may accumulate compensatory time in lieu of overtime pay up to a maximum of eighty (80) hours at any one time. An employee who wishes to take accumulated compensatory time must receive prior approval for taking time off and the time off may only be taken when it does not result in an economic cost to the District. During each pay period, all hours earned above the maximum of eighty (80) hours will be compensated in cash at the employee's base hourly rate. The District also reserves the right to cash out accumulated CTO at any time.

6.5 Call Back

If an employee is called back to work, the employee, upon receiving the call to return to work, shall be entitled to pay at the applicable rate (port to port). The employee shall be entitled to a minimum of two (2) hours' work, or if two (2) hours' work is not furnished, a minimum of two (2) hours' pay at the applicable rate. If the employee is required to work more than two (2) hours, the employee shall receive pay for the actual time worked. This provision does not apply to instances in which the employee is called to report before the employee's regular starting time and has worked from the time the employee reports to the employee's regular starting time.

6.6 Standby Pay

Employees on standby shall receive 14 hours of straight-time pay per week, paid at a rate of 2 hours of straight-time pay per day. No overtime shall be paid for calls/responses that do not require reporting in.

Section 7. Classification and Salaries

7.1 Pay Scale

Effective July 1, 2017, employees shall receive an annual Cost of Living Allowance ("COLA") increase based on the San Francisco-Oakland-San Jose Consumer Price Index for all Urban Consumers ("CPI") using the CPI annual average for the calendar year immediately preceding the commencement of the District's fiscal year. The minimum COLA increase shall be 2.5% and the maximum COLA increase shall be 3.5%. The COLA increase shall be implemented as a salary schedule or pay scale adjustment effective July 1 of each fiscal year during the term of this agreement.

7.2 Promotions

An employee shall receive a promotion within class only if he/she has the specified time in grade and has demonstrated satisfactory performance, and the promotion is approved by the District Manager.

7.3 Educational Incentive

(a) The District will reimburse employees for fees paid for pre-approved courses and examinations only when the employee passes the course or examination. This one-time stipend shall be reported to CalPERS as special compensation.

(b) Educational incentive program available, see "Attachment A, Education Incentive Program" for specific details.

7.4 Section 7.4 Job Titles and Step Ranges

As a result of Resolution 2006-02 Section 22 Misc. "Certification Incentive" Employees were given up to 5% increase in pay for obtaining certifications that provided cross training for the employees that participated in the program. Reporting the incentive as special compensation was not identified at the time of the meet and confer process. In an effort to correct identified findings from the March 2014 CalPERS Audit No. P13-058, job titles and salary ranges have been updated to coincide with the current pay and duties performed:

| Job Title | Salary Step Range |
|---|---|
| Senior WWTP Operator/ Lab Director | 24-30 (7 Steps) |
| Senior WWTP Operator/ Safety Coordinator | 24-30 (7 Steps) |
| Senior WWTP Operator/Pollution Prevention Coordinator | 24-30 (7Steps) |
| Senior WWTP Maintenance & Collection System Tech | 22-28 (7 Steps) |
| Wastewater Permits & Construction Inspector | 21-27 (7 Steps) |
| WWTP Operator | 20-26 (7 Steps) |
| WWTP Maintenance & Collection System Tech | 19-25 (7 Steps) |

Section 8. Health and Welfare

8.1 Available Benefits

(a) Medical Benefits

The District shall continue to contract with the California Public Employees' Retirement System (CalPERS) to provide employees (and their eligible dependents) and retirees (and their eligible dependents) with hospital-medical insurance pursuant to the California Public Employees' Medical and Hospital Care Act (PEMHCA).

As soon as administratively possible, the District shall pay the PEMHCA minimum contribution as provided in California Government Code section 22892 on behalf of each eligible employee and qualified annuitant. The District shall establish an IRS Section 125 cafeteria plan for active employees, and a Health Reimbursement Arrangement or similar funding mechanism chosen by the District for annuitants to fund the remainder of medical benefits as discussed below.

**RESOLUTION NO. 2020-08**

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

**A RESOLUTION APPROVING THE ANNUAL COST OF LIVING INCREASE FOR ALL SANITARY DISTRICT NO. 5 OF MARIN COUNTY EMPLOYEES – REPRESENTED, UNREPRESENTED AND MANAGEMENT**

The District Board of Sanitary District No. 5 of Marin County finds and determines it is appropriate to set forth in written form, the terms and conditions of service for the Represented Employees, as established in the Memorandum of Understanding, Implemented on December 19, 2012, and any Unrepresented Employees, as specified per individual Employment Contract.

**WHEREAS**, in accordance with the Adopted Memorandum of Understanding, approved on April 20, 2017, in Section 7, Classifications and Salaries, under Subsection 7.1, Pay Scale, "Effective July 1, 2017, employees shall receive an annual Cost of Living Allowance ("COLA") increase based on the San Francisco-Oakland-San Jose Consumer Price Index for all Urban Consumers ("CPI") using the CPI annual average for the calendar year immediately preceding the commencement of the District's fiscal year. The minimum COLA increase shall be 2.5% and the maximum COLA increase shall be 3.5%. The COLA increase shall be implemented as a salary adjustment effective July 1, of each fiscal year during the term of this agreement", and;

**WHEREAS,** Sanitary District No. 5 of Marin County is required to implement the annual COLA increase for Represented Employees, and;

**WHEREAS**, Sanitary District No. 5 of Marin County is to assure any Unrepresented Employees not covered by the Memorandum of Understanding, as stated in Unrepresented Employee Benefits Plan Section 12., Salaries, Pay Scale, "Effective July 1, 2017, employees shall receive an annual Cost of Living Allowance ("COLA") increase based on the San Francisco-Oakland-San Jose Consumer Price Index for all Urban Consumers ("CPI") using the CPI annual average for the calendar year immediately preceding the commencement of the District's fiscal year. The minimum COLA increase shall be 2.5% and the maximum COLA increase shall be 3.5%. The COLA increase shall be implemented as a salary adjustment effective July 1, of each fiscal year", and;

**WHEREAS,** Sanitary District No. 5 of Marin County is to assure any Management Employees not covered by the Memorandum of Understanding, as stated in exclusive Agreements for Employment in Section IV., Compensation, "[Management Employee] is eligible for any annual cost of living increases granted across-the-board to District employees," matching the COLA increase provided to Represented Employees.

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

1. The salaries for all employees of Sanitary District No. 5 of Marin County, as stated on the attached Publicly Available Pay Scale Chart, which reflects an annual Cost of Living increase of 3.3%, effective July 1, 2020, are hereby incorporated in and made part of this Resolution.

Resolution No. 2020-08
June 18, 2019

* * * * *

I certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Board of Directors of Sanitary District No. 5 of Marin County, California, at a meeting thereof held on the 18th of June 2020, by the following vote:

AYES, and in favor thereof, Directors: CATHARINE BENEDIKTSSON, TOD MOODY, RICHARD SNYDER, JOHN CARAPIET, MICHAEL LASKY

NOES, Directors: NONE

ABSENT, Directors: NONE

ABSTAIN, Directors: NONE

Approved:

Catharine Benediktsson
President, Board of Directors

Attest:

Richard Snyder
Secretary, Board of Directors

Sanitary District No. 5 of Marin County
Pay Scale - Comparison of Salary Ranges and Steps by Classifications
All Classifications - Filled and Vacant
July 1, 2019 through June 30, 2020
3.5% Increase for Each Salary Step, Approved on June 20, 2019

| Salary Step | Monthly Salary | Hourly Rate | District Manager | Office Manager | Administrative/ Finance Specialist | Senior Wastewater Treatment Plant Operator Lab Director | Senior Wastewater Treatment Plant Operator Safety Coordinator | Senior Wastewater Treatment Plant Operator Pollution Prevention Coordinator | Wastewater Treatment Plant Operator | Senior Wastewater Treatment Plant Maint & Collections System Tech | Wastewater Treatment Plant Permits & Construction Inspector | Wastewater Treatment Plant Maint & Collections System Tech | Maintenance Intern (Hrly Rate, max 975 hrs/FY) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 47 | 21,776.39 | 125.63 | | | | | | | | | | | |
| 46 | 21,245.25 | 122.56 | | | | | | | | | | | |
| 45 | 20,233.58 | 116.73 | | | | | | | | | | | |
| 44 | 19,270.07 | 111.17 | | | | | | | | | | | |
| 43 | 18,352.45 | 105.88 | | | | | | | | | | | |
| 42 | 17,478.52 | 100.83 | | | | | | | | | | | |
| 41 | 16,646.21 | 96.03 | | | | | | | | | | | |
| 40 | 15,853.54 | 91.46 | | | | | | | | | | | |
| 39 | 15,098.61 | 87.10 | | | | | | | | | | | |
| 38 | 14,379.62 | 82.96 | | | | | | | | | | | |
| 37 | 13,694.88 | 79.01 | | | | | | | | | | | |
| 36 | 13,042.74 | 75.24 | | | | | | | | | | | |
| 35 | 12,421.66 | 71.66 | | | | | | | | | | | |
| 34 | 11,830.15 | 68.25 | | | | | | | | | | | |
| 33 | 11,266.81 | 65.00 | | | | | | | | | | | |
| 32 | 10,730.30 | 61.90 | | | | | | | | | | | |
| 31 | 10,219.33 | 58.96 | | | | | | | | | | | |
| 30 | 9,732.70 | 56.15 | | | | | | | | | | | |
| 29 | 9,269.23 | 53.47 | | | | | | | | | | | |
| 28 | 8,827.84 | 50.93 | | | | | | | | | | | |
| 27 | 8,407.47 | 48.50 | | | | | | | | | | | |
| 26 | 8,007.11 | 46.19 | | | | | | | | | | | |
| 25 | 7,625.82 | 43.99 | | | | | | | | | | | |
| 24 | 7,262.69 | 41.90 | | | | | | | | | | | |
| 23 | 6,916.85 | 39.90 | | | | | | | | | | | |
| 22 | 6,587.47 | 38.00 | | | | | | | | | | | |
| 21 | 6,273.78 | 36.19 | | | | | | | | | | | |
| 20 | 5,975.03 | 34.47 | | | | | | | | | | | |
| 19 | 5,690.51 | 32.83 | | | | | | | | | | | |
| 18 | 5,419.53 | 31.27 | | | | | | | | | | | |
| 17 | 5,161.46 | 29.78 | | | | | | | | | | | |
| 16 | 4,915.67 | 28.36 | | | | | | | | | | | |
| 15 | 4,681.59 | 27.01 | | | | | | | | | | | |
| 14 | 4,458.66 | 25.72 | | | | | | | | | | | |
| 13 | 4,246.34 | 24.50 | | | | | | | | | | | |
| 12 | 4,044.14 | 23.33 | | | | | | | | | | | |
| 11 | 3,851.56 | 22.22 | | | | | | | | | | | |
| 10 | 3,668.15 | 21.16 | | | | | | | | | | | |
| 9 | 3,493.48 | 20.15 | | | | | | | | | | | |
| 8 | 3,327.12 | 19.19 | | | | | | | | | | | |
| 7 | 3,168.69 | 18.28 | | | | | | | | | | | |
| 6 | 3,017.80 | 17.41 | | | | | | | | | | | |
| 5 | 2,874.09 | 16.58 | | | | | | | | | | | |
| 4 | 2,737.23 | 15.79 | | | | | | | | | | | |
| 3 | 2,606.89 | 15.04 | | | | | | | | | | | |
| 2 | 2,482.75 | 14.32 | | | | | | | | | | | |
| 1 | 2,364.52 | 13.64 | | | | | | | | | | | |

Sanitary District No. 5 of Marin County
Pay Scale - Comparison of Salary Ranges and Steps by Classifications
All Classifications - Filled and Vacant
July 1, 2019 through June 30, 2020
**POSSIBLE PROMOTIONS / ADDITIONS (START DATE: 1.1.2020)**

| Salary Step | Monthly Salary | Hourly Rate | District Manager | Office Manager | Administrative/ Permit Specialist | WWTP Operations Superintendent Lab Director | Senior Wastewater Treatment Plant Operator Safety Coordinator | Senior Wastewater Treatment Plant Operator Pollution Prevention Coordinator | Wastewater Treatment Plant Operator | WWTP Maintenance Collection System Superintendent | Senior Wastewater Treatment Plant Maint & Collection System Tech | Senior Wastewater Treatment Plant Construction Inspector | Wastewater Treatment Plant Maint & Collections System Tech | Maintenance Intern (Hrly Rate, max 975 hrs/FY) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 47 | 21,776.39 | 125.63 | | | | | | | | | | | | |
| 46 | 21,245.25 | 122.56 | | | | | | | | | | | | |
| 45 | 20,233.58 | 116.73 | | | | | | | | | | | | |
| 44 | 19,270.07 | 111.17 | | | | | | | | | | | | |
| 43 | 18,352.45 | 105.88 | | | | | | | | | | | | |
| 42 | 17,478.52 | 100.83 | | | | | | | | | | | | |
| 41 | 16,646.21 | 96.03 | | | | | | | | | | | | |
| 40 | 15,853.54 | 91.46 | | | | | | | | | | | | |
| 39 | 15,098.61 | 87.10 | | | | | | | | | | | | |
| 38 | 14,379.62 | 82.96 | | | | | | | | | | | | |
| 37 | 13,694.88 | 79.01 | | | | | | | | | | | | |
| 36 | 13,042.74 | 75.24 | | | | | | | | | | | | |
| 35 | 12,421.66 | 71.66 | | | | | | | | | | | | |
| 34 | 11,830.15 | 68.25 | | | | | | | | | | | | |
| 33 | 11,266.81 | 65.00 | | | | | | | | | | | | |
| 32 | 10,730.30 | 61.90 | | | | | | | | | | | | |
| 31 | 10,219.33 | 58.96 | | | | | | | | | | | | |
| 30 | 9,732.70 | 56.15 | | | | | | | | | | | | |
| 29 | 9,269.23 | 53.47 | | | | | | | | | | | | |
| 28 | 8,827.84 | 50.93 | | | | | | | | | | | | |
| 27 | 8,407.47 | 48.50 | | | | | | | | | | | | |
| 26 | 8,007.11 | 46.19 | | | | | | | | | | | | |
| 25 | 7,625.82 | 43.99 | | | | | | | | | | | | |
| 24 | 7,262.69 | 41.90 | | | | | | | | | | | | |
| 23 | 6,916.85 | 39.90 | | | | | | | | | | | | |
| 22 | 6,587.47 | 38.00 | | | | | | | | | | | | |
| 21 | 6,273.78 | 36.19 | | | | | | | | | | | | |
| 20 | 5,975.03 | 34.47 | | | | | | | | | | | | |
| 19 | 5,690.51 | 32.83 | | | | | | | | | | | | |
| 18 | 5,419.53 | 31.27 | | | | | | | | | | | | |
| 17 | 5,161.46 | 29.78 | | | | | | | | | | | | |
| 16 | 4,915.67 | 28.36 | | | | | | | | | | | | |
| 15 | 4,681.59 | 27.01 | | | | | | | | | | | | |
| 14 | 4,458.66 | 25.72 | | | | | | | | | | | | |
| 13 | 4,246.34 | 24.50 | | | | | | | | | | | | |
| 12 | 4,044.14 | 23.33 | | | | | | | | | | | | |
| 11 | 3,851.56 | 22.22 | | | | | | | | | | | | |
| 10 | 3,668.15 | 21.16 | | | | | | | | | | | | |
| 9 | 3,493.48 | 20.15 | | | | | | | | | | | | |
| 8 | 3,327.12 | 19.19 | | | | | | | | | | | | |
| 7 | 3,168.69 | 18.28 | | | | | | | | | | | | |
| 6 | 3,017.80 | 17.41 | | | | | | | | | | | | |
| 5 | 2,874.09 | 16.58 | | | | | | | | | | | | |
| 4 | 2,737.23 | 15.79 | | | | | | | | | | | | |
| 3 | 2,606.89 | 15.04 | | | | | | | | | | | | |
| 2 | 2,482.75 | 14.32 | | | | | | | | | | | | |
| 1 | 2,364.52 | 13.64 | | | | | | | | | | | | |

Sanitary District No. 5 of Marin County
Pay Scale - Comparison of Salary Ranges and Steps by Classifications
All Classifications - Filled and Vacant
3.3% Increase for Each Salary Step
July 1, 2020 through June 30, 2021

| Salary Step | Monthly Salary | Hourly Rate | District Manager | Senior Wastewater Treatment Plant Operator Superintendent | Office Manager | Wastewater Treatment Plant Permits & Business Administrative Tech | Senior Wastewater Treatment Plant Operator Lab Director | Senior Wastewater Treatment Plant Operator Safety Coordinator | Senior Wastewater Treatment Plant Operator Pollution Prevention Coordinator | Wastewater Treatment Plant Operator | Senior Wastewater Treatment Plant Maint & Collections Superintendent | Senior Wastewater Treatment Plant Maint & Collections System Tech | Wastewater Treatment Plant Permits & Construction Inspector | Wastewater Treatment Plant Maint & Collections System Tech | Maintenance Intern (Hrly Rate, max 975 hrs/FY) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 47 | 22,495.01 | 129.77 | | | | | | | | | | | | | |
| 46 | 21,946.35 | 126.61 | | | | | | | | | | | | | |
| 45 | 20,901.28 | 120.58 | | | | | | | | | | | | | |
| 44 | 19,905.98 | 114.84 | | | | | | | | | | | | | |
| 43 | 18,958.08 | 109.37 | | | | | | | | | | | | | |
| 42 | 18,055.31 | 104.16 | | | | | | | | | | | | | |
| 41 | 17,195.54 | 99.20 | | | | | | | | | | | | | |
| 40 | 16,376.70 | 94.48 | | | | | | | | | | | | | |
| 39 | 15,596.86 | 89.98 | | | | | | | | | | | | | |
| 38 | 14,854.15 | 85.69 | | | | | | | | | | | | | |
| 37 | 14,146.81 | 81.61 | | | | | | | | | | | | | |
| 36 | 13,473.15 | 77.73 | | | | | | | | | | | | | |
| 35 | 12,831.57 | 74.03 | | | | | | | | | | | | | |
| 34 | 12,220.55 | 70.50 | | | | | | | | | | | | | |
| 33 | 11,638.62 | 67.14 | | | | | | | | | | | | | |
| 32 | 11,084.40 | 63.95 | | | | | | | | | | | | | |
| 31 | 10,556.57 | 60.90 | | | | | | | | | | | | | |
| 30 | 10,053.87 | 58.00 | | | | | | | | | | | | | |
| 29 | 9,575.12 | 55.24 | | | | | | | | | | | | | |
| 28 | 9,119.16 | 52.61 | | | | | | | | | | | | | |
| 27 | 8,684.92 | 50.10 | | | | | | | | | | | | | |
| 26 | 8,271.35 | 47.72 | | | | | | | | | | | | | |
| 25 | 7,877.47 | 45.45 | | | | | | | | | | | | | |
| 24 | 7,502.36 | 43.28 | | | | | | | | | | | | | |
| 23 | 7,145.10 | 41.22 | | | | | | | | | | | | | |
| 22 | 6,804.86 | 39.26 | | | | | | | | | | | | | |
| 21 | 6,480.82 | 37.39 | | | | | | | | | | | | | |
| 20 | 6,172.21 | 35.61 | | | | | | | | | | | | | |
| 19 | 5,878.29 | 33.91 | | | | | | | | | | | | | |
| 18 | 5,598.37 | 32.30 | | | | | | | | | | | | | |
| 17 | 5,331.78 | 30.76 | | | | | | | | | | | | | |
| 16 | 5,077.89 | 29.29 | | | | | | | | | | | | | |
| 15 | 4,836.09 | 27.90 | | | | | | | | | | | | | |
| 14 | 4,605.80 | 26.57 | | | | | | | | | | | | | |
| 13 | 4,386.47 | 25.31 | | | | | | | | | | | | | |
| 12 | 4,177.59 | 24.10 | | | | | | | | | | | | | |
| 11 | 3,978.66 | 22.95 | | | | | | | | | | | | | |
| 10 | 3,789.20 | 21.86 | | | | | | | | | | | | | |
| 9 | 3,608.76 | 20.82 | | | | | | | | | | | | | |
| 8 | 3,436.92 | 19.83 | | | | | | | | | | | | | |
| 7 | 3,273.25 | 18.88 | | | | | | | | | | | | | |
| 6 | 3,117.38 | 17.98 | | | | | | | | | | | | | |
| 5 | 2,968.94 | 17.13 | | | | | | | | | | | | | |
| 4 | 2,827.56 | 16.31 | | | | | | | | | | | | | |
| 3 | 2,692.91 | 15.54 | | | | | | | | | | | | | |
| 2 | 2,564.68 | 14.80 | | | | | | | | | | | | | |
| 1 | 2,442.55 | 14.09 | | | | | | | | | | | | | |

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

# STRATEGIC PLAN

## JUNE 30, 2020

# Sanitary District No.5 of Marin County

**Table of Contents**

## 1. Introduction, History and Overview

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

In 2005 the City of Belvedere sewage collection system was annexed to the District. When this task was completed, a new sewer rate had to be established for the City of Belvedere residents, as it was treated as a separate zone per the annexation agreement with Belvedere. In that annexation agreement, the City of Belvedere negotiated keeping the sewer service revenue portion of the property tax, thus the higher rates in the City of Belvedere currently. As of 2018 the Belvedere zone sewer service fee charge is $1985 per EDU compared to $1034 per EDU in the Tiburon zone. Prior to annexation into Sanitary District No.5 of Marin County, an investigation of the entire sewer collection was performed by Harris & Associates to assist the District in determining the condition of the collection system and the required repairs that would be needed in the future. A similar study was also performed for the collection system owned by the District for the Tiburon zone. Those studies assisted in determining the rates that are in place today.

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

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

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

The District has a total of 24 pump stations in its service area and 153,120 lateral feet (29 miles) of gravity sewer lines that range in size from 6'' to 24" and a total of 26,400 lateral feet (5 miles) of pressure force main. The District is governed by a 5-member Board of Directors, while the day- to-day management is the

responsibility of the District Manager, and his or her staff of 9 employees. Many Districts have different priorities, goals and challenges that face them day-to-day and in the future. That is why this District seeks to layout its priorities, address its concerns and prioritize its future challenges with the creation of this strategic plan. This planning would also assist future Board Members and District Managers with staying on-course in providing the best, safest, and most reliable collection conveyance and treatment of sewage for the Tiburon/Belvedere peninsula residents. The strategic plan shall reflect the direction, insight, and expertise of the Board Members and its District Staff and shall provide for the overall strategic direction of the District.

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

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

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


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

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

2010 Unincorporated East Tiburon- Upgraded Paradise Cove Wastewater Treatment Plant

## 2. Mission Statement and Values

### Mission Statement

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

### SD5 Values

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

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

## 3. Accomplishments

SD5 Accomplishments

A generalized list of recent accomplishments:

Main Treatment Plant:

- Invested $12 Million dollars and rehabilitated the Main Treatment Plant: this was a 2-year project, which improved treatment plant efficiencies and reliability
- Updated the Sewer Use Ordinance to include sewer lateral inspection and repair mechanism to reduce I&I from the collection system
- Began pump station controls replacement program: 16 of 22 pump stations now have new standardized control panels –Panels have been raised per Baywave sea level report study
- 20,500 Linear feet of pipe have been replaced/rehabilitated since 2006
- Completed the Point Tiburon Sewer Line acquisition (a 30+yr dispute/unresolved item)
- Completed the Mar West Phase 1 and Phase 2 Pump Station Upgrade - $1.5 Million Invested to this site.
- Completed a LED lighting upgrade as part of our continued efforts to conserve energy & keep costs down
- Completed Bio-Solids Management Plan and negotiated disposal contract with Lystek Intl.

Paradise Cove Plant:

- Acceptance of the Seafirth Estates subdivision pump stations: allowed for the decommissioning of Seafirth Estates' Rotating Biological Contactor (RBC) treatment plant
- Acceptance of the Paradise Drive Sewer Line Extension (PDSLE) Line Sewer line: allowed sewer service connections for 52 homes allowing people to decommission septic systems in the unincorporated area of Tiburon an connecting to the public sewer
- Acceptance of Vogt sewer line extension at Paradise Cove which will allow for an additional 12 connections and the connection of the Romberg Tiburon Center
- Established an Outside Sewer Service Agreement with SFSU Romberg Center for Sewer Service
- Paradise Cove Treatment Plant upgrade and installation of new discharge pipe and diffuser: treatment plant capacity doubled and treatment efficiency improvement

Finance & HR:

- Major work on the District's Finances and Capital Improvement Program in FY2009/2010: this led to difficult decisions to increase sewer rates for the prolonged safety and compliance of both treatment plants and its collection system. Prior to 2005, the sewer rates had not been raised in 20+ years
- Made the difficult decisions to cut benefits for new hires, in part of the 2012 Employee Negotiations: this established a lower tier for transferring Classic Members as a result of higher CalPERS pension obligations
- Began funding a California Employee Retirement Benefit Trust (CERBT) for Other Post-Employment Benefits (OPEB) in 2011
- Paid off CalPERS side fund and SD5's unfunded accrued liability, through 2018
- Updated the SD5 Connection Fee Schedule
- Created a District wide succession plan
- Created new Financial Policy & Procedure Manual
- Updated the SD5 Reserve Policy and created a new CalPERS Reserve Trust in order to fund future CalPERS' inability to obtain target returns in their investment strategies

## 4. Current Conditions, Future Challenges & Opportunities

Current Conditions:

The District overall income is around $6 million dollars. Total operations and maintenance costs, which includes salary, is averaging around $3 million dollars (not including CalPERS unfunded liabilities) with about 3% inflation each year. Currently, Capital Expenditures run anywhere between $1.5 -$2.5 million dollars yearly including debt service. The Districts net operating/capital income varies between $500k-$1 million dollars each year. That is the current overall trend of the District finances as of 2018. Please note that both treatment plants recently were improved so the need for costly capital expenditures at both of these facilities will mostly likely not occur for another 4-9 years.

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

In 2013, CalPERS enacted new retirement formulas for new-hire employees into the CalPERS' retirement system (Public Employees' Pension Reform Act - PEPRA), which keeps our employee overhead costs down. Currently the District has 5 employees under the Classic Member formula of 2.7%@ 55 formula, and 4 employees under the PEPRA formula of 2.0% @ 62. The District has paid its CalPERS pension liabilities up through fiscal year 2016. The Districts OPEB Other Post-Employment Benefits (retiree health) is around 40% funded as of 2017. The District currently has 6 retirees receiving OPEB. The Board of Directors receive compensation of $100 for attendance at each Board Meeting; no other benefits are granted to the Board of Directors.

Capital Improvement wise, the Districts main function is to provide high quality collection, conveyance, treatment and disposal of the wastewater in this service area. A main priority currently for the District is the rehabilitation of the districts collection system – an ongoing 10 year Capital Improvement Program (CIP) is in place to replace/rehabilitate the collection system based on video reports conducted in 2006 and 2011. Also, the District is currently under way with a project standardizing the control panels at the 24 pump stations, servicing the areas and raising them per the Marin BayWAVE Marin Bay Waterfront Adaptation Vulnerability Evaluation

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

Future Challenges and Opportunities:

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

***Wastewater Treatment System:***

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

***Customer Service:***

- Improved web site for ease of customer use
- Development of quarterly newsletter -increased awareness of district activities and accomplishments for customers- for website
- Additional Staff time for permits and Inspections as identified in the recently approved succession plan
- Additional Ark Newspaper Articles

***HR and Employee Development:***

- Encourage staff to cross train in Operations and Maintenance
- Enhance SR WWTP Maintenance/Collection System Tech Position to a Supervisor to assist in the day to day organization of maintenance and long range planning and responsibility in keeping up to date records-responsible for WDR's (waste discharge requirements) for Main Plant and Paradise Cove (LRO Legally Responsible Official Requirement)-as identified in the recently approved succession plan
- Enhance SR WWTP Operator Position to a Supervisor position to assist in the day-to-day organization of operations and long range planning (Chief Plant Operator) responsible for Main Plant and Paradise Cove permits (designated operator in charge)- as identified in the recently approved succession plan
- Create a Permits/Administrative Tech position to assist in the office and to handle the increased work as result of sewer lateral inspections required by Sewer Use Ordinance 2014-02

***Renewable Energies and Continued Energy Reduction:***

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

***Organization, Budget and Finance:***

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

***Organization, Budget and Finance (Cont'd):***

- Create standards and file storage location, and file storage paths for staff to save work that all staff need access to
- Connection Fee Rates
- Contracted Services
- Sewer Rate Study- Last sewer rate survey completed in 2010

***Facilities and Operations:***

- Rebuild the maintenance shop and create 2nd floor for an overall operations/maintenance building.
- Review of Emergency Planning/Preparedness: Boat access to treatment plant sites, and Vactor truck availability, and bypass pumping review
- Planning for future Treatment Plant Rehabilitation or Relocation Options
- Office Upgrades – Limited Space
- Complete a Collection System Master Plan in conjunction with Sewer Rate Study- Last full scale sewer system evaluation completed in 2006

## 5. SD5 Goals

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

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

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

## Goal One: Protecting Public Health and Employee Safety

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

The SD5 Board established the following key objectives:

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

## Goal Two: Infrastructure Reliability

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

The SD5 Board established the following key objectives:

- Maintain and evaluate the on-going 10-year Capital Improvement Plan annually
- Maintain a comprehensive CMMS system for tracking and forecasting of future Capital work and to maintain current equipment in service
- Clean 25% of SD5's sewer line each year
- Installation of a new sewer force main serving the city of Belvedere (Cove Road Pump Station Sewer Force Main Replacement Project)
- Develop Emergency Plan for abandoned emergency outfall line at the Main Plant
- Review Emergency Plan for plant-access during non-access situations (road closures, etc.)

## Goal Three: Fiscal Accountability

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

The SD5 Board established the following key objectives:

- Ensure sewer rates are adequate for operation of the District
- Review CalPERS unfunded liabilities annually
- Ensure Achievable CIP Plan is in-line with current level of funding
- Review Sewer Rates (2020-2021)
- Ensure Adequate Sewer Reserves in-line with Reserve Policy
- Review California Employee Retirement Benefit Trust (CERBT) Trust Funding
- Evaluate & Apply for Grant Funding when applicable
- Review MOU obligations regarding Classic and PEPRA and keeping pensions costs down

## Goal Four: Operational Capability

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

The SD5 Board established the following key objectives:

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

## Goal Five: Employee Development

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

The SD5 Board established the following key objectives:

- Create new WWTP Operations Superintendent Position
- Create new WWTP Maintenance & Collection System Superintendent Position
- Create new Permit/Administration Assistant Position
- Maintain Adequate Staffing levels
- Continue Cross training activities
- Review Staff - Bi-annual Performance Evaluations
- Maintain and update succession plan as necessary

## Goal Six: Resource Recovery and Energy Reduction

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

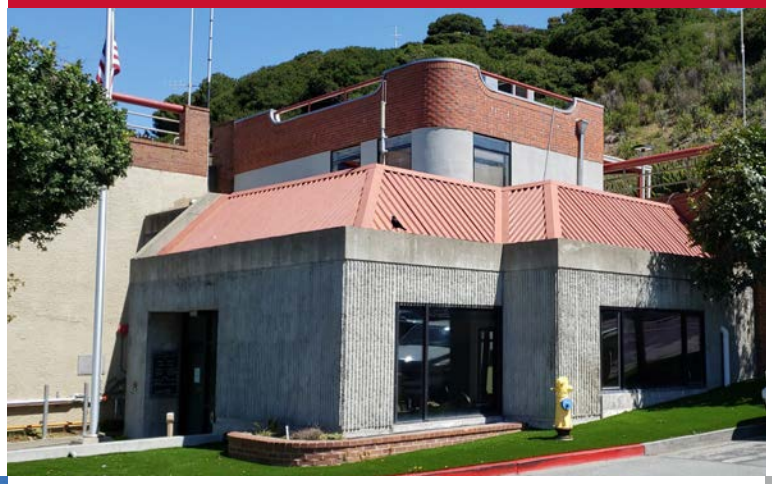
The SD5 Board established the following key objectives:

- Develop Bio-Solids Master Plan
- Develop Energy Saving Master Plan
- Seek Economical Go Green options/projects

## 6. Strategic Plan Review and Monitoring

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

Item #13



SANITARY DISTRICT No. 5 of Marin County

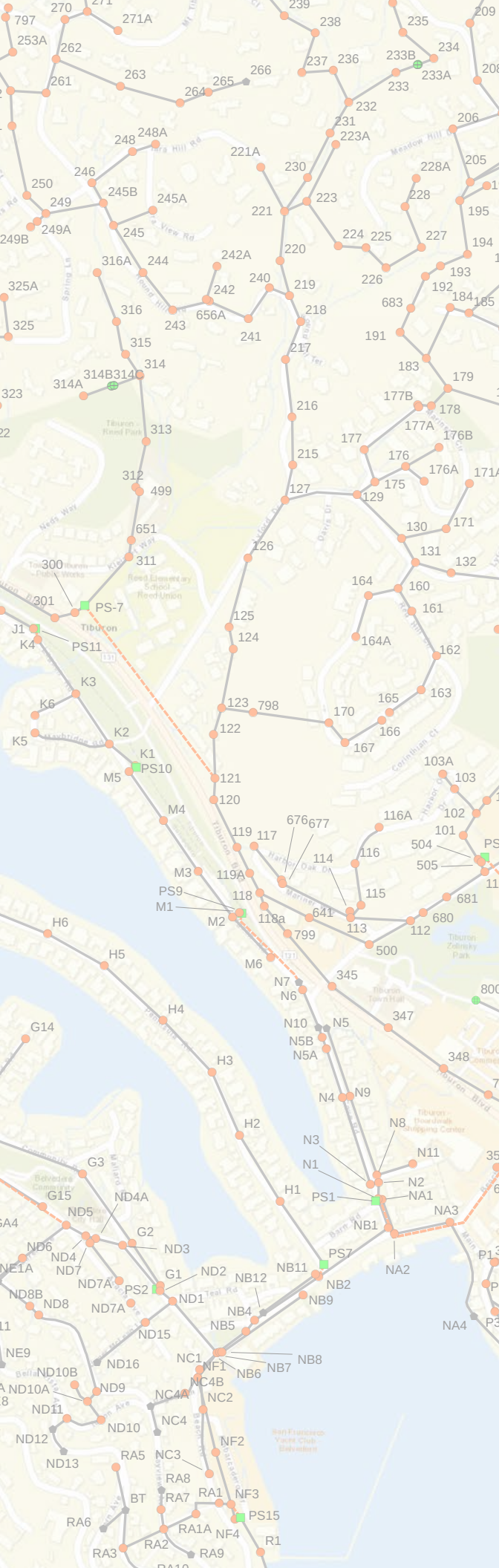
**Proposal for**

# Collection System Master Plan

Tiburon, California

HDR

June 5
**2020**




# Contents

# 1. Letter of Introduction

June 5, 2020

Mr. Tony Rubio – District Manager
Sanitary District No. 5 of Marin County
PO Box 227
Tiburon, CA 94920

**RE: Request for Proposal – Collection System Master Plan**

Dear Mr. Rubio,

We at HDR Engineering, Inc. (HDR) appreciate the opportunity to respond to your request for proposals (RFP) and submit the enclosed proposal outlining the qualifications of our firm and professional staff to support the development of your Collection System Master Plan (Master Plan). We understand the considerable investment that your agency (i.e., Sanitary District No. 5 or "District") has made over the last 15 years in upgrading the collection system and implementing the associated capital improvement program. The Collection System Master Plan work will serve to develop an accurate assessment of the District's collection system capital needs, as well as determine the appropriate level of inspection and maintenance of the system needed to minimize sanitary sewer overflows (SSOs) to the greatest extent possible.

HDR has been providing architectural and engineering services for more than 103 years, is 100 percent employee owned, and has been serving the San Francisco Bay area for more than 60 years. HDR has extensive experience in supporting wastewater collection system projects, from planning level studies through design of recommended improvements, including developing and implementing program-level initiatives aimed at SSO reduction and improved system performance. Selecting HDR will offer the District the following benefits:

- **Our team leadership is nearby and regularly in your neighborhood working for other Marin County agencies.** Our project manager, Allan Scott, has more than 35 years of experience, has completed several collection system master plans, and is currently leading the Ross Valley Sanitary District's Asset Management Plan Update and Program Support project. Our principal-in-charge, Mary Martis, has recently completed and delivered your Biosolids Management and Future Biosolids Master Plan and knows your Board, staff, and operating philosophy.
- **We have partnered with Nute Engineering (Nute) to leverage staff knowledge and understanding of your existing collection system infrastructure.** Nute's familiarity with your collection system and long history working with the District will make our project team more efficient and deliver a master plan that meets your expectations.

**hdrinc.com**

100 Pringle Avenue, Suite 400, Walnut Creek, California 94596-7326
**T** 925.974.2500

- **We will provide a data-driven approach to right-size your Capital Improvement Program (CIP).** Our approach will provide an objective process for sequencing and prioritizing capital improvement recommendations that are affordable and aligned with your performance objectives and goals.
- **We have assembled an efficient, streamlined team that understands asset management and master planning services.** Our team has helped numerous utilities proactively manage pipeline assets and make informed, cost-effective decisions regarding repair, rehabilitation, and replacement, with the least disruption to service.

Again, we appreciate the opportunity to respond to your RFP and look forward to expanding our working relationship with the District. If you have any questions, please contact Allan Scott at Allan.Scott@hdrinc.com or 916.813.3501.

Sincerely
HDR Engineering, Inc.

Holly L.L. Kennedy, PE
Senior Vice President

Allan J. Scott, PE
Project Manager

*20-10226570: AJS/JHu*

# 2. Firm Description

For over a century, HDR has partnered with clients to shape communities. Our engineering, architecture, environmental, and construction staff bring an impressive breadth of knowledge to every project, and our multidisciplinary teams provide sound, creative solutions beyond the scope of traditional engineering consulting firms.

Figure 2-1 provides a breakdown of the current composition of our professional, technical, and support staff. We're 100% employee-owned, and every employee owner is invested in the success of each HDR project. Your success is our success.

In Northern California, we maintain 8 offices (Figure 2-2) and a professional staff of more than 500, with more than 250 specializing in water and wastewater engineering. By selecting HDR, the District will have at their disposal the resources of a large national firm delivered at the local level.

For your Master Plan, we have partnered with **Nute Engineering** (Nute). Nute has more than 75 years of specialized experience in environmental, civil, and sanitary engineering services, including facility planning and design of sewer pump stations and wastewater treatment plants. Nute knows your collection system facilities and is familiar with your policies and procedures.

HDR is consistently ranked among the top engineering firms by leading industry publications. In 2020, *Engineering News-Record* (ENR) ranked HDR 6th in the Top 500 Design Firms and 6th in the Top Sewer and Waste firms (Figure 2-3). These rankings provide recognition of the commitment and success that we have towards meeting the expectations of clients like the District—80% of HDR's work is in repeat business from our clients.

***FIGURE 2-1.*** *Current composition of HDR staff*

| | |
|---|---|
| **Professional Staff** | 5,234 |
| **Technical Staff** | 1,606 |
| **Support Staff** | 3,425 |
| **TOTAL** | 10,265 |

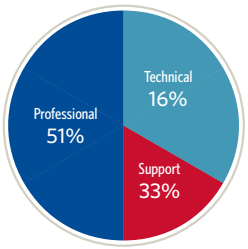



***FIGURE 2-2.*** *HDR in Northern California*

8 offices in Northern California

Walnut Creek
San Francisco
Folsom
Sacramento *(2 offices)*
Berkeley
Oakland
Santa Clara

***FIGURE 2-3.*** *HDR 2020 ENR standing*

2020 ENR TOP 500 – HDR

- **6** Top 500 Design Firm
- **5** Top 20 Water
- **6** Top 20 Sewer & Waste

**ESTABLISHED 1917**

**10,265** EMPLOYEE OWNERS

**212** LOCATIONS WORLDWIDE

MORE THAN **250** WATER | WASTEWATER STAFF IN NORTHERN CALIFORNIA

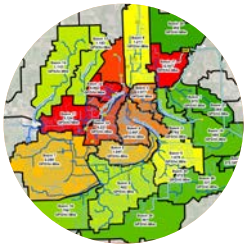
# 3. *Firm Qualifications and Experience*

HDR understands the challenges of managing aging collection system infrastructure. The fact is, many existing collection systems have been functioning longer than their intended life. Faced with budgetary constraints, wastewater agencies have to balance pipeline repair and replacement needs with environmental concerns, regulatory requirements, service area growth, and budgetary limitations.

***FIGURE 3-1.*** *Our collection system master planning experience*

**Tahoe City Public Utility District | Sanitary Sewer Master Plan**
Tahoe City, CA

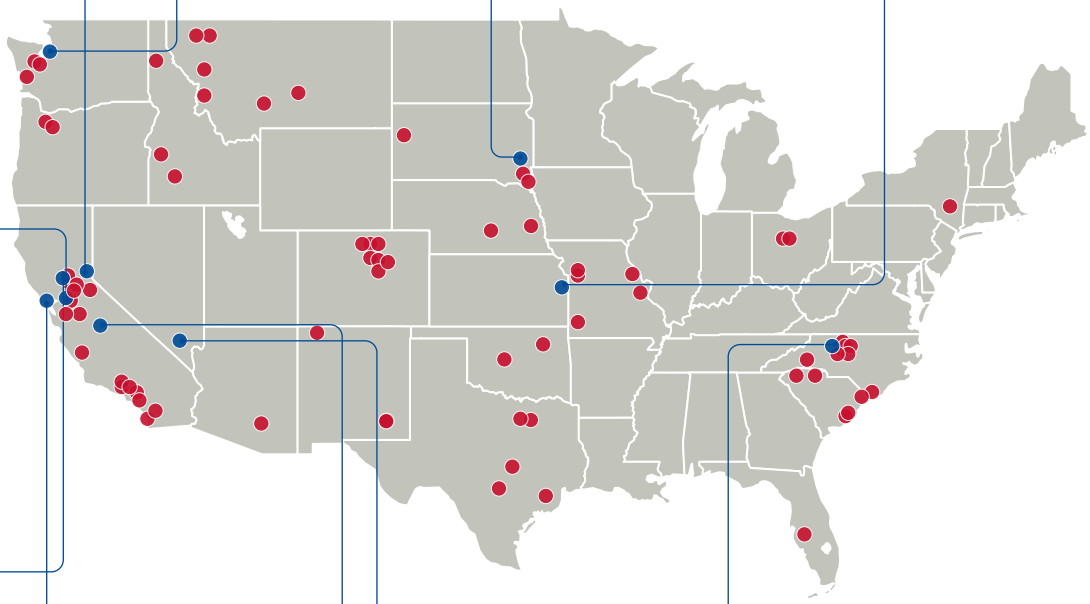
**City of Everett | Collection System Odor Control Plan**
Everett, WA



**City of Sioux Falls | Wastewater Collection System Master Plan**
Sioux Falls, SD

**Johnson County Wastewater | System-Wide Integrated Plan, CIP Prioritization, and Asset Management |** Olathe, KS

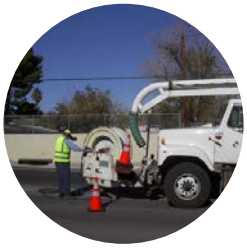
**City of Stockton | Master Plan for Gravity Sewer Collection System**
Stockton, CA



**City of Sacramento | Sewer System Regulatory Support**
Sacramento, CA

**Ross Valley Sanitary District | Infrastructure Asset Management Plan |** San Rafael, CA

**City of Reedley | Sanitary Sewer Master Plan**
Reedley, CA



**City of Las Vegas | Collection System Program Management**
Las Vegas, NV

**City of Winston-Salem | Collection System Improvement**
Winston-Salem, NC

Figure 3-1 demonstrates the breadth of our collection system master planning experience. We're a leader in providing asset management and master planning services to help municipal agencies proactively manage their collection system infrastructure, anticipate future needs, and make informed, cost-effective decisions regarding repair, rehabilitation, or replacement with the least disruption to service.

As one of California's leading planning, engineering, and design firms, we have hands-on experience working on major wastewater collection systems and water distribution facilities, including Orange County Sanitation District, Central San, Delta Diablo, Regional San, Padre Dam Municipal Water District, and the Cities of Sacramento, San Diego, Carlsbad, Vista, Santa Monica, Sunnyvale, and San Jose.

We understand that each agency has a unique way of doing business. Our experts will work with you to optimize how work will be prioritized and performed, how data will be collected and analyzed, and how specific asset maintenance, repair, rehabilitation, and replacement decisions will be made. Our goal is to help you select and implement policies, practices, and tools that will most effectively support your business objectives—now and in the future.

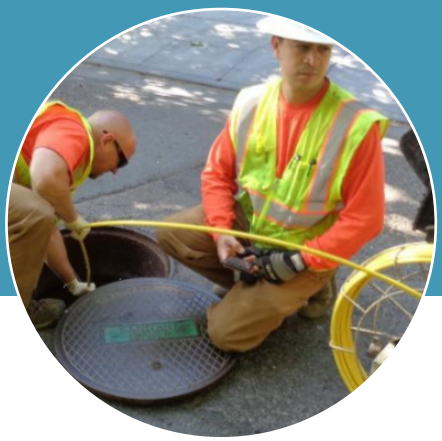
Driven by data, backed by science, and proven on previous HDR projects, our recommendations help municipalities improve program planning and optimize overall system operation resulting in reduced operations and maintenance (O&M) costs, lower failure risk, and improved service.

HDR helps clients meet their level-of-service goals by combining asset management strategies with comprehensive financial planning. By adopting this approach, the process of developing annual budgets and obtaining approval is streamlined and easily defended. It minimizes your operational and financial risks, providing the value-added benefit of reducing your long-term financing costs.

Descriptions of our selected projects from the past four years, including references, are provided on the following pages.

## Our experience includes the scope of services anticipated for your project:

- ☑ Performing, reviewing, and consolidating closed-circuit television (CCTV) data and providing replacement, repair, and maintenance recommendations
- ☑ Providing analysis and recommended options for investigating and eliminating infiltration and inflow (I&I) sources
- ☑ Evaluating pump station performance, identifying areas of concern, including odor, and providing recommendations
- ☑ Estimating remaining service life, long-term performance, and asset value/ replacement costs
- ☑ Providing cost analysis of repair, rehabilitation, replacement, or preventative maintenance options
- ☑ Making recommendations for risk mitigation, asset management, and operational changes
- ☑ Identifying the potential size and cost of program to maintain level of service
- ☑ Developing and prioritizing CIP projects
- ☑ Providing business process technical support



## Infrastructure Asset Management Plan Update and Program Support

**Ross Valley Sanitary District |** *2019—Ongoing*

HDR is supporting the Ross Valley Sanitary District in their master planning and capital improvement planning efforts. This includes enhancing their asset management program, updating their Infrastructure Asset Management Plan, and developing an I&I reduction plan. This work is helping the District to meet their cease and desist order and new National Pollutant Discharge Elimination System (NPDES) requirements, which mandate I&I reduction to reduce blending at the treatment plant.

This project is comprised of multiple complex interrelated components. HDR is working with District staff to either support staff efforts or lead subtasks, so that the District will be fully prepared to maintain the program in the future, including adapting their CIP to meet changing future needs.

Tasks include updating the District's hydraulic model to reflect recent capital improvements and to understand their impact on I&I, evaluating CCTV data to focus on key structural defects that present the biggest SSO risk, developing a force main condition assessment program to identify capital improvements, conducting an I&I study, assessing sewer pipes to quantify risk and identify the needed improvements, evaluating manholes condition, and incorporating the results into a CIP that the District can update annually.

**TEAM MEMBERS:** Allan Scott, Dolly Chen, Steve Gunsch, Tom Hoffman

**REFERENCE:** Steve Moore | direct: 415.870.9764; cell: 415.730.0089 | smoore@rvsd.org

## Asset Management/Master Plan for Gravity Sewer Collection System

**City of Stockton |** *2016—2018*

As a part of the consent decree by the California Sportfishing Protection Alliance (CSPA), the City of Stockton was required to inspect their entire gravity sanitary system of about 845 miles. All CCTV documentation was in Pipeline Observation System Management format.

HDR analyzed the existing data and systems, evaluated and consolidated CCTV data into a single data repository, and developed risk models based on likelihood of failure and consequence of failure for each gravity sewer main in the system. By using the risk model, we were able to assess the system in a more programmatic fashion.

HDR performed alternatives and sensitivity analysis and ultimately developed a practical near- and long-term CIP, as well as capital improvement priority and budgets for the replacement and renovation of the City's gravity sanitary sewer collection system. HDR also evaluated and recommended a specialized asset performance modeling software and worked with City staff to determine likelihood and consequence of risk models.

To streamline the decision-making process, asset performance modeling software (Innovyze InfoMaster) was used on a pipe-by-pipe basis to provide rehabilitation recommendations using an algorithm.

**TEAM MEMBERS:** Allan Scott, Dolly Chen, Steve Gunsch, Brian Watanabe

**REFERENCE:** John Abrew | 209.937.8700 | John.Abrew@stocktonca.gov

## Sacramento Sewer System Regulatory Support

**City of Sacramento** | *2013—2017*

HDR began assisting the City with CSPA consent decree compliance in 2013, which resulted in a 70% percent decrease in SSOs achieved in two years. HDR provided technical support and staff augmentation to track and maintain compliance with the consent decree.

**Fats, Oils, Grease, and Root Program (FROG):** Most SSOs within the system are caused by FROG. HDR developed maintenance programs that created a balance between mechanical cleaning and chemical root control, as well as a source control program to educate food service establishments on controlling grease contributed to the system.

**Sewer System Management Plan (SSMP) Update:** HDR and the City collaborated on an up-to-date SSMP that describes the new consent decree activities and conforms to the updated Waste Discharge Report Monitoring and Reporting Program.

**Sewer Main Cleaning Optimization Application Implementation**: HDR made business process updates to the way the City delivered work and collected data. Asset-based data collection and decision analytics were deployed to support SSO reduction goals.

**TEAM MEMBERS:** Allan Scott, Dolly Chen, Steve Gunsch, Brian Watanabe

**REFERENCE:** Elizabeth McAllister | 916.808.6923 | emcallister@cityofsacramento.org

## City of San Mateo Clean Water Program Pump Station and Condition Assessment

**City of San Mateo** | *2015—2016*

The City of San Mateo's Clean Water Program addresses long-term operation and maintenance of the sanitary sewer system. The Pump Station and Condition Assessment Project assessed 20 pump stations and 21 force mains throughout the City for physical condition and remaining useful life, as well as prioritized improvements needed to keep them operating through their remaining service life and until rehabilitation or replacement. The pump station and force main sizes ranged from 30 to 2,200 gallons per minute and 4 to 72 inch diameter, respectively.

Condition assessment included civil, structural, mechanical, electrical, instrumentation and controls, standby power, security, odor control, CCTV, and pump run tests. In particular, the odor control assessment evaluated the odor control system performance and provided recommendations.

The condition assessment results were compiled, and the improvement recommendations and probable cost estimates were developed for each pump station and force main. Each asset was assigned time frames based on urgency, and the remaining useful life of each asset was incorporated into the CIP.

**TEAM MEMBERS:** Lock Kwan (non-HDR project)

**REFERENCE:** Ben Wright | 415.728.0668 | Ben.Wright@CH2M.com

## System-Wide Integrated Plan, CIP Prioritization, and Asset Management

**Johnson County Wastewater (JCW)** | *2013—2019*

JCW's system includes 31 pump stations, a collection system of over 2,250 miles of pipe, and 7 wastewater treatment facilities. As the system ages, investments in maintenance, renewal, and knowledge transfer continue to grow. For the past 7 years, HDR has supported JCW in developing the long-term programmatic strategies to address these needs and the CIP tools needed to plan for these improvements.

HDR supported implementation of JCW's Collection System Asset Management Program, which enabled JCW to forecast maintenance, condition assessment, and renewal investment needs. HDR also supported the development and implementation of the Facilities Asset Management Program focused on wastewater treatment plant and pump stations. This enabled JCW to increase confidence in the prioritization and delivery of renewal and improvement projects. HDR also performed a needs assessment with JCW's staff to identify Capital Project Management System (CPMS) needs and business process improvements.

HDR also developed a long-term plan for the Nelson Complex facility and collection system. The integrated plan development included identification of JCW needs on both a project and programmatic level. These needs included facilities and collection system renewal, capacity enhancement and I&I reduction, and system expansion.

**TEAM MEMBERS:** Steve Gunsch, Ryan Eisele

**REFERENCE:** Aaron Witt | direct: 913.715.8546; cell: 913.207.5226 | aaron.witt@jcw.org

## Sanitary Sewer Condition Assessment and Master Plan

**Tahoe City Public Utility District** | *2016—2019*

HDR developed a sanitary sewer pump station master plan for Tahoe City Public Utility District's collection system, which includes 21 sewer pumping stations and 26 force mains totaling approximately 35,000 feet in length. Prior to this effort, the master plan was last updated in 2002.

Field condition assessments were performed of the pump stations, and force mains were identified for field condition assessment. The pump station wet wells and force mains had not been inspected or assessed since they were constructed, many of them in the late 1960s to 1970s.

HDR's master plan update focused primarily on condition of the pump stations and force mains and addressed failure risk of each facility. To better predict the expected time to overflow when any given station shuts down unexpectedly or is shut down for maintenance or repair, a model of the system was created and used to analyze storage volume and overflow time for each station under various flow conditions. To prioritize system improvements, assets were first ranked based on their likelihood to fail and the consequence of failure; then, an additional ranking was conducted to focus on storage volume. This was an important factor for the system due to the proximity to Lake Tahoe and the limited time needed for a spill to enter the lake.

**TEAM MEMBERS:** Tom Hoffman

**REFERENCE:** Tony Laliotis | 530.580.3796 | tlaliotis@tcpud.org

# 4. Project Team

Our number one priority is to provide you with a first-class team that understands your project and has the skills and technical ability to deliver successful results. For your project, we have assembled a team that understands the practical needs of agencies such as the District's, and will provide an accurate assessment of your collection system capital needs, and help in determining the appropriate inspection and maintenance intervals of the system to minimize SSOs to the greatest extent feasible.

Successful management is critical to any project. Proactive project management facilitates effective communication and provides leadership and direction to the team. For this effort, **Allan Scott** will serve as the project manager. Allan has over 35 years of experience in project management, has completed several collection system master plans, and is currently leading the Ross Valley Sanitary District's Infrastructure Asset Management Plan Update.

**Mary Martis**, principal-in-charge, will make sure that resources are available for Allan to successfully deliver this project on-time and within budget.

**Dolly Chen** will assist Allan and serve as the technical lead for your project. She has more than 21 years of experience and has worked on more than 25 pipeline projects.

To provide additional knowledge and experience with the District, we have included **Mark Wilson from Nute** on our team. Mark was the construction manager on the District's Wastewater Treatment Plant Improvement Project and has served the District for many years..

Figure 4-1 presents our proposed team structure. Brief biographies for staff members are provided on the following pages. Resumes are included in the Appendix.

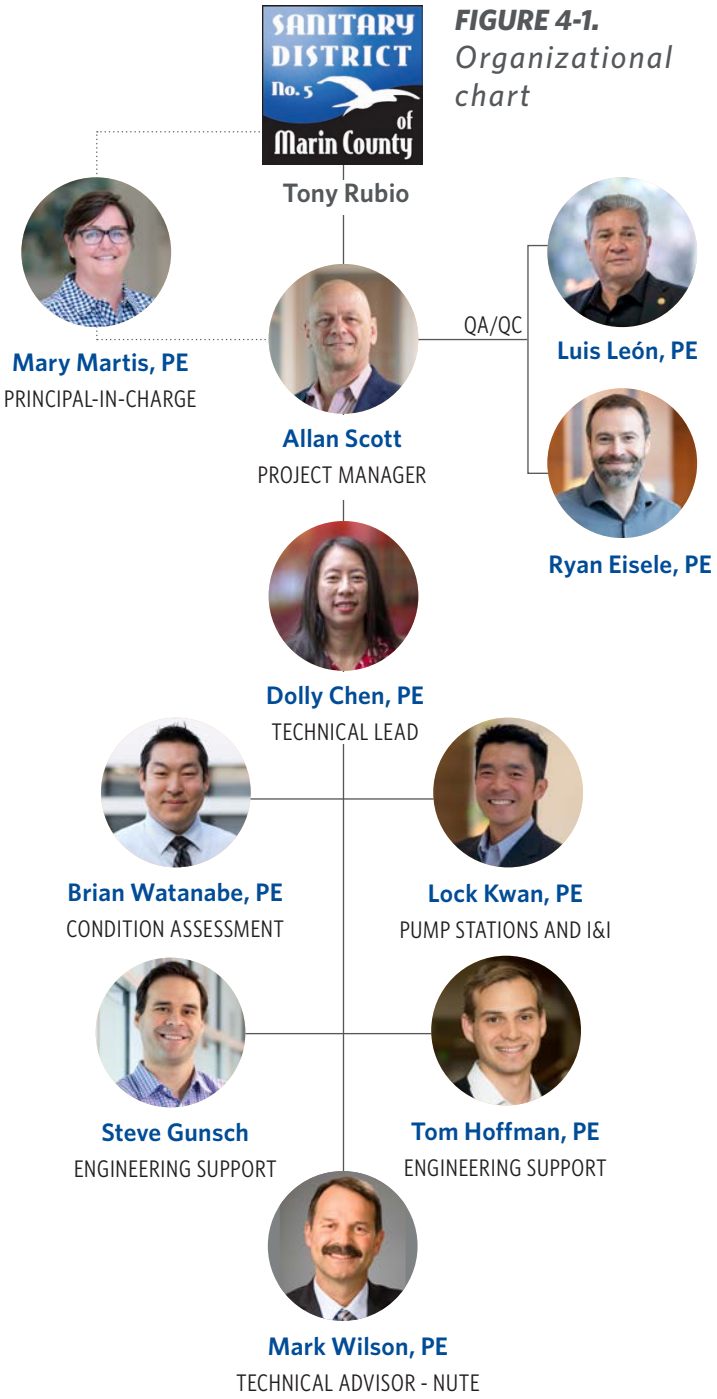



***FIGURE 4-1.*** *Organizational chart*

## POINT OF CONTACT

| | |
|---|---|
| NAME /TITLE | Allan Scott, PE — Project Manager |
| PHONE | 916.813.3501 |
| EMAIL | Allan.Scott@hdrinc.com |

## COMPANY DETAILS

| | |
|---|---|
| FIRM NAME | HDR Engineering, Inc. |
| ADDRESS | 100 Pringle Avenue, Suite 400 |
| CITY/STATE/ZIP | Walnut Creek, CA 94596 |

## **ALLAN SCOTT —** PROJECT MANAGER

Allan is a water and wastewater utility management consultant, project manager, and analyst with 35 years of experience focusing on asset management and related technology systems. His experience includes helping clients implement asset management programs, conducting data analysis for utility performance measurement, assessment and implementation of information management systems, and developing strategy and planning documents for gap analysis and system improvement. As a project manager, Allan has successfully delivered asset management and information technology projects to many utilities over the past 15 years. His relevant project experience includes the Ross Valley Sanitary District's Infrastructure Asset Management Plan and the City of Stockton's Master Plan for Gravity Sewer Collection System.

*"We really needed to get a better understanding of the factors influencing pipe risk, and whether or not we were investing enough in our pipeline infrastructure to continue to effectively manage main breaks. The analysis and approach Allan and his team provided gave us a clear understanding of our pipeline prioritization and capital program and has helped us put in place the data, tools, and processes needed for improved capital planning and pipeline renewal."*

Theresa Lancy
City of Santa Barbara

## **MARY MARTIS**, PE — PRINCIPAL-IN-CHARGE

With more than 29 years in the wastewater industry, Mary brings a unique perspective to projects through her experience working in both the public and private sectors. She has served as the principal-in-charge on numerous projects over the years, and not only makes sure the project teams have the resources they need to deliver good quality work on-time and within budget, she often provides technical insight on projects involving complex problems and implementation challenges. She is familiar with your agency, having most recently served as the project manager on your Biosolids Management and Future Biosolids Master Plan, and will support your Collection System Master Plan project with the same level of dedication and oversight she provided for your biosolids master plan.

## **DOLLY CHEN**, PE — TECHNICAL LEAD

Dolly has more than 21 years of engineering experience, which includes sewer master plans, facility plans, asset management plans, wastewater pipeline designs, and water distribution and collection system modeling. She has worked on more than 25 pipeline projects ranging from 4 to 108 inches in diameter. Dolly's experience with the District includes the District's Maintenance Management Audit and O&M Management System project. Dolly was also involved in the City of Stockton's Master Plan for Gravity Sewer Collection System project and currently working with Allan on Ross Valley Sanitary District's Infrastructure Asset Management Plan.

## **RYAN EISELE**, PE — QA/QC

Ryan has more than 17 years of experience in a variety of project areas, including I&I reduction program strategies and implementation, overflow control plans, master planning, and asset management program development and implementation. He has worked on numerous collection system studies and design projects and will bring value to the District with his extensive experience with I&I studies, hydraulic modeling, and sanitary sewer design. Ryan has managed the development of several asset management programs, both for wastewater collection systems and water and wastewater treatment and pumping facilities.

## **LUIS LEÓN**, PE — QA/QC

Luis has more than 35 years of experience in master planning, feasibility studies, asset management, and design. He has worked on more than 500 miles of pipelines for major water distribution, wastewater collection, recycled water, and storm drainage systems, many in highly urbanized and congested corridors. Luis has particular expertise in pipeline condition assessment, design, and rehabilitation using innovative applications of trenchless technologies. He is a NASSCO Pipeline Assessment Certification Program (PACP)-certified trainer and is a recognized collection systems expert, receiving last year's Water Environment Federation's Collection Systems Award. His pipeline projects range from 6 to 120 inches in diameter, with multiple pipe materials and shapes.

## **BRIAN WATANABE**, PE — CONDITION ASSESSMENT

Brian has more than 17 years of experience and has performed condition assessments and design of more than 20 new or rehabilitated pipeline projects up to 54 inches in diameter. He has served as project engineer on more than 10 sanitary sewer, water, and recycled water pumping station projects, ranging from less than 1 to 40 mgd in capacity. He has assisted in the preparation of master plans, feasibility studies, hydraulic models, water quality monitoring reports, permitting, and preparation of plans, specifications, and cost estimates. Brian worked on the City of Stockton's Master Plan and City of Sacramento's Sewer System Regulatory Support projects.

## **LOCK KWAN**, PE — PUMP STATIONS AND I&I

Lock has more than 22 years of condition assessment, engineering, project management, and construction experience in municipal water and wastewater projects. He has extensive pipeline and pump station design, construction, and O&M experience, and has performed condition assessments, and design on hundreds of miles of conveyance systems. Lock has performed condition assessment on over 80 pump stations and designed more than two dozen pump stations ranging in capacity from 0.29 mgd to 120 mgd.

## **MARK WILSON**, PE — TECHNICAL ADVISOR

Mark has more than 25 years of experience in engineering and construction, having worked as a design consultant for Nute Engineering, in the construction industry, as a sanitary engineer for the Regional Water Quality Control Board (RWQCB), and now as a consultant in the private sector. As an engineer for Nute Engineering, Mark has been involved in the construction management of sewers and wastewater projects, including pump stations, wastewater treatment plant improvements, sewer pipelines, and force mains. Mark was the construction manager for the District's a $3.5 million Wastewater Treatment Plant Improvement Project.

## **STEVE GUNSCH** — ENGINEERING SUPPORT

Steve is a utility management analyst with more than 12 years of experience in asset management, utility management, information technology, strategic planning, risk assessment, condition assessment, and water/wastewater treatment planning. He brings a unique blend of management and engineering perspectives to deliver creative solutions to address technical and management challenges for utilities. He has performed condition assessments on several pipeline and pump station projects. Steve's relevant project experience includes projects for Ross Valley Sanitary District, City of Stockton, City of Sacramento, and JCW.

## **TOM HOFFMAN**, PE — ENGINEERING SUPPORT

Tom has more than 8 years of water and wastewater engineering experience, including more than 10 pipeline and pumping station projects throughout California. His experience includes creating plans, specifications, and cost estimates, as well as engineering services during construction. Tom assisted with the update of the Infrastructure Asset Management Plan for Ross Valley Sanitary District. He also assisted with condition assessment of 21 sewer pumping stations and 26 force mains for Tahoe City Public Utility District's Sanitary Sewer Pumping Station Master Plan project.

*"While the significant reduction in our SSOs is probably the strongest "in-your-face" measurement of their contributions, the solutions implemented based on their recommendations have a farther reaching impact. It has paved the way to develop more comprehensive SOPs, and encouraged our O&M field staff to make the difficult shift to the electronic environment, which has led into usable data being collected and resulted in better information and interaction with Asset Management. We continue to improve, as a result. The HDR team will certainly add value to any circumstance you are encountering."*

Rebecca Lane
City of Sacramento

# 5 Scope of Work and Compensation

## Scope of Work

Through recent discussions with the District, we understand that the District intends to develop a Collection System Master Plan to better understand the current conditions of its collection systems, anticipate future needs, and identify potential items for operational improvement and capital investment. This plan will cover both the Main Treatment Plant collection system, which consists of 28.5 miles of gravity sewer line, 2.4 miles of force mains, and 22 pump stations; and the Paradise Cove collection system, comprised of 7,197 linear feet (LF) of gravity sewer line, 9,102 LF of force mains, and 2 pump stations within its service area. The Master Plan will include a 15-year CIP and other system performance improvement recommendations.

HDR understands that the District previously completed a study in 2005 that produced a set of recommendations for capital improvements. Since that time, the District has made considerable investment in the wastewater collection system infrastructure. Now it is time to conduct this master planning effort in order to provide an updated roadmap for capital investment and operational improvements that are in line with anticipated growth (if any), rehabilitation and renewal needs, as well as to set up the District to continue to meet regulatory and service-level goals for the community.

The District serves a small population with a limited rate payer base. The Master Plan needs to be structured to align with the District's needs and must balance out prioritized strategic capital investment with affordability.

Our proposed scope of work, described in the following paragraphs, outlines how we will complete the requested tasks and achieve the master planning goals for the District.

**For this Master Plan to be effective it needs to:**

- ☑ Efficiently develop and document the current collection system characteristics, needs, and priorities for more strategic decision-making
- ☑ Provide a roadmap to the District for effective operations and capital planning
- ☑ Develop tools and work products that help the District Board and other stakeholders easily understand District's needs
- ☑ Establish a consistent, sustainable 15-year capital program that can be updated annually by the District
- ☑ Contain prioritized recommendations focused on preventing SSOs, reducing I&I, and odor control

### TASK 1 Information Review

We will start by submitting a request for information (RFI) to the District. This RFI will identify useful information that will help us develop the Master Plan. We understand that some items may not exist or be available. We are only looking for documentation and data that can be easily provided to support our subsequent tasks and to help us scope out the additional requested tasks. Information that will be useful includes:

- 2005 Sanitary Sewer Investigation and GIS Program Reports (Tiburon and Belvedere)
- Sewer Rehabilitation Projects data 2005-2019
- SSMP
- 2011 Inflow Infiltration Report
- 10-year CIP program
- 2010 Sewer Rate Survey
- 2014 Connection Fee Study

- 2014 Sewer Use Ordinance and Standard Specifications
- 2018 Strategic Plan
- The District's minimum staffing requirements
- 2018 Pump Stations Assessment Report
- County of Marin BayWave Sea-Level Rise Report
- Access to Arcview GIS database
- As-built drawings for pump stations and force mains
- Computerized maintenance management system (CMMS) equipment maintenance records
- Existing CCTV inspection defect data and videos
- Sewer flow meter data
- Marin County general plans
- Maintenance and repair logs

Once the information has been reviewed, HDR will set up and conduct a project kick-off meeting. This meeting will bring key project participants and stakeholders together to introduce the HDR project team members; review the scope (including proposed cost-saving opportunities), schedule, and deliverables; discuss the critical success factors; and address questions, comments, or concerns that the District may have. We will discuss and verify our understanding of your collection system based on the information review. During the meeting, we would also like to meet with operations staff to discuss how the collection systems are currently operated, what is working well, and what could be working better. We will make note of any field issues or other concerns so that these can be addressed in the Master Plan.

Upon review of the information provided by the District, we will document our review identifying strengths and vulnerabilities we observed. This will be provided in a brief technical memorandum that will include any recommendations identified as a result of the review.

**Deliverables:**

- RFI
- Kick-off meeting materials and agenda
- Information review and recommendations technical memorandum

**Assumptions**

- The District will provide information that is readily available. It is not necessary to create documents or data if they don't currently exist.
- It is assumed that the GIS data are accurate and formatted to support the analysis and updated data collected for this project. Updating the GIS with as-built information is not included.

**Cost-Saving Opportunities:**

- A summary of our information review can be included as part of the Master Plan Report instead of providing a separate technical memorandum. This will avoid the cost of producing an interim technical memorandum.

Our pool of resources clearly demonstrates the strength, technical expertise, and **depth of services we are able to provide for this project.**

**500 NORTHERN CALIFORNIA STAFF**
with the right technical skills and experience to assist the District on any task.

**10,265 EMPLOYEE OWNERS**
in 212 locations around the world to call on as needed.


## CCTV Sewer Lines not Identified in 2005 Sanitary Sewer Investigation

Under Task 2, HDR and Subtronic, its subcontractor, will develop an inspection plan and conduct CCTV inspections of the gravity sewer lines not identified for repairs or improvements that have taken place since the 2005 Sanitary Sewer investigation. The inspection will maximize production while minimizing costs.

**Deliverables:**

- CCTV Inspection Plan
- Perform PACP CCTV inspection of sewer lines and update GIS datasets
- Document recommended improvements for inclusion into final recommendations and CIP report
- CCTV summary technical memorandum with recommended improvements

**Assumptions:**

- CCTV inspection will be needed for approximately 10% of the District's gravity collection system (about 15,900 LF). When developing the inspection plan, HDR will notify the District and provide costs if recommended inspection footage exceeds 10%, and get written approval before proceeding.
- District will jet clean pipes prior to CCTV inspection.
- Gravity sewer lines can be easily accessed for CCTV.
- Jetting and CCTV work can be scheduled in a timely manner and limited to daytime work.
- A portion of the previous inspected lines might require re-inspection to assess potential changes since the earlier inspection work was completed (as long as 15 years ago).

**Cost-Saving Opportunities:**

- The CCTV summary technical memorandum can be included as part of the Master Plan Report. This will avoid the cost of producing an interim technical memorandum.
- Inspection length of sewer lines not previously televised may be reduced by developing statistical analysis method for predicting conditions. The analysis will be based on existing available data indicating pipe ages, materials, diameters, installation locations, previous physical conditions, maintenance and repair records, and criticality/ risk assessments.

## TASK 3 I&I Report Data Review and Recommendations for Improvements

Under Task 3, we will review the the I&I report and recommend improvements. With the previous I&I report, pipe information (ages, materials, diameters, installation locations, previous condition assessment, and maintenance and repair records), pump station flow rates, rainfall records, and service areas, an I&I reduction and elimination program can be developed.

The previous six years exhibited two wet, two dry, and two average years. Comparing the pump station flow data between the wet and dry/average years, the pump station service area, and rain fall rates over the service areas, the I&I can be estimated and compared with the I&I report. The service areas can be triaged for order of further inspections. Additionally, the I&I estimation can be compared with pipe information and physical conditions from previous inspections and from Task 3. Higher I&I for newer or better condition pipes might indicate inflow. Whereas, higher I&I for older or worst condition pipes might indicate infiltration.

**Deliverables:**

- Provide analysis and recommend options for investigating and eliminating I&I sources
- Review Tiburon section of BayWave Sea-Level Rise Report and incorporate findings and provide general recommendations
- Workshop meeting materials and notes
- I&I reduction technical memorandum

**Assumptions:**

- Pump stations have accurate flow meters with a minimum of six previous years of consecutive flow data.

**Cost-Saving Opportunities:**

- The I&I technical memorandum can be included as part of the Master Plan Report. This will avoid the cost of producing an interim technical memorandum.

## TASK 4 System Performance Evaluation and Improvements Needs

Under this task, we will review pump station controls, on-off cycling, run times, and flow data, as well as system and wet-well storage volumes. We will interview District staff and observe operations to evaluate pump station

trends, level settings, and hour meters and provide recommendation for enhanced efficiencies. Additionally, we will evaluate system performance, identify areas of concern related to odor control, and provide recommendations.

**Deliverables:**

- Site visit inspection forms
- Technical memorandum on pump station system performance, improvements, and enhanced efficiencies and odor control

**Assumptions:**

- Required data will be available for analysis.
- Each pump station site visit will require one hour, excluding transit. Estimate includes inspecting 6 pump stations per day for a total of 4 days.
- Assessment site visits do not include confined space entry.
- Assessments do not include any physical testing of equipment in the pump station.
- Assessment will include a brief visual inspection of associated force mains if easily and safely performed.

**Cost-Saving Opportunities:**

- The technical memorandum can be included as part of the Master Plan Report. This will avoid the cost of producing an interim technical memorandum.


## Condition Assessment and Rehabilitation/ Replacement Recommendations

Under this task, we will evaluate the existing CCTV databases, the 2005 Sewer Investigation Report, as well as information from Tasks 2, 3, and 4, and perform general evaluation and condition of pump stations, sewer mains, and force mains to develop rehabilitation/replacement recommendations through condition assessment and rehabilitation decision process. Sample decision processes might include matrix and/or pairwise comparison decision-making models. The rehabilitation and replacement recommendations will be prioritized based on their potential impact on SSO reduction, followed by I&I reduction potential.

**Deliverables**

- Development of condition assessment and rehabilitation decision process and workshop
- Condition Assessment and Rehabilitation/ Replacement Recommendations technical memorandum

**Assumptions**

- One 1-hour condition assessment and rehabilitation decision process on-line workshop
- One 2-hour Condition Assessment and Rehabilitation/Replacement Recommendations workshop attended by two HDR staff
- No additional field work is anticipated as part of this task.

**Cost-Saving Opportunities:**

- The technical memorandum can be included as part of the Master Plan Report. This will avoid the cost of producing an interim technical memorandum.


## CIP Development

We will incorporate our findings and recommendations developed from the sewer main inspection, pump station and force main review, I&I evaluation, and system performance review into a 15-year CIP. The CIP recommendations will be prioritized to focus on preventing SSOs, meeting regulatory requirements, reducing I&I, and improving odor control. Revenue sensitivity will be taken into account when developing a phasing plan for CIP projects. CIP annual investments will be leveled to match anticipated revenues allowing the District to maintain its stabilized rate structure and avoid large swings in capital expenses, as conventional CIPs often propose.

In order to develop a flexible CIP that can be adjusted over the next 15 years as revenues and demands change, it is necessary to establish a project prioritization process that provides consistent methodology for project sequencing. This prioritization criteria will be aligned with the District's service level goals. To accomplish this, HDR will facilitate a 2-hour workshop to develop the prioritization framework in collaboration with District staff.

Once the prioritization process and scoring have been established, we will analyze the recommendations to determine how they can be effectively grouped into projects. Project costs will be estimated based on the District's historical capital improvement projects and will be adjusted for inflation. These projects will then be scored using the prioritization criteria established and can then be sequenced and assigned a starting year and duration. These will then be scheduled according to target annual capital budgets. The sequencing will incorporate inflation and escalation to capture future cost increases.

The draft CIP will be presented to the District in a workshop in order to review recommendations, incorporate comments, and get consensus on project sequencing.

HDR will develop a 15-year CIP to address identified issues and defects with recommended project scopes, budgets, and timing. Recommended replacements and rehabilitations with timelines will be identified, and planning-level cost estimates for all recommendations will be provided. We will provide a draft CIP for the District to complete a final review, and produce a final version that addresses District comments.

### Deliverables:

- Prioritization framework
- Workshop meeting materials
- Draft and final 15-year CIP technical memorandum

### Assumptions:

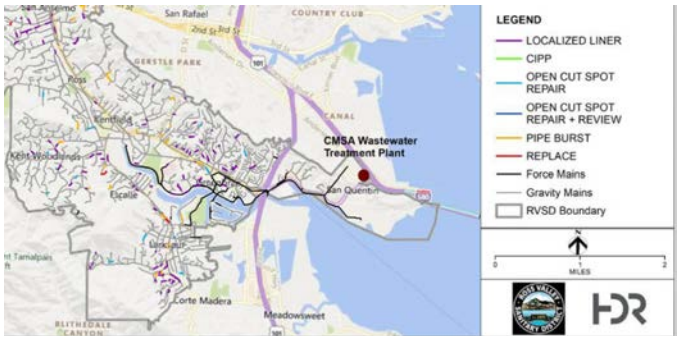
- Level-5 cost estimates (per AACE International standards)
- One 2-hour CIP prioritization criteria workshop, attended by two HDR staff
- One 4-hour CIP review workshop, attended by three HDR staff

### Cost-Saving Opportunities:

- Depending upon the District's needs for capital planning, we may be able to eliminate the prioritization step in this Task. This would require that the condition and rehabilitation decision process in Task 5 incorporate project-level prioritization.

*Repair Plan Alternatives*

| Primary Defects Addressed | Alternative No. | Remediation Strategy | Length (Miles) | Localized Linear Repairs | Capital Project Cost ($M) | Localized Liner Repair Cost ($M) | Total Cost ($M) |
|---|---|---|---|---|---|---|---|
| PACP Structural Grade 5s with 2 ore more Clock Position Changes, Collapses, Significant Deformation | 1 | Most Spot Repairs | 8.5 | 147 | $8.7 | $0.8 | $9.5 |
| | 2 | More Spot Repairs | 8.5 | 126 | $11.0 | $0.6 | $11.6 |
| | 3 | More Manhole-to-Manhole Remediation | 8.5 | 96 | $14.4 | $0.3 | $14.7 |
| | 4 | Most Manhole-to-Manhole Remediation | 8.5 | 60 | $18.2 | $0.1 | $18.3 |
| PACP Structural Grade 5s | 5 | More Spot Repairs | 12.9 | 190 | $15.8 | $0.8 | $16.6 |




*At Ross Valley Sanitary District, our sewer main inspection approach and repair planning provided several alternative strategies so that the District could select the best approach to fit their strategic, budgetary, and resource needs.*

## TASK 7 Master Plan Preparation and Delivery

We will develop a draft Collection System Master Plan that encompasses the findings, discussions, analysis, recommendations, and related work completed in the previous tasks. The draft Master Plan, which summarizes and documents the work developed during the master planning effort, will incorporate and integrate evaluations from the gravity sewer main inspections, assessment of I&I mitigation recommendations, pump station performance and odor control, rehabilitation/replacement recomendations and the capital improvement plan for the Main Treatment Plant and Paradise Cove collection systems. As appropriate, the technical memorandums produced during the course

of the project will be incorporated into the draft report as chapters or appendices.

Once the District reviews the draft, we will conduct a draft Master Plan review workshop to discuss the plan, receive comments, answer questions, and develop a consensus on completing the final version. Based on this workshop and comments received, we will produce the final version of the Master Plan.

As a final step for this task, the Master Plan will be presented to the District Board of Directors during a regularly scheduled Board meeting. This presentation will include visualizations that efficiently and clearly communicate the key elements and District's needs.

**Deliverables:**

- Draft Collection System Master Plan
- Workshop meeting materials and notes
- Final Collection System Master Plan
- Master Plan presentation to Board of Directors

**Assumptions:**

- Four hard copies and electronic copies of the final report will be provided.
- One 3-hour draft Master Plan review workshop will be conducted at the District and attended by three HDR staff.

**Cost-Saving Opportunities:**

- This task can be reduced if the main focus of the task is to consolidate and present previously developed data and recommendations. Currently, the task includes consideration of other components (e.g., growth or changes in District needs) to develop the Master Plan.


## Project Management and QA/QC

HDR's proven project management program and tools will be used to effectively manage your project. This task includes the management activities needed for on-time and on-budget project completion, and to address the District's concerns. HDR will prepare invoices and progress reports on a monthly basis. The monthly progress reports will summarize budget and schedule status in measurable terms. Other activities include coordination with the subconsultants, scheduling of staff, and coordinating the quality assurance effort.

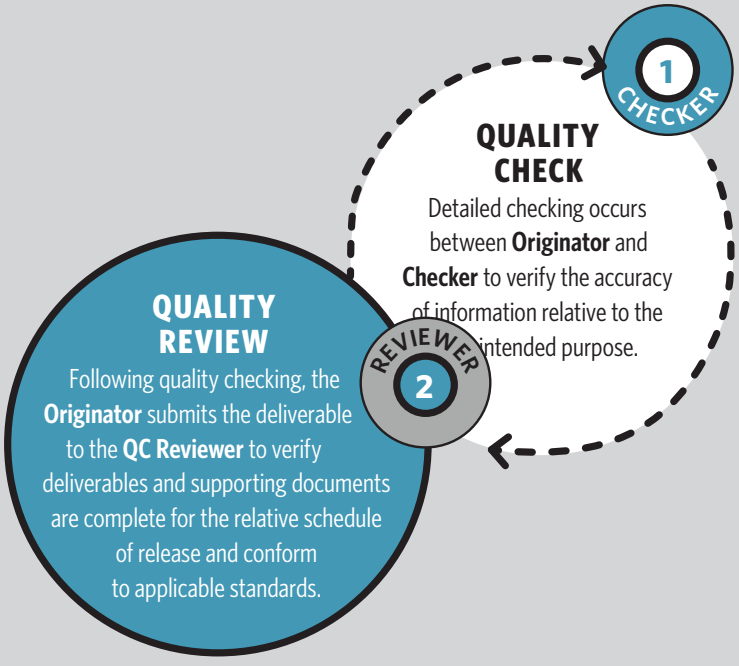
**Deliverables:**

- Project plan and schedule
- Monthly status reports
- Invoices

## Quality Management System

Our goal is to set the industry benchmark for excellence in services. We accomplish this through work well done, staying true to purpose, and exercising discipline.

Project reviews occur throughout project execution to facilitate communication between the project manager and HDR management. Our quality management system utilizes the data, reports, and figures captured through project controls and project management plan. Managing the quality of deliverables is essential to minimizing cost and schedule overruns.



# Compensation

Estimated project costs and level of effort for each team member, including subcontractor costs, are provided in Table 5-1. The costs are based on the assumptions listed in the scope of work, including the assumption that approximately 10 percent of the total pipeline length of the collection systems will require CCTV inspection (approximately 15,900 linear feet); the estimated cost for this field work represents about 50 percent of HDR's fee estimate and is included for budgetary purposes. We will work with the District to refine the field work costs when the needed scope is more clearly defined, and costs may be further reduced as the result of implementing some of HDR's suggested cost savings opportunities, which can be discussed at the project kick-off meeting.

***TABLE 5-1.*** *Estimated level of effort and cost*

| Task | PIC Mary Martis | Project Manager Allan Scott | QA/QC Luis León | QA/QC Ryan Eisele | Technical Lead Dolly Chen | Condition Assessment Brian Watanabe | Pump Stations and I&I Lock Kwan | Project Engineer Steve Gunsch | Project Engineer Tom Hoffman | Project Controller Nicole Koehler | Project Coordinator Connie Boyle | Total Hours | Subs Cost | Total Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. Information Review | 0 | 10 | 0 | 0 | 30 | 18 | 18 | 0 | 0 | 0 | 2 | **78** | 0 | **$20,896** |
| 2. CCTV Sewer Lines | 0 | 0 | 4 | 0 | 8 | 44 | 0 | 104 | 18 | 0 | 4 | **182** | $167,917 | **$206,891** |
| 3. I&I Report Data Review | 0 | 8 | 0 | 4 | 8 | 0 | 48 | 0 | 0 | 0 | 4 | **72** | $967 | **$20,055** |
| 4. System Performance Evaluation | 0 | 0 | 0 | 0 | 4 | 0 | 68 | 0 | 24 | 0 | 4 | **100** | $1,391 | **$25,391** |
| 5. Condition Assessment and R/R Recommendations | 0 | 0 | 4 | 4 | 8 | 36 | 36 | 0 | 44 | 0 | 4 | **136** | $1,391 | **$31,247** |
| 6. CIP Development | 0 | 8 | 8 | 0 | 60 | 12 | 12 | 104 | 0 | 0 | 4 | **208** | $543 | **$50,603** |
| 7. Master Plan Preparation and Delivery | 0 | 16 | 8 | 0 | 64 | 8 | 8 | 92 | 0 | 0 | 6 | **202** | 0 | **$49,270** |
| 8. Project Management and QA/QC | 10 | 68 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 0 | **90** | 0 | **$25,280** |
| **Total** | **10** | **110** | **24** | **8** | **182** | **118** | **190** | **300** | **86** | **12** | **28** | **1,068** | $172,209 | **$429,633** |

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# *Appendix:* *Resumes*

## Allan Scott

Project Manager

Allan is a water and wastewater utility management consultant, project manager, and analyst with 35 years of experience with a focus on asset management and related technology systems. His experience includes helping clients implement asset management programs, conducting data analysis for utility performance measurement, assessment and implementation of information management systems, and developing strategy and planning documents for gap analysis and system improvement. As a project manager, Allan has successfully delivered asset management and information technology projects to many utilities over the past 15 years. Allan's relevant project experience includes Ross Valley Sanitary District Infrastructure Asset Management Plan and the City of Stockton's Master Plan for Gravity Sewer Collection System.

**EDUCATION**

Master of Science, Geology, University of Nevada, Las Vegas

Bachelor of Science, Geology, SUNY, University at Buffalo

**INDUSTRY TENURE**

35 years

**HDR TENURE**

2 years

**RELEVANT EXPERIENCE**

**Ross Valley Sanitary District, Infrastructure Asset Management Plan Update and Program Support,** *San Rafael, California*

Allan is the project manager on the project that includes supporting the Ross Valley Sanitary District in their master planning and capital improvement planning efforts. This includes enhancing their asset management program, updating their Infrastructure Asset Management Plan, and developing an I&I reduction plan. This work is helping the District to meet their cease and desist order and new NPDES requirements, which mandate I&I reduction to reduce blending at the treatment plant.

**City of Stockton, Asset Management and Master Plan for the Gravity Sewers,** *Stockton, California*

Allan was the project manager on this project, which evaluated and consolidated all CCTV data into a single data repository, developed risk models, and prepared capital improvement priority and budgets for the replacement and renovation of the City's gravity sanitary sewer collection system. Allan evaluated and recommended a specialized asset performance modeling software, and worked with City staff to determine likelihood and consequence of risk models. He completed an organizational assessment to evaluate if there were opportunities to implement utility performance improvements in a manner that enabled the City to better achieve or exceed its goals.

**City of Santa Barbara, Wastewater Collection System SSO Process Improvement and Consent Decree Support,** *Santa Barbara, California*

The SSO Compliance Program was composed of projects that help in the prevention of sewage spills and to meet the requirements of the City's SSO consent decree. These projects included improvements to the pipeline cleaning program, SSO response planning, pipeline rehabilitation planning, condition assessment of lift station force mains, and update of the City's Sewer System Management Plan. Allan served as project manager responsible for verifying high-quality deliverables, resource allocation, schedule and budget control, and overall communication between the City and project team. Six separate projects were completed. These projects helped the wastewater

## ALLAN SCOTT (CONTINUED)

collection group significantly improve their work process and ability to measure utility performance. They have been a key component of the City's successful performance under a SSO consent decree that requires rigorous maintenance and SSO prevention requirements.

**City of Santa Barbara, CartêGraph CMMS Assessment,** *Santa Barbara, California*
Allan was the project manager for evaluation of the City's enterprise CartêGraph CMMS, GIS, and CCTV software to plan for the implementation of asset management-based O&M practices in the collection system. The project focused the City's limited resources on taking practical, achievable steps to improve its business while making best use of existing information system investments.

**Regional San and Sacramento Area Sewer District, Information Technology Asset Management Assessment,** *Sacramento, California*
Allan conducted an evaluation of Regional San's information technology capabilities and practices, and evaluated them against industry asset management best practices. This evaluation included both the Sacramento Regional Wastewater Treatment Plant and sewer infrastructure. A key component was the evaluation of Regional San's MAXIMO CMMS and how Regional San was using it for enterprise asset management. Allan conducted interviews with Regional San's management and staff and identified the current information technology and GIS practices, processes, and capabilities, then compared these capabilities with the best asset management-related IT practices in the wastewater industry to determine the optimal improvements for the District.

**City of Kalamazoo, Asset Management,** *Kalamazoo, Michigan*
Allan provided asset management support for the water reclamation plant. The City began to make improvements in its technology systems to improve its collection system management and performance. The City's CMMS, Lucity, needed to be updated to transition to a more proactive and strategic approach to collection system O&M. Allan helped the City establish critical performance metrics and key performance indicators to assess collection system O&M performance and worked with the City to identify necessary updates to their O&M work processes necessary to support the development of these metrics.

**Contra Costa Water District, Pipeline Renewal and Replacement Study,** *Concord, California*
Allan was the project manager for development of a sustainable, data-driven program for pipeline renewal and replacement that can be improved over time as better data are developed and analyses are refined. Guidelines and procedures were developed during this project that were integrated with the District's existing processes to provide a sustainable solution. Allan provided asset management expertise so that the solution conformed to the District's asset management program. He developed a sustainable, 10-year pipeline renewal/replacement plan that provides the District with the ability to consistently make key capital-funding decisions for pipeline replacement. The approach developed pipeline risk factors (condition, likelihood of failure, and consequence of failure) to more effectively assess remaining useful life, calculate risk, and prioritize pipeline replacement.

# Mary Martis, PE

## Principal-in-Charge

With more than 29 years in the wastewater industry, Mary brings a unique perspective to projects through her experience working in both the public and private sectors. She has served as the principal-in-charge on numerous projects over the years, and not only makes sure the project teams have the resources they need to deliver good quality work on-time and within budget, she often provides technical insight on projects involving complex problems and implementation challenges. She is familiar with your agency, having most recently served as the project manager on your biosolids management and future biosolids master plan, and will support your latest project (SSMP) with the same level of dedication and oversight she provided for your master plan.

**EDUCATION**

Master of Science, Civil and Environmental Engineering, University of Utah

Bachelor of Science, Civil Engineering, University of Utah

**REGISTRATION**

Professional Civil Engineer, California, No. 73150

**INDUSTRY TENURE**

29 years

**HDR TENURE**

4.5 years

**RELEVANT EXPERIENCE**

**Sanitation District No. 5 of Marin County, Biosolids Management and Future Biosolids Master Plan,** *Tiburon, California*

Mary developed a long-term biosolids management strategy. New regulations in California requiring diversion of significant quantities of organics (including biosolids) from landfill will result in a 400 percent increase in needed disposal capacity (e.g., land application). The District desired to develop a long-term biosolids management strategy to secure a sustainable pathway for disposing of its biosolids. Options considered included hauling raw solids to a neighboring wastewater treatment plant, forming a partnership with wastewater agencies in Marin County to jointly manage a land application site, and/or construct and operate a regional compost facility. mary is serving as project manager and technical lead.

**City of Livermore, Professional Services for O&M Support at the Water Resources Division,** *Livermore, California*

Mary is providing on-call professional services for the City (collection system, stormwater system, and water reclamation plant (WRP) condition assessment; WRP optimization; development of standard operating procedures; development of WRP R&R program; water and recycled water systems evaluation; and source control program). HDR was also short-listed for a series of projects that will be negotiated as separate contracts; short-listed projects include condition assessment of WRP, updated of WRP master plan, and WRP electronic O&M manual. Mary is serving as project manager and lead of the WRP master plan update.

**San Francisco Public Utilities Commission (SFPUC), Community Benefits Program,** *San Francisco, California*

Mary is delivering a community benefits program as part of a larger project providing construction management services for the upgrade of the headworks facilities at the SFPUC's Southeast wastewater treatment plant (progressive design-build). Mary is serving as community benefits program lead; developed program and was credited with highest score ever awarded by SFPUC during proposal evaluation.

**City of San Mateo, San Mateo Wastewater Treatment Plant Upgrade,** *San Mateo, California*

Mary is design engineer for $420 million treatment plant upgrade being delivered through construction management at risk. Treatment plant upgrade includes new equalization

## MARY MARTIS, PE (CONTINUED)

and headworks facilities, primary clarifiers, contact stabilization (BioActiflo), membrane bioreactors, and chemical feed systems, including disinfection. Mary is serving as QA/QC manager leading a team of 17 company technical experts in reviewing project deliverables and supporting calculations as part of a comprehensive quality management program. Project is entering 90% design.

**SFPUC, As-Needed Wastewater Services Contract, Task Order Manager,** *San Francisco, California*
Mary was the technical director on five Task Orders issued through an as-needed wastewater services contract (CS-825). Task Orders included conducting large workshops for stakeholders, developing a new FOG Control Ordinance, performing a socioeconomic analysis of the impact to the City of a biofuels program, and conducting a two-tiered rate system economic analysis to support installation of automatic grease removal devices in San Francisco restaurants.

**Port of San Francisco, Sanitary Sewer Management Plan (SSMP), Project Manager,** *San Francisco, California*
Mary assisted in the development of the Port's SSMP to fulfill San Francisco Bay Regional Water Quality Control Board and State Water Resources Control Board requirements, SSO Control Program and Order No. 2006-0003-DWQ, respectively. The SSMP included an Overflow Emergency Response Plan, Measures and Activities program, Design and Construction Standards, and Capacity Management Plan. In addition, the scope of work included preparation of a hydraulic capacity analysis of key sewer system elements (collection and pumping) evaluated under peak flow conditions. The scope of work also included the development of strategies related to operations, maintenance, repair, and replacement of linear assets and lift stations.

**Confidential Client, Project Manager,** *California*
Mary led a multi-disciplined environmental compliance audit program at 15 municipal wastewater treatment plants throughout California. Areas of investigations included design, O&M, discharge compliance, monitoring, reporting and recordkeeping. Findings were prioritized in compliance reports with cost estimates for recommended corrective actions and anticipated regulatory controls were discussed. Mary also functioned as liaison between client and RWQCB regarding permit compliance and policy interpretation. In addition, she provided expert testimony services.

**Lake Arrowhead Community Services District (LACSD) Wastewater and Collection System Master Plan, Senior Engineer,** *Lake Arrowhead, California*
Mary assisted in the development of LACSD's Wastewater and Collection System Master Plan. Services performed included: hydraulic analysis (including an I&I study), cost estimating, repair and replacement of major assets, condition assessment of lift stations, useful life and life cycle analyses and assessment, inventory analyses, vulnerability analysis, underground tank requirements, hazardous materials planning (including storage, transportation, use, etc.) and preventive and routine operations and maintenance planning.

**LACSD, Senior Project Engineer/Manager,** *Lake Arrowhead, California*
Mary performed process evaluation of the Grass Valley and Willow Creek wastewater treatment plants, developed a solids handling plan, developed an I/I control plan, performed wastewater treatment plant integration and capacity re-rating for permit, and developed Work Plan for U.S. Environmental Protection Agency (EPA) Capacity, Management, Operation, and Maintenance compliance.

# **Luis León**, PE

QA/QC

Luis has more than 35 years of experience in master planning, feasibility studies, asset management, and design. He has worked on more than 500 miles of pipelines for major water distribution, wastewater collection, recycled water, and storm drainage systems, many in highly urbanized and congested corridors. Luis has particular expertise in pipeline condition assessment, design, and rehabilitation using innovative applications of trenchless technologies. He is a NASSCO PACP-certified trainer and is a recognized collection systems expert, receiving last year's WEF Collection Systems Award. His pipeline projects range from 6 to 120 inches in diameter, with multiple pipe materials and shapes.

**EDUCATION**
Bachelor of Science, Civil Engineering, Northrop University

**REGISTRATIONS**
Professional Civil Engineer, California, No. 49330

ISI Envision Sustainability Professional, No. 24070

**INDUSTRY TENURE**
35 years

**HDR TENURE**
2 years

**RELEVANT EXPERIENCE**

**City of Los Angeles Sanitation and Environment, North Outfall Sewer Condition Assessment Support SN-91C,** *Los Angeles, California*
The City of Los Angeles Sanitation and Environment owns and operates an extensive and complex sewer system of more than 6,500 miles of pipes. The North Outfall Sewer is one of the oldest and most critical trunk sewers that extends 55 miles in length, starting at 45 inches in diameter and ending in a semi-elliptical cross section measuring 12 feet wide by 10 feet high and 12 inches thick. As the client continues to assess the condition of the extremely critical piece of infrastructure, using multiple inspection contractors and technologies, Luis manages the team that reviews the inspection data being gathered, performs QA/QC of the data and videos, and provides expert advice on the structural condition of the North Outfall Sewer and potential technologies that can be used to repair, rehabilitate or replace critical segments.

**San Antonio Water System SSO Reduction Program Management, including Condition Assessment and Capacity Assessment and Condition Remedial Measure Planning,** *San Antonio, Texas*
Luis provided QA/QC of the condition assessment and rehabilitation technologies applied to the project. The project involved risk analysis to identify gravity sewers with elevated risk of SSOs and structural deterioration; development of a multi-year prioritized sewer inspection program, including the use of CCTV, pole cameras, sonar, and laser imaging systems; management of CCTV inspection contractors and the assessment of more than 2,000 miles of sewer inspection data in an integrated team with client staff; and identification of high priority structural remediation projects.

**City of Los Angeles Sanitation and Environment, Sewer System Management SN-86,** *Los Angeles, California*
Luis was the project manager for a study that assessed the City's existing Sewer System Management Plan and collection system business practices to comply with regulatory requirements, and optimize the City's Sewer System Management Plan's content to address near-term challenges and to proactively prepare the Clean Water Program for anticipated future waste discharge requirements.

## LUIS LEON, PE (CONTINUED)

**Marine Corps Base Camp, Sewer Line Rehabilitation,** *Camp Pendleton, California*
For the Marine Corps Base Camp Pendleton, Luis was the team's technical lead specialist for a small diameter gravity sewer rehabilitation project. The project included the rehabilitation of nearly 80,000 LF of 6-inch to 24-inch-diameter sewers utilizing various trenchless technologies, including cured-in-place piping, trenchless spot repairs and lateral sealant connections, as well as open trench pipe replacement. Luis provided technical input and QA/QC to a large design team reviewing CCTV and preparing best-value design recommendations for each pipeline segment.

**City of Phoenix, Lift Station 40 Force Main Condition Assessment,** *Phoenix, Arizona*
Luis was the technical lead for condition assessment of the City's most critical force main systems, which included three 24-inch-diameter ductile-iron pipe barrels, each 3.1 miles long. An assessment plan was prepared that recommended an inspection program for the force mains. After completing alternatives analysis, including cured-in-place pipe, the recommended renewal method was loose-fit high-density polyethylene sliplining, which was determined to be the lowest cost option but also reduced diameter by 4 inches.

**City of Phoenix Large Transmission Main Inspection and Assessment Program,** *Phoenix, Arizona*
HDR has been providing inspection and condition assessment of Phoenix's 42-inch and larger prestressed concrete cylinder pipe water transmission mains since 2011. The project has included the inspection of 29 distinct projects or scenarios, totaling over 94 miles. Luis performed QA/QC of pre-inspection and post-inspection and monitoring activities and reports and condition assessment evaluations and reporting.

**Los Angeles Bureau of Sanitation, Structural Condition Assessment of the North Outfall Sewer Pipes,** *Los Angeles, California*
Luis was the project manager for the inspection and assessment of 8.77 miles of the sewer composed of units 9, 10, 11, 14, 15, 16, 23, 24, 25, and 26. Inspection technologies employed were robotic CCTV, sonar on a floating platform, and laser profiling. Following the inspections, Luis reviewed the data to provide structural condition assessment of the sewer pipe to determine the section or sections of pipe that may need to be replaced with entirely new pipe and others that may be able to be repaired/rehabilitated using trenchless installation methods.

**East Valley Water District, Conejo Sewer Rehabilitation/ Replacement Project,** *Highland, California*
Luis was the project manager for rehabilitation and replacement of an existing sanitary sewer line that had maintenance issues. The project is located along Conejo Drive, in an unincorporated area of San Bernardino County, California. The work included replacing approximately 2,630 LF of 6-inch and 8-inch-diameter vitrified clay pipe with new 10-inch-diameter high-density polyethylene pipe by pipe bursting the existing host clay pipe to replace it with the new pipe. Other tasks included potholing, cleaning and CCTV inspection of the existing pipes, lateral disconnection and reconnection, traffic control, abandonment of sewer lines and manholes, replacement or rehabilitation of existing brick manholes, and cleaning, testing, and CCTV inspection of the new sewer line.

# Ryan Eisele, PE

## QA/QC

Ryan has more than 17 years of experience in a variety of project areas, including I&I reduction program strategies and implementation, overflow control plans, master planning, and asset management program development and implementation. He has worked on numerous collection system studies and design projects and has extensive experience with I&I studies, hydraulic modeling, and sanitary sewer design. Ryan has managed the development of several asset management programs, both for wastewater collection systems and water and wastewater treatment and pumping facilities.

**EDUCATION**
Bachelor of Civil Engineering, Civil Engineering, Iowa State University

**REGISTRATION**
Professional Civil Engineer, Missouri, No. 2010019531

Professional Civil Engineer, Kansas, No. 21880

National Council of Examiners for Engineering and Surveying (NCEES), No. 42920

**INDUSTRY TENURE**
17 years

**HDR TENURE**
15 years

**RELEVANT EXPERIENCE**

**Johnson County Wastewater, Nelson Complex Collection System Wet Weather Plan Development and Optimization,** *Johnson County, Kansas*
Ryan is the project manager for this program focused on the development of the optimum phased long-term wet weather control plan for two separate basins tributary to the JCW'sNelson Complex Wastewater Treatment Plant. These basins are the oldest in JCW's system, have high I&I, and each contain remote peak wet-weather treatment facilities in the collection system. A long-term plan will be developed to address these facilities and other capacity constraints within the system and provide JCW regulatory and financial certainty of the implementation schedule and magnitude of the improvements. This plan is anticipated to include a combination of I&I reduction, capacity improvements, peak flow storage, and upgrades to existing wet-weather treatment facilities. This project will be completed with an interdependent facility plan for the replacement of the Turkey Creek and Mission Main Water Treatment Plants at the Nelson Complex, which will be replaced with one new treatment facility to serve both basins. The projects includes close coordination with regulatory agencies and the County's leadership, and detailed financial analyses of the impacts that improvements alternatives and implementation schedules will have on JCW's ratepayers.

**Unified Government of Kansas City, Basin Engineer for Integrated Overflow Control Program,** *Kansas City, Missouri*
Ryan was responsible for developing a Sanitary Sewer System Overflow Control Plan for basins located West of Muncie Creek. In total, these basins contain 925,000 LF of sewer, 4,393 manholes, 37 pump stations, and 2 wastewater treatment plants. The purpose of the plan was to address wet-weather problems throughout the wastewater collection system. The scope of work included:

- Document existing conditions
- Conduct field reconnaissance
- Review and analyze flow and rainfall data
- Conduct capacity evaluation of Plant 20 and Wolcott Wastewater Treatment Plant
- Develop and configure hydraulic model
- Calibrate and verify model
- Complete capacity analysis
- Develop and evaluate alternatives
- Provide overflow control plan development and financial analysis

## RYAN EISELE, PE (CONTINUED)

**Johnson County Wastewater, Collection Asset Management Program,** *Johnson County, Kansas*
Ryan is the project manager for this multi-year asset management program (currently in its 5th year) focused on the development and implementation of a sustainable, cost-effective strategy for continuous improvement in the management of aging sewer infrastructure. Through this asset management program, JCW executes the assessment, maintenance, and rehabilitation programs for all JCW collection system infrastructure. This program is executed through an implementation plan that is updated annually; this plan identifies, prioritizes, coordinates, and schedules continuous improvement initiatives at a manageable pace that strives to balance staff availability and continuous improvement objectives.

**Unified Government of Wyandotte County, Kansas Wastewater Master Plan,** *Kansas City, Missouri*
Ryan assisted in the completion of a wastewater master plan for the Basins West of Muncie Creek to evaluate the impacts the substantial projected future growth in the area will have on the existing collection system and wastewater treatment plants and identify the infrastructure improvements required to address the growth. The master plan contained an evaluation of improvement alternatives, including development of the long-term plan to accommodate future wastewater treatment needs within the area. The master plan culminated in the development of a phased 20-year Capital Improvement Plan, which addresses existing pumping and conveyance capacity issues, sewer service extensions, and wastewater treatment capacity upgrades to accommodate future development.

**Johnson County Wastewater, Mill Creek Watershed Alternatives Analysis and Optimization,** *Johnson County, Kansas*
Ryan was the project manager for the development of the long-term improvements plan for the collection system in the Mill Creek Watershed to verify JCW's collection system level of service (10-year design storm) can be maintained for future conditions after growth occurs within the watershed. The objective of this project was to determine the optimal phased improvements plan to address long-term growth in the watershed. This optimization included evaluating the need for conveyance system improvement alternatives to address existing capacity issues, as well as future capacity issues due to growth within the watershed. Alternatives analysis and optimization was completed to identify the recommended combination of conveyance improvements, storage facilities, treatment plant improvements, and/or I&I reduction in specific areas within the Mill Creek Watershed. HDR's recommended alternative involved a combination of peak flow storage and wet weather treatment improvements; the storage facility improvements are projected to save JCW over $20 million compared to constructing the deep sewers required to convey all flow.

# Dolly Chen, PE

## Technical Lead

Dolly has more than 21 years of water and wastewater engineering experience, which includes sewer master plans, facility plans, asset management plans, wastewater pipeline designs, and water distribution and collection system modeling. She has extensive experience with a variety of computer modeling packages, which include HYDRA, XP-SWMM, InfoWorks, MikeUrban, and SewerCAD (for collection system modeling). Dolly's experience with Sanitary District No. 5 includes the District's Maintenance Management Audit and O&M Management System project. Dolly was also involved in the City of Stockton's Master Plan for the Gravity Sewer Collection System and Ross Valley Sanitary District's Infrastructure Asset Management Plan.

**EDUCATION**
Bachelor of Science, Civil Engineering, University of California, Berkeley

**REGISTRATIONS**
Professional Civil Engineer, California, No. 63788

**INDUSTRY TENURE**
21 years

**HDR TENURE**
16 years

**RELEVANT EXPERIENCE**

**Sanitary District No. 5 of Marin County, Maintenance Management Audit and O&M Management System,** *Tiburon, California*
Dolly assisted with the maintenance management audit for the District's 0.98 mgd dry (6.2 mgd peak) wastewater treatment plant. HDR developed facility equipment inventory as part of the condition assessment, which included interviews with O&M staff and inspection and evaluation of equipment physical integrity, capacity, and application. The project included evaluation of preventative, predictive, and corrective maintenance plans and procedures; evaluation of equipment critical rating system; assessment of inventory stock and purchasing procedures, evaluation of technical resources; and development of preventative and corrective maintenance work flow.

**City of Stockton, Asset Management and Master Plan for the Gravity Sewer Collection System,** *Stockton, California*
As a part of CSPA decree, the City of Stockton was required to inspect their entire gravity sanitary system of about 845 miles. All CCTV documentation was in Pipeline Observation System Management format. Dolly evaluated and consolidated all CCTV data into a single data repository, developed risk models, and prepared capital improvement priority and budgets for the replacement and renovation of the City's gravity sanitary sewer collection system. HDR also evaluated and recommended a specialized asset performance modeling software, and worked with City staff to determine likelihood and consequence of risk models.

**Ross Valley Sanitary District, Infrastructure Asset Management Plan Update and Program Support,** *San Rafael, California*
Dolly was a project engineer on the update of the infrastructure asset management plan. HDR developed a pipe structural reinspection and repair plan to provide a better understaning of pipe defects and their deterioration rates, as well as provide capital planning and future inspection recommendations. A report was prepared that included a schedule for inspection and repairs, cost for inspection and repairs, and criteria that identifies whether a Grade 5 PACP structural defect has deteriorated upon reinspection. HDR developed a force main condition assessment plan that ranked the District's force mains to determine where limited inspection budgets should be focused, and evaluated condition assessment

## DOLLY CHEN, PE (CONTINUED)

technologies to determine which are appropriate for the force main pipelines to be assessed.

**City of Sacramento, Sewer System Regulatory Support,** *Sacramento, California*
Dolly assisted with sewer system regulatory assistance needed to comply with CSPA consent decree and with the State Water Resources Control Board Order No. 2006-0003. HDR developed a sewer cleaning and CCTV QA/QC program, including standard operating procedures. HDR also tracked and compiled data for analysis, mapping, evaluation, and reporting.

**City of Brisbane, Water and Sewer Master Plans,** *Brisbane, California*
Dolly developed hydraulic models (SewerCAD and WaterCAD) and GIS mapping of the water distribution system and sewer collection system. She reviewed existing CCTV inspection tapes of approximately 50% of the collection system and developed prioritized CCTV inspection list for the remaining, undisputed 50% of the system based on manhole inspection data. Dolly also assisted in the development of a prioritized capital improvement program and in the writing of various technical memoranda and master plan report.

**Central Contra Costa Sanitary District, Martinez Transmission Line Corrosion Study,** *Martinez, California*
Dolly performed a corrosion and odor evaluation of the Martinez Transmission Line, which consisted of three sets of pumping stations, twin force mains, junction structure, and gravity trunk line. Work included manhole and junction structure inspection, CCTV review, and odor testing. Rehabilitation and odor control methods were evaluated and prioritized

**City of Concord, Concrete Trunk Sewer Evaluation and Rehabilitation Study,** *Concord, California*
Dolly developed GIS for the trunk sewers from base maps. She analyzed CCTV inspection tapes, developed manhole inspection sheets, and participated in manhole inspections. She also conducted an I&I evaluation of the Monte Gardens/San Vincente neighborhood.

**Delta Diablo, Conveyance System Master Plan Update,** *Antioch, California*
Dolly prepared a master plan to identify a phased implementation plan for new collection system facilities through the year 2025 to accommodate planned growth, meet existing and anticipated future regulatory requirements, and maintain conveyance system reliability, as well as incorporate the recently completed collection system master plans for the Cities of Pittsburg and Antioch and the community of Bay Point. Dolly quantified current and future influent flows in the District's service area, evaluated existing facilities, reviewed current and potential future regulatory requirements, and developed a capital improvements plan with timelines. The master plan was presented to the public to gain consensus and input.

**Town of Los Altos Hills, Sewer Master Plan,** *Los Altos Hills, California*
Dolly prepared the Town's first sewer collection system master plan, which served as the strategic planning guide for upgrading, improving, and expanding the Town's sanitary sewer infrastructure to meet existing and proposed levels of service and reliability in compliance with legal, regulatory, and resource management requirements and customer expectations. Dolly developed a phased CIP, prepared reports, and developed flow projections based on flow monitoring data.

# Brian Watanabe, PE

## Condition Assessment

Brian has more than 17 years of water and wastewater engineering experience and has performed pipeline and/or pumping station condition assessments and design of more than 20 new or rehabilitated pipeline projects up to 54 inches in diameter. He has also served as project engineer on more than 10 water, sanitary sewer, and recycled water pumping station projects, ranging from less than 1 to 40 mgd in capacity. He has assisted in the preparation of master plans, feasibility studies hydraulic models, water quality monitoring reports, permitting, and tracer studies, as well as the preparation of plans, specifications, and cost estimates. Brian worked on the City of Stockton's Master Plan for the Gravity Sewer Collection System, and City of Sacramento's Sewer System Regulatory Support projects.

**EDUCATION**
Bachelor of Science, Chemical Engineering, University of California, Davis

**REGISTRATIONS**
Professional Civil Engineer, California, No. 73852

**INDUSTRY TENURE**
17 years

**HDR TENURE**
4 years

**RELEVANT EXPERIENCE**

**City of Sacramento, Sewer System Regulatory Support,** *Sacramento, California*
Brian provided the City with sewer system regulatory assistance needed to comply with CSPA consent decree and. HDR developed a sewer cleaning and CCTV QA/QC program, including standard operating procedures. HDR also tracked and compiled data for analysis, mapping, evaluation, and reporting.

**City of Stockton, Asset Management and Master Plan for the Gravity Sewer Collection System,** *Stockton, California*
As a part of the Consent Decree by CSPA, the City of Stockton was required to inspect their entire gravity sanitary system of about 845 miles. All CCTV documentation was in Pipeline Observation System Management format. Brian assisted with evaluating and consolidating CCTV data into a single data repository, development of risk models, and preparation of capital improvement priority and budgets for the replacement and renovation of the City's gravity sanitary sewer collection system.

**Central Marin Sanitation Agency, Force Main Condition Assessment,** *San Rafael, California*
Brian performed a condition assessment of 45-inch-diameter San Rafael and 54-inch-diameter Ross Valley force mains using non-destructive techniques to describe the existing interceptor condition, estimate useful remaining life of each interceptor, and recommend improvements to extend each pipeline's service life. The condition assessment detected and located leaks, loss of pipeline wall thickness, offset joints, and other pipeline defects.

**Central Contra Costa Sanitary District, Pump Station Upgrades,** *Martinez, California*
Brian assisted with condition assessment, preliminary design, and final design of improvements to six sewer pumping stations (Martinez, Fairview, Maltby, Moraga, Orinda Crossroads, and Flush Kleen).

**University of California, Berkeley, Hilgard Hall Storm Water Study and Design Improvements,** *Berkeley, California*
Brian prepared storm water study and subsequent storm drain design improvements to address flooding issues in and around Hilgard Hall. The study included mapped information of their underground storm drainage network, CCTV investigation and pipeline condition assessment, identification of connections and cross-connections, and review of tributary

## BRIAN WATANABE (CONTINUED)

drainage area. Recommendations on improvements were presented to the University, and form the basis for the design. Full contract document preparation included upsizing and rerouting of the existing storm drain system, pipeline abandonment, and new manhole construction, as well as extension of existing laterals to the new system.

**City of Santa Cruz, Graham Hill Water Treatment Plant Facilities Plan Update,** *Santa Cruz, California*
Brian assisted in updating the Graham Hill Water Treatment Plant facilities plan to determine the most effective means of implementing improvements. He conducted a condition assessment of the water treatment plant's major equipment (assets) and processes, as well as the buried water pipelines. A tiered approach was used for the condition assessment of the water treatment plant. Tier 1 was based on visual inspections and staff interviews on past performance and reliability. Once single point of failure and highly critical assets were identified, Tier 2 inspections were performed to obtain quantifiable data and a higher confidence of asset condition and effective remaining useful life. Onsite pipeline condition assessment included ranking and condition assessment techniques evaluation and design of pipeline improvements needed for the implementation of the selected condition assessment technique.

**Jackson Rancheria Band of Miwok Indians, Deer Trail Sewage Lift Station,** *Amador County, California*
Brian provided design and construction engineering/inspection services for a new lift station that includes two progressive cavity pumps to provide sufficient static lift of 130 feet plus line losses. The design included odor control features, a grinder station, and a pump building.

**South County Regional Wastewater Authority, Influent Pumping Station, Wastewater Capacity Expansion,** *Gilroy, California*
Brian designed a 40 mgd influent pumping station, which included two ½-inch spacing deep well screens ahead of a split wet well pumping station to ensure reliable pumping station operations. The screens were contained in a new structure to ensure odor and vector containment.

**California Area Indian Health Service, Manchester-Point Arena Rancheria Sewer Master Plan,** *Sacramento, California*
The Manchester-Point Arena Rancheria consists of two geographically separated communities with small existing systems and homes on individual septic tanks in both communities. The condition and capacity of existing facilities and the feasibility of adding all homes to either a large community system, or clustered systems were assessed. Brian was responsible for wastewater treatment design, wastewater storage and disposal design, and master planning.

**Indian Health Service, Big Sandy Rancheria Sewer Master Plan,** *Fresno County, California*
This project included assessing various treatment, collection, and disposal alternatives. The recommended collection system included gravity and pressurized lines, and at one home, a septic tank effluent pump system was recommended. Cost estimates, funding potential, and project phasing were components and potential state and federal funding options along with an implementation plan for the recommended alternative were identified. Brian was responsible for wastewater treatment design, wastewater storage and disposal design, and master planning.

# Lock Kwan, PE

## Pump Stations and I&I

Lock has more than 22 years of condition assessment, engineering, project management, and construction experience in municipal water, wastewater, waste-to-energy, biofuels production, and security projects. He has led and conducted multidisciplinary facility condition assessments for a variety of facilities and projects and has extensive pipeline, outfall, penstock, and pump station design, construction, and O&M experiences. He has performed condition assessment and design on hundreds of miles of conveyance systems. Additionally, he has performed condition assessment on more than 80 pump stations and designed over two dozen pump stations ranging in capacity from 0.29 mgd to 120 mgd.

**EDUCATION**

Bachelor of Science, Mechanical Engineering, California Polytechnic State University, San Luis Obispo

Project Management Certification Program, University of California Berkeley Extension

**REGISTRATIONS**

Professional Mechanical Engineer, California, No. 32810

**INDUSTRY TENURE**

22 years

**HDR TENURE**

<1 year

**RELEVANT EXPERIENCE**

**City of San Mateo, Pump Station and Force Main Condition Assessment,** *San Mateo, California*

Lock led a multidisciplinary team to assess 20 pump stations and 21 force mains to establish the current condition, including concrete structures, pumping, fitting, valving, electrical, and I&C for each facility. He also developed the opinion of probable construction costs required to address deferred maintenance needs, and develop rehabilitation projects.

**City of San Jose, Stormwater Pump Station Conditions Assessment,** *San Jose, California*

Lock conducted a condition assessment of 29 storm water pump stations, including pumping, piping, valving, concrete structures, electrical, and I&C. He developed the opinion of probable construction costs required to address deferred maintenance needs, and develop rehabilitation projects and capital improvement plans.

**San Jose-Santa Clara Regional Wastewater Facility, Storm Drain System Improvements,** *San Jose, California*

Lock was responsible for the condition assessment of concrete wet wells, pumps, motors, hydraulic performance, electrical, and I&C for seven storm pump stations and a total of 32,000 feet of storm drains for costing and grouping into short-term maintenance and long-term upgrade projects.

**City of Sunnyvale, Sunnyvale Water Pollution Control Plant, Condition Assessment,** *Sunnyvale, California*

Lock was responsible for the condition assessment of the concrete structures, pumping, piping, valving, plumbing, HVAC, lining, and coating for the water pollution control plant. He also prepared the opinion of probable construction costs required to address deferred maintenance needs, developing rehabilitation projects, and 20- and 40-year capital improvement plans.

**City of Stockton, Regional Wastewater Control Facility Modification Project,** *Stockton, California*

Lock was the lead inspector for effluent pump stations and force mains dive inspection and condition assessment. He also performed hydraulic analysis.

**San Mateo/Estero Municipal Improvement District Wastewater Treatment Plant, Effluent Pump Station Alternatives,** *San Mateo, California*

Lock was responsible for study of the effluent pump station and pipeline

## LOCK KWAN, PE (CONTINUED)

with 10 alternatives. He assisted with the selection of the top three alternatives for further development of engineering considerations, schedule, constructability, impacts, permits, construction delivery alternatives, and cost estimates development.

**County of Santa Clara, Malech Road Water Supply Condition Assessment,** *San Jose, California*
Lock was the mechanical condition assessor and forensics investigator for a newly constructed failed pump station and force main and developed solutions and costs for repairs.

**County of Sonoma, Facility Condition Assessment of Sonoma County's Facilities,** *Sonoma, California*
Lock was the mechanical, electrical, and fire suppression condition assessor for 66 buildings covering approximately 1.5 M square feet for planning and maintenance purposes.

**Union Sanitary District, Alvarado Treatment Plant Conveyor Building Improvements,** *Union City, California*
Lock was responsible for the condition assessment of centrifuge conveyor system, process air system, and W3 and W4 distribution pipelines and performing forensics of W3 and W4 distribution pipeline failures.

**SFPUC, Early Intake Dam Condition Assessment,** *Tuolumne County, California*
Lock conducted a condition and needs assessment and inspection of mechanical items (i.e., gate, sluice, drum, valves, and manual and electric motor valve operators) and performed hydraulic analysis.

**SFPUC, Crystal Springs San Andreas Transmission System Upgrade,** *San Mateo County, California*
Lock performed a condition and needs assessment, inspection, and design of inlet structures, 120 mgd pump station, 4.5 miles of 60-inch diameter transmission pipeline, and other mechanical equipment (i.e., valves, pneumatic, ventilation, water sampling, and water quality systems). He also completed system hydraulic modeling, and developed preliminary design documents.

**Stanford University, San Francisquito Creek Pump Station,** *Stanford, California*
As mechanical engineer, Lock developed alternative designs with cost estimates for new creek capture and pump station. Design elements included pump station, conveyance pipeline, water storage, salmon screen and transport, and other peripherals.

**National Oceanic and Atmospheric Administration (NOAA), Nationwide Facility Assessments,** *Alaska, Pacific, and Western U.S. Regions*
Lock led a multidisciplinary team and also performed mechanical and electrical condition and needs assessment for critical NOAA and military facilities for immediate and long-range capital planning.

**City of Stockton, Regional Wastewater Control Facility: Diversion Pump Stations Pumps and Outfalls Condition Assessment and Repairs,** *Stockton, California*
Lock served as assistant project manager and project engineer for developing a multidisciplinary plan for condition assessment of two effluent pump stations and the discharge manifold and outfall pipelines. The outfall pipes penetrated and crossed major levees along the San Joaquin River at four locations. Once the condition assessments, hydraulic analyses, and design were completed, the outfalls were rehabilitated by the cured-in-place pipe method and the pumps and motors were replaced.

# Steve Gunsch

## Engineering Support

Steve is a utility management analyst with more than 12 years of experience in asset management, utility management, information technology, strategic planning, risk assessment, condition assessment, and water/wastewater treatment planning. He brings a unique blend of management and engineering perspectives to deliver creative solutions to address technical and management challenges for utilities. He has performed condition assessments on several pipeline and pump station projects. Steve's relevant project experience includes projects for Ross Valley Sanitary District, City of Stockton, City of Sacramento, and JCW.

**EDUCATION**

Master of Business Administration, Drexel University

Bachelor of Science, Civil Engineering, University of California, Davis

**INDUSTRY TENURE**

12 years

**HDR TENURE**

7 years

**RELEVANT EXPERIENCE**

**City of Sacramento, Sewer System Regulatory Support,** *Sacramento, California*

Steve provided sewer system regulatory assistance needed to comply with the CSPA consent decree. The project involved the evaluation of 512 miles of 4- to 15-inch-diameter pipe. Steve developed a risk profile for the system, prioritized the pipes to be inspected, and provided recommendations for CIP projects that identified rehabilitation and replacement improvements for the collection system. InfoMaster was used for the risk assessment for prioritization CCTV, cleaning, and chemical root treating activities. Steve developed and implemented tools and processes to identify and prioritize when pipe cleaning and CCTV work orders should be performed to reduce SSOs while minimizing preparation time, providing cleaning/CCTV/SSO data to the City in a meaningful and readily accessible format for asset management, and identifying PACP Category 5 pipes and defects that need to fixed immediately and those that can be monitored with future CCTV. Steve worked with the City's CMMS and other pertinent software programs, databases, and spreadsheets to plan, schedule, report, and evaluate work related to the maintenance and repair of the sewer system according to the requirements of the CSPA consent decree, as well as work related to SSMP performance evaluations.

**Johnson County Wastewater, CPMS Selection Support,** *Olathe, Kansas*

Steve performed a needs assessment with the county staff to identify CPMS needs and business process improvements, which included conducting a series of workshops and interviews to assess the client's project management solution needs, developing requirements to support a competitive public procurement, and evaluating capital planning decision processes and criteria. The project also included finalizing the selection criteria and recommending a selection process schedule and creating a software demonstration script for the vendors to follow. The work provided guidance for articulating the capabilities needed in the CPMS. Steve used the assessment findings to develop detailed requirements and specifications based on the major business elements in a CPMS. He reviewed four CPMS platforms that met the client's needs and narrowed the list down to the top three to provide demonstrations.

## STEVE GUNSCH (CONTINUED)

**City of San Jose, CCTV, Condition Assessment, and CIP Development,** *San Jose, California*
Steve provided technical expertise, support, and CCTV data evaluation to establish an overall condition assessment and rehabilitation program for the City's sanitary sewer collection system (more than 2,200 miles of 6- to 90-inch-diameter pipe). He collected and evaluated more than 350 miles of existing pipe condition information, maintenance histories, physical and geographical pipe attributes, and overall City priorities and goals. After analyzing the collected data, Steve provided recommendations to set scores, weighting factors, and rating criteria for sewer pipes to improve data management, set levels of service, and forecast future workloads utilizing InfoMaster software that the City is currently using were developed and presented. He also developed recommendations for grouping CIP projects. Steve developed a sanitary sewer rehabilitation and replacement plan, established condition assessment program goals, compiled rehabilitation and replacement decision processes and criteria used in the modeling and forecast of other municipal collection systems, reviewed compiled results and developed client-specific algorithm for use in the rehabilitation and replacement plan criteria, finalized algorithm and rehabilitation and replacement plan criteria by use of Asset Management software (InfoMaster), and forecasted rehabilitation and replacement plan mileage yield and cost forecast.

**City of Stockton, Asset Management and Master Plan,** *Stockton, California*
Steve analyzed existing data and systems and developed a risk model based on likelihood of failure and consequence of failure for each gravity sewer main in the system. By using the risk model, HDR was able to assess the system in a more programmatic fashion. HDR also performed alternatives and sensitivity analysis, and ultimately developed a practical near- and long-term CIP for its gravity sanitary sewer collection system. To streamline the decision-making process, asset performance modeling software (Innovyze InfoMaster) was used on a pipe-by-pipe basis to provide rehabilitation recommendations from an algorithm.

**City of Winston-Salem, Collection System Improvement Program Management, Year 1,** *Winston-Salem, North Carolina*
Steve provided collection system program management services to reduce the occurrence of SSOs, which focused on sewer cleaning optimization services, and developing sewer cleaning software requirements.

**San Antonio Water System, SSO Reduction Program Management Services,** *San Antonio, Texas*
Steve provided program management services to assist San Antonio Water System with meeting compliance requirements of the consent decree issued by EPA that the client to reduce overflows from its sanitary sewer system. Steve developed an alternatives analysis process used to evaluate and select capacity improvements projects and provide critical coordination between the condition assessment and capacity assessment tasks. He performed an extensive condition and capacity assessment of the existing collection system. He also developed client-specific training material for staff use of InfoMaster for CCTV data compilation and verification, and for generating remediation recommendations for this 5,100-mile wastewater collection system.

# Tom Hoffman, PE

## Engineering Support

Tom has more than 8 years of water and wastewater engineering experience, including more than 10 pipeline and pumping station projects throughout California. His experience includes performing plans, specifications, and cost estimates, as well as engineering services during construction. Tom assisted with the update of the infrastructure asset management plan for Ross Valley Sanitary District. He also assisted with condition assessment of 21 sewer pumping stations and 26 force mains for Tahoe City Public Utility District's Sanitary Sewer Pumping Station Master Plan project.

**EDUCATION**

Master of Science, Civil Engineering, Marquette University

Bachelor of Science, Civil Engineering, Villanova University

**REGISTRATIONS**

Professional Civil Engineer, California, No. 88490

**INDUSTRY TENURE**

8 years

**HDR TENURE**

4 years

**RELEVANT EXPERIENCE**

**Ross Valley Sanitary District, Infrastructure Asset Management Plan Update and Program Support,** *San Rafael, California*

Tom assisted with the update of the infrastructure asset management plan. HDR developed a pipe structural reinspection and repair plan to provide a better understaning of pipe defects and their deterioration rates, as well as provide capital planning and future inspection recommendations. A report was prepared that included a schedule for inspection and repairs, cost for inspection and repairs, and criteria that identifies whether a Grade 5 PACP structural defect has deteriorated upon reinspection. HDR developed a force main condition assessment plan that ranked the District's force mains to determine where limited inspection budgets should be focused, and evaluated condition assessment technologies to determine which are appropriate for the force main pipelines to be assessed.

**Tahoe City Public Utility District, Sanitary Sewer Pumping Station Master Plan,** *Tahoe City, California*

Tom assisted with condition assessment of 21 sewer pumping stations and 26 force mains totaling approximately 35,000 feet in length. Available force main condition assessment techniques and associated costs were evaluated as a means of identifying the most appropriate method for determining the condition of the highest priority/representative force mains.

**Sacramento Area Sewer District, Freeport Septic Conversion,** *Freeport, California*

The community of Freeport has been using septic systems that have been in place for decades. Some of these older systems do not meet Sacramento County Code and California State requirements, as well as, pose environmental challenges due to the proximity of these septic systems to the river and nearby drinking water wells. Tom assisted with condition assessment, alternatives evaluation, design, bidding, and construction of a new sewer system to service the community of Freeport and provide a connection point for future development.

**Sacramento Area Sewer District, Force Main Condition Assessment,** *Sacramento, California*

Tom assisted with condition assessment for 75 miles of force mains, which involved ranking 114 individual force mains for condition assessment priority based on criteria such as age, material, location, diameter, maintenance cost. Project included evaluating available

## TOM HOFFMAN, PE (CONTINUED)

condition assessment techniques and determining the most suitable techniques for each force main material type to obtain the overall condition, implementing the most suitable condition assessment technique identified for three or four of the highest priority force mains, and developing a summary of the condition assessment results and recommendations for each force main that was evaluated.

**City of Modesto, Sonoma Trunk and Lift Station,** *Modesto, California*
Tom provided predesign support for the extension of the Sonoma trunk into the Roselle/Claribel Comprehensive Planning District to accommodate future development. Improvements included 1,600 LF of 27-inch-diameter pipe and a 3.1 mgd lift station with three pumps. Tom was responsible for design calculations, plan and piping layouts, and writing the predesign report.

**Central Marin Sanitation Agency, Force Main Condition Assessment,** *San Rafael, California*
Tom assisted with condition assessment of 45-inch-diameter San Rafael and 54-inch-diameter Ross Valley Force Mains using non-destructive techniques to describe the existing interceptor condition, estimate useful remaining life of each interceptor, and recommend improvements to extend each pipeline's service life. The condition assessment detected and located leaks, loss of pipeline wall thickness, offset joints, and other pipeline defects.

**Incline Village General Improvement District, Phase II Effluent Export Pipeline,** *Incline Village, Nevada*
Tom assisted with condition assessment for replacement of approximately 6 miles of aging 16-inch-diameter pipeline within the Lake Tahoe basin, within the southbound lane of Nevada State Route 28. The 6 miles of pipeline is comprised of approximately 18,300 LF of 16-inch diameter welded, cement mortar lined, high-pressure pipe; and approximately 13,700 LF of 16-inch diameter bell and spigot, cement mortar lined, low pressure steel pipe. He was responsible for condition assessment, data analysis, and modeling of the deficient pipeline to determine the life of the pipeline.

**City of Davis, Davis Lift Station Feasibility Study,** *Davis, California*
Tom assisted with a feasibility study for the City to determine the most effective method for upgrading or replacing the aging lift stations. The study included a demand analysis and sizing of the lift station pumping capacity to match existing and future demands. A hydraulic analysis of the lift stations, influent gravity system, and effluent force mains was also completed to determine component sizing. This data along with site reconnaissance, utility data, and City staff input was used to conduct a ranking of alternatives for each site.

**Santa Cruz County Sanitation District, East Cliff Transmission Main: Rehabilitation of Neary Lagoon Crossing,** *Santa Cruz, California*
Tom provided engineering services during construction of rehabilitation improvements to the East Cliff Transmission Main, a critical wastewater conveyance facility that transports all wastewater collected in the Santa Cruz County Sanitation District service area. Improvements included spot repair on Portola Drive, replacement or addition of air release valves, rehabilitation of approximately 1,500 LF feet of 36-inch-diameter pipeline crossing Neary Lagoon, and installation of approximately 710 LF of 30-inch-diameter pipe to protect the East Cliff Transmission Main crossing beneath Small Craft Harbor.

# PROFILE | Mark T. Wilson, President

## MARK T. WILSON, P.E.
## President

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Mr. Wilson has more than twenty-five years' experience in engineering and construction having worked as a design consultant for Nute Engineering, in the construction industry and as a sanitary engineer for the Regional Water Quality Control Board, and now as a consultant in the private sector.

His early experience as a sanitary engineer for the Regional Water Quality Control Board included review of the design and operation of over 150 permitted waste water treatment plants in the San Francisco Bay Area. He was a super fund site project manager for sites in Silicon Valley which included groundwater monitoring and treatment and cleanup of hazardous waste spills.

As an engineer for Nute Engineering, Mr. Wilson has been involved in the construction management of sewers and wastewater projects including pump stations and wastewater treatment plant improvements, sewer pipelines and force mains. These projects included design, permitting and construction of various generator replacement projects. He has a long history of successful implementation of "trenchless" pipeline rehabilitation including pipebursting, directional drilling, cured-in-place pipe installation, microtunnelling and bore and jack installation. Mr. Wilson has undertaken various fuel tank replacement projects and prepared reports for underground storage tank removals.

### EDUCATION

B.S. Environmental Resources Engineering
Humboldt State University
Arcata, 1986

Courses by the National Water Well Association and Environmental Protection Agency:

- Groundwater Hydrology
- Aquifer testing
- Groundwater monitoring well construction
- Hazardous material handling
- Wastewater treatment plant design and inspection
- Design of on-site wastewater systems

### PROFESSIONAL REGISTRATION

Civil Engineer
California, RCE #47988

California Class A Contractors License
No. 717388

Qualified SWPPP Developer and Practitioner
Certificate No. 23692

### AWARDS/DISTINCTIONS

2016 California Water Environment Association
*Engineering Achievement Award*
Project: Novato Sanitary District, Olive Parallel Force Main Project
2014 American Council of Engineering Companies, Calif.
*Engineering Excellence Award – Small Firm Merit Award*
Project**: Sausalito-Marin City Sanitary District, Locust Street Pump Station Improvement Project**
Marin County, California

### MEMBERSHIPS

Water and Environment Federation

# PROFILE | Mark T. Wilson, President

Mr. Wilson has been on the team for project studies including wastewater facility assessments and capital improvement programs. As a design engineer for Nute Engineering, he has completed numerous successful permit applications including Army Corps Nationwide Permits, Air District Permits, Coastal Development Permits and Encroachment Permits.

Prior to becoming an engineer, Mr. Wilson worked in the construction industry and acquired a Class A Contractor's License. This has given him a greater understanding of the construction contractor's day to day operations and allows him to proactively seek construction solutions and avoid costly claims.

## SELECTED PROJECT EXPERIENCE

### Mt. View Sanitary District,
Contra Costa County:

Construction Manager for a $3.5 million wastewater treatment plant improvement project designed by Nute Engineering involving effluent filtration and the first ultraviolet disinfection facility to be constructed in Northern California.

### Las Gallinas Valley Sanitary District,
Marin County:

Project Manager for various District projects including: construction review of a $3.5 million Headworks project; the conversion of the wastewater treatment plant effluent disinfection system from chlorine/sulfur dioxide to a sodium hydrochlorite/sodium bisulfite system; and the design and construction review of several of the Gallinas Village Sewer Rehabilitation Projects.

Design Engineer and construction review of the Headworks Improvement Project to install two headworks screens in advance of the existing grit chambers at Las Gallinas Valley Sanitary District in San Rafael. This project included a spiral conveyor and a washer compactor.

Design Engineer and construction review for the $3 million Primary Clarification System Improvement Project which upgraded existing clarifiers and sludge pumping processes.

### Novato Sanitary District,
Marin County:

Design Engineer and construction review for various sewer replacement projects including the 24-inch Olive Avenue microtunnelled sewer replacement.

Design Engineer and construction review for Pump Station Improvements for 12 District pump stations.

### Sanitary District No.1,
Marin County:

Project Manager on the multiple-phase demolition of the District's existing wastewater treatment plant and preparation of the site for development. Project Manager for the multiple phase Kentfield Pump Station Improvement Project and various sewer replacement projects.

### San Rafael Sanitation District,
Marin County:

Project Manager for several wastewater submersible pump station improvement projects including Loch Lomond Pump Station, Riviera Pump Station and Simms Street Pump Station. Design Engineer and construction manager for the $1.6 million Kerner Force Main Project was a new 28-inch pipeline designed to add flexibility in the conveyance of wastewater to the treatment plant.

### Sausalito-Marin City Sanitary District,
Marin County:

Member of the Design Engineering and construction review team for the award-winning Locust St. Pump Station Improvements.

### Montara Water and Sanitary District,
Contra Costa County:

Design Engineer and construction review for the Kanoff St. Pump Station improvements.

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# How sewer science could ease testing pressure and track COVID-19

SCIENCE NEWS: MAY 14, 2020 / 8:07 AM / A DAY AGO

Kate Kelland

LONDON (Reuters) - The science of sewage surveillance could be deployed in countries across the world to help monitor the spread of national epidemics of COVID-19 while reducing the need for mass testing, scientists say.

Experts in the field - known as wastewater epidemiology - say that as countries begin to ease pandemic lockdown restrictions, searching sewage for signs of the SARS-CoV-2 coronavirus could help them monitor and respond to flare-ups.

Small early studies conducted by scientific teams in The Netherlands, France, Australia and elsewhere have found signs that the COVID-19-causing virus can be detected in sewage.

“Most people know that you emit lots of this virus through respiratory particles in droplets from the lungs, but what’s less well known is that you actually emit more small virus particles in faeces,” said Davey Jones, a professor of environmental science at Britain’s Bangor University.

This suggests that on a wider scale, sewage sampling would be able to estimate the approximate number of people infected in a geographic area without having to test every person.

“Every time a person becomes infected with COVID-19, they start shedding virus into the sewer system,” Jones said. “We’re using that (knowledge) and tracking people’s toilet movements.”

The practice has been used to monitor health threats and viral diseases before.

It’s a crucial tool in the global fight to eradicate polio, and scientists in Britain and elsewhere also use it to monitor antibiotic resistance genes from livestock farming.

“Wastewater epidemiology has been part of monitoring of polio infection across the world, so it’s not completely new,” said Alex Corbishley, a veterinary scientist at the Roslin Institute in Edinburgh who is running a three-month pilot project to track SARS-CoV-2 in wastewater in Scotland. “But it’s never really been applied to an outbreak in this way.”

“The idea here is that you could potentially use this as a relatively cheap, but much more importantly, scaleable, way of saying ‘there’s X amount of transmission’ in a community.”

**NOT INFECTIOUS**

Scientists conducting initial COVID-19 sewage studies in Europe and Australia stress that what they are picking up is not live, infectious virus, but dead particles or fragments of the virus's genetic material that are not infectious.

In a pilot trial in Queensland, Australia, scientists were able to detect a gene fragment of SARS-CoV-2 in sewage from two wastewater treatment plants.

In the Netherlands, sewage epidemiologists acted ahead of the COVID-19 outbreak there and took samples from seven cities and a major airport in February and March.

While they found no detectable virus three weeks before the first COVID-19 case was detected, by March 5 - barely a week after the first case was confirmed there - they were able to detect virus fragments.

"The detection of the virus in sewage, even when the COVID-19 prevalence is low, indicates that sewage surveillance could be a sensitive tool to monitor the circulation of the virus," the researchers wrote in a paper posted online on MedRxiv.

Researchers in Paris posted findings in April that showed how sampling wastewater in the city for a month tracked the same curve of the rising and falling epidemic there.

Few countries have the resources or capacity to test each person individually, with most only able to test healthcare workers or people with symptoms severe enough to mean they need hospitalisation. This means authorities have only limited information about how widespread the new coronavirus is or whether it is affecting some communities more than others.

"You can use this type of surveillance as a public health tool," said Andrew Singer, a researcher at the UK Centre for Ecology and Hydrology who is working with Davey and others on pilot coronavirus sewage testing plans in Britain.

"And the utility of this approach is that it's so cheap and the investment that you make ... will reap rewards, not just for (this) coronavirus pandemic," but for future outbreaks too.

Editing by Janet Lawrence: *Our Standards:The Thomson Reuters Trust Principles.*

https://www.reuters.com/article/us-health-coronavirus-sewage/how-sewer-science-could-ease-testing-pressure-and-track-covid-19-idUSKBN22Q2I8

# Garamendi Introduces "Special Districts Provide Essential Services Act" for Districts' Access to Federal COVID-19 Relief

By Vanessa Gonzales posted 6 days ago



Special districts' federal advocacy has led to a U.S. House bill addressing special districts' COVID-19 relief needs. Congressman John Garamendi introduced H.R. 7073, the "Special Districts Provide Essential Services Act," and did so following special districts' communicating the need to his office.

The Special Districts Provide Essential Services Act would allow special districts access to the Coronavirus Relief Fund (Fund). Under the bill, states would be required to allocate at least 5 percent of its total Fund allocation to special districts and do so within 60 days of receiving the Fund disbursement from the U.S. Treasury. Language used in the legislation is intended to remove uncertainty for special districts' access to the Fund following the U.S. Department of Treasury's April 15 guidance, which did not consider districts in its methodology for releasing funds.

The bill would also allow special districts to be considered “eligible issuers” under the Federal Reserve’s Municipal Liquidity Facilities (MLF) program, which would be another tool for districts to access capital during the economic downturn. The CARES Act only authorized MLF for states, and counties with a population greater than 500,000 and cities with populations greater than 250,000.

To achieve access to these programs for local government relief, the bill includes a definition for “special district”, which currently does not exist in federal statute. The legislation establishes the term to mean a “political subdivision, formed pursuant to general law or special act of a state, for the purpose of performing one or more governmental or proprietary functions.” If passed, this definition may be used in future legislative efforts.

The bill was introduced with 18 original cosponsors, including California Representatives Bera, Carbajal, Costa, Cox, Khanna, Lee, Lowenthal, Napolitano, Panetta, Rouda, Takano and Thompson.

CSDA is working with its National Special Districts Coalition partners in Colorado, Florida, Oregon and Utah. CSDA joined with state associations in sending a letter to congressional leadership urging for support of the legislation and to include its provisions in the next COVID-19 relief package. The letter was sent June 2 to Speaker Nancy Pelosi, D-CA, House Minority Leader Kevin McCarthy, R-CA, Senate Majority Leader Mitch McConnell, R-KY, and Senate Minority Leader Chuck Schumer, D-NY. CSDA also led the efforts for a letter with other special districts stakeholder associations in California to build bipartisan support for this bill. That letter was sent to the California Congressional Delegation.

CSDA is asking members to urge their federal representatives to cosponsor Garamendi’s legislation and support its inclusion in future COVID-19 relief packages for state and local governments. A goal is for the bill provisions to be included in the U.S. Senate’s counter-bill to the HEROES Act, a $3 trillion relief bill that the U.S. House passed in May.

Congressional negotiations are ongoing in the Senate, where Majority Leader McConnell had declared this to be the final relief legislation the Senate will take up this year and stated the bill’s appropriations would not be as high as the HEROES Act.

For questions on the bill, contact Cole Karr, CSDA Public Affairs Field Coordinator, at colek@csda.net or (417) 861-7418. Stay tuned to that latest updates on this and other COVID-19 legislative initiatives on CSDA’s Take Action page and on the COVID-19 community forum.

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