

**NOTICE AND AGENDA  
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**

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issued a legal order directing residents to shelter at home for three weeks beginning March 17, and that order was superseded on March 31, 2020, by an updated order that further directed residents to shelter at home until May 3, 2020, superseded by another updated order that directs residents to shelter at home until May 31, 2020.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 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.

**Public Comments are to be submitted via email to [rdohrmann@sani5.org](mailto: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:**

**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)

**MANAGEMENT REPORTS:**

4. District Management Summary Report (Rubio)

**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 18<sup>th</sup>, 2020 (Rubio) – Action

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

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 3<sup>rd</sup> day of November, 2020, and requesting election services by the Marin County Election Department. (Rubio)-Action

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

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

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

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

**UNFINISHED BUSINESS:**

**COMMITTEE REPORTS:**

12. Capital Improvement Program Committee (Carapiet/Moody)  
13. Finance & Fiscal Oversight Committee (Carapiet/Snyder)  
14. Governance Committee (Snyder/Moody)  
15. Personnel Committee (Moody/Lasky)

**OTHER BUSINESS:**

**ENVIRONMENTAL:**

**CORRESPONDENCE:**

**INFORMATIONAL ITEMS:**

**ADJOURNMENT**

The Board will be asked to adjourn the meeting to a Regular Board Meeting on June 18<sup>th</sup>, 2020, at 5:00 p.m. at the Main Plant of Sanitary District No. 5 of Marin County, located at 2001 Paradise Drive, Tiburon, California.

*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](mailto: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, April 16, 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. 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 teleconferencing into the meeting.**

**How to Submit Public Comments:**

Comments submitted prior to the commencement of the meeting will be presented to the District's Regular Board and included in the public record for the meeting.

**Public Comments are to be submitted via email to [rdohrmann@sani5.org](mailto: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 Board Meeting:**

**Call in number: (425) 436-6355**

**Participant Code: 707489**

**CALL TO ORDER** by President Catharine Benediktsson at 5:01P.M.

<b>ROLL CALL</b>	Directors present:	Catharine Benediktsson, President Tod Moody, Vice President Richard Snyder, Secretary John Carapiet, Director Michael Lasky, Director
	Staff present:	Tony Rubio, District Manager Robin Dohrmann, Office Manager

**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 Carapiet inquired into the status of standardized letter(s) re non-compliant homes within the District, in need of private lateral repair/replacement, based on prior notification from SD5 to said residents

**CONSENT CALENDAR:**

1. Approval of March 19, 2020 Regular Board Meeting Minutes (Dohrmann)
2. Review and Receive all Electronic Fund Transfers (EFT) and Approve Warrants for March 13, 2020 through April 9, 2020; JP Morgan Chase Bank Check No. 7464 through Check No. 7502, all transactions totaling in the amount of \$214,227.13; and Review and Receive March 2020 Payroll, in the amount of \$101,096.61 (Dohrmann)
3. Receipt of Financial Reports for March 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: Second Reading: Amendments to SD5 Ordinance No. 2014-02 re Sewer Lateral Inspection Program and Notification Requirements for Multiple Properties Sharing Same Lateral Sewer (Rubio) – Action

Discussion by the Board. Motion (Snyder/Moody) to accept the Second Reading of Amendments to SD5 Ordinance No. 2014-02 re Sewer Lateral Inspection Program and Notification Requirements for Multiple Properties Sharing Same Lateral Sewer. Passed unanimously.

6. Possible Testing for COVID-19 in Wastewater Systems and ability to assess its presence at SD5 (The University of Arizona, Water & Energy Sustainable Technology Center *Sewage Surveillance: West Tests Wastewater To Determine Coronavirus Presence in Communities* <https://west.arizona.edu/news/2020/03/sewage-surveillance-west-tests-wastewater-determine-coronavirus-presence-communities> (Rubio) - Action

Discussion by the Board. No action taken, direction given.

**UNFINISHED BUSINESS:** None

**COMMITTEE REPORTS:**

7. Capital Improvement Program Committee (Carapiet/Moody) –Action Item Log provided
8. Finance & Fiscal Oversight Committee (Carapiet/Snyder)
9. Governance Committee (Snyder/Moody)
10. Personnel Committee (Moody/Lasky)

**OTHER BUSINESS:** None

**ENVIRONMENTAL:** None

**CORRESPONDENCE:** None

**INFORMATIONAL ITEMS:**

13. *Nature Magazine article*, How Sewage Could Reveal True Scale Of Coronavirus Outbreak, Smriti Mallapaty - <https://www.nature.com/articles/d41586-020-00973-x>
14. *Bloomberg Magazine article*, Corona Virus in Sewage Portended COVID19 Outbreak in Dutch City, Jason Gayle - <https://www.bloomberg.com/news/articles/2020-03-31/coronavirus-in-sewage-portended-covid-19-outbreak-in-dutch-city>

**ADJOURNMENT**

The Board will be asked to adjourn the meeting to a Regular Board Meeting on May 21<sup>st</sup>, 2020, at 5:00 p.m. at the Main Plant of Sanitary District No. 5 of Marin County, located at 2001 Paradise Drive, Tiburon, California.

Approved:



Catharine Benediktsson  
President, Board of Directors

Attest:



Richard Snyder  
Secretary, Board of Directors

## Sanitary Distr. No.5 of Marin Co.

## Warrant List Summary

April 10 through May 14, 2020

05/12/20

Date	Num	Name	Memo	Amount
<b>JP Morgan Chase - Primary 7399</b>				
05/14/20	7512	3T Equipment Company, Inc.	Misc. P&L + M.P. Parts, Apr 2020	-773.03
05/14/20	7519	Access Answering Service	Acct #4080C, Answering Service, May 2020	-60.00
04/16/20	7503	Alhambra	Acct #547945611762129, Water, Mar - Apr 2020	-105.86
05/14/20	7513	Alhambra	Acct #547945611762129, Water, Apr 2020	-81.84
05/14/20	7514	AT&T	Acct #960732-76375559, Apr - May 2020	-805.62
05/14/20	7527	ATP Group, Inc.	M.P. & P.C. Plant Chemicals, Apr 2020	-2,165.00
05/14/20	7529	BAAQMD	Cust #10FZ3A1523, Plant #1523, M.P. BAAQMD Permit, May '20 (AJE FY20-...	-15,086.00
05/14/20	7528	Banshee Networks, Inc.	Computer & Server Replacements/IT Support, May 2020 (FY20-21 AJE)	-42,561.38
05/14/20	7530	Bay Alarm	Acct #274428, Jul-Sept, 2020 (AJE FY20-21)	-258.00
04/16/20	7511	Bilsborough, Chad	Reimb. for Con't Ed Fees + EE Incentive, Mar 2020	-1,117.55
05/14/20	7561	Bilsborough, Chad	Reimb for S/B Mileage, thru 4.10.2020	-48.30
04/16/20	7504	Brelje and Race Laboratories, Inc.	M.P./P.C. Plant Samples, Mar 2020	-1,653.00
05/14/20	7531	Brelje and Race Laboratories, Inc.	M.P./P.C. Plant Samples, Apr 2020	-1,470.00
05/14/20	7532	Burke, Williams & Sorensen, LLP	Legal Advice, Mar 2020	-4,720.50
05/14/20	7533	Burlingame Engineers, Inc.	M.P. Parts & Srvcs., Apr 2020	-1,665.25
05/14/20	7534	California State Disbursement Unit	CSE Case# 200000002184580; Court Case# SFL 81271, Apr-May 2020	-600.00
04/24/20	EFT	CalPERS	EFT Health Premium, May 2020, Cust #4163206459	-17,031.25
05/14/20	7535	Caltest Analytical Laboratory	M.P./P.C. Lab Sampling, Apr 2020	-1,929.00
05/14/20	7536	Caltronics Business Systems, Inc.	Acct #SD15, Multi-purpose Copier Contract, Apr 2020	-86.18
05/14/20	7537	Cintas Corporation #626	Acct #626-00821, PPE/Safetywear + Service, Apr - May 2020	-175.85
05/14/20	7538	Comcast Business	Acct# 8155 30 011 0149465, Bus. Voice, Internet & Cable, Mar-Apr + Apr-Ma...	-1,068.81
05/14/20	7539	CWEA	T Rubio, D LaTorre, S Driscoll, Apr 2020 (AJE FY20-21)	-356.00
05/14/20	7540	DKF Solutions Group, LLC	My Safety Officer Monthly Subscription, May 2020	-350.00
05/14/20	7562	Driscoll, Stephen	EE Incentive, May 2020	-3,705.00
05/14/20	7541	Goodman Building Supply Co.	Acct #20070, M.P. & P.C. Maint, April 2020	-153.26
05/14/20	7542	Home Depot Credit Services	Acct #6035 3220 0516 4334, M.P. & P.C. Maint., May 2020	-238.75
05/14/20	7543	JWC Environmental	Cust ID #5034423, M.P. Digester In-line Grinder Parts, Apr '2020	-17,245.00
05/14/20	7544	Larry Walker Associates, Inc.	Tech Support for M.P. NPDES Reg. Assistance, Mar 2020	-266.00
05/14/20	7545	Lystek Int'l, LTD	Biosolids Transport, Apr 2020	-494.25
05/14/20	7546	Marin County Ford, Corp.	Cust. #31305, 2011 Ford F550, Truck Maint., Apr '2020	-350.00
05/14/20	7547	Marin Municipal Water District	Water, Feb - Apr 2020	-1,394.48
04/16/20	7505	Medical Center of Marin, ES A/R	Acct #SDN5_B1, J Alvarez, Mar 2020	-116.00
05/14/20	7548	MidAmerica Administrative & Retirement...	HRA Retiree Health Reimb. Admin Fees, 2018 Admin Fees	-900.00
04/16/20	7506	Mill Valley Refuse Service, Inc.	Garbage Service + 1 yd rental + Sludge Transport, Mar - Apr 2020	-2,034.60
05/14/20	7549	Nute Engineering Corp.	Consulting & Engr. Srvcs., Apr 2020	-12,698.50
05/14/20	7550	Ongaro & Sons, Inc.	Client #1082, Belv P&L Maint, Apr 2020	-190.00
04/16/20	7507	Pacific Gas & Electric	Acct #2908031411-4, Utilities, Feb - Mar 2020	-15,866.09
05/14/20	7551	Pacific Gas & Electric	Acct #2908031411-4, Utilities, Mar - Apr 2020	-17,365.18
05/14/20	7552	Robert L Talavera, LLC	SSGIS ArcView Support, Mar - Apr 2020	-250.00
04/16/20	7510	Rosser, John	Reimb. EE Incentive + Con't Ed. Reimb, Mar 2020	-1,050.00
05/14/20	7563	Rosser, John	EE Incentive + S/B Reimb., Apr 2020	-1,101.57
05/14/20	7553	Roy's Sewer Service, Inc.	P&L, Mar - Apr, 2020	-5,060.00
04/16/20	7509	Rubio, Antonio	M.P. Janitorial Supplies Reimb., Mar - Apr 2020	-235.83
05/11/20	7565	Special District Risk Management Authorit	Member #7665, Life, Vision, DDS & LTD Ins., May & June 2020	-3,289.09
04/16/20	7508	Staples, Inc.	Acct #60111000714, Office Supplies, Mar 2020	-143.84
05/14/20	7555	Telstar Instrument, Inc.	Cust #SANDI, BPS Comm Panel Parts, Mar - April 2020	-6,543.49
05/14/20	7556	Town of Tiburon	Fuel, Mar + Apr 2020	-769.22
05/14/20	7564	Triola, Joseph	Reimb. for S/B Mileage, Apr 2020	-216.20
05/14/20	7557	U.S. Bank	Acct#:4246-0441-0158-3635, Mar - Apr 2020	-2,976.69
05/14/20	7558	Univar	Cust ID #STDT001, Chemicals, Apr - May 2020	-7,717.46
04/16/20	7650	Verizon Wireless	Acct #0342125502-00001: iPhones, Feb - Mar 2020	-826.06
05/14/20	7559	Waste Management of Redwood Landfill	Acct #507-0000190-1507-2, Sludge Disposal, Mar + Apr 2020	-1,447.31
05/14/20	7560	Water Environment Federation	Member ID #17586993, Rulon Cottrell (AJE FY20-21)	-332.00
Total JP Morgan Chase - Primary 7399				-199,144.29
<b>TOTAL</b>				<b>-199,144.29</b>

**Sanitary Distr. No.5 of Marin Co.  
Warrant List Detail**

05/12/20

April 10 through May 14, 2020

Date	Num	Name	Memo	Account	Class	Paid Amount
05/14/20	7512	3T Equipment Company, Inc.	<b>Misc. P&amp;L + M.P. Parts, Apr 2020</b>  Inv #69178, 5' Sections of rod for ER purposes, 4.30.2020 Inv #69178, 5' Sections of rod for ER purposes, 4.30.2020 Inv #69178, 5' Sections of rod for ER purposes, 4.30.2020 Inv #69178, M.P. Misc. Parts for ER purposes, 4.30.2020 Inv #69178, M.P. Misc. Parts for ER purposes, 4.30.2020	<b>JP Morgan Chase - Primary 7399</b>  7011 · Pumps & Lines Maintenance 7011 · Pumps & Lines Maintenance 7011 · Pumps & Lines Maintenance 7022 · Plant Maint. Parts & Service 7022 · Plant Maint. Parts & Service	Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon	-138.99 -9.35 -238.17 -142.43 -244.09
TOTAL						-773.03
05/14/20	7519	Access Answering Service	<b>Acct #4080C, Answering Service, May 2020</b>  Inv #22022, Answering Service, April 2020 - SSO & Alarm Notifications Inv #22022, Answering Service, April 2020 - SSO & Alarm Notifications Inv #22022, Answering Service, April 2020 - SSO & Alarm Notifications	<b>JP Morgan Chase - Primary 7399</b>  8510 · Data/Alarms/IT Supp & Licensing 8510 · Data/Alarms/IT Supp & Licensing 8510 · Data/Alarms/IT Supp & Licensing	Belvedere Tiburon:Paradise Cove Tiburon	-21.58 -1.45 -36.97
TOTAL						-60.00
04/16/20	7503	Alhambra	<b>Acct #547945611762129, Water, Mar - Apr 2020</b>  Inv #12012314 040320 Water, 3.5.20 - 4.1.2020 Inv #12012314 040320 Water, 3.5.20 - 4.1.2020 Inv #12012314 040320 Water, 3.5.20 - 4.1.2020	<b>JP Morgan Chase - Primary 7399</b>  7023 · Janitorial Supplies & Service 7042 · Paradise Supplies & Chemicals 7023 · Janitorial Supplies & Service	Belvedere Tiburon:Paradise Cove Tiburon	-38.07 -2.56 -65.23
TOTAL						-105.86
05/14/20	7513	Alhambra	<b>Acct #547945611762129, Water, Apr 2020</b>  Inv #12012314 050120 Water, 4.16.2020 - 4.29.2020 Inv #12012314 050120 Water, 4.16.2020 - 4.29.2020 Inv #12012314 050120 Water, 4.16.2020 - 4.29.2020	<b>JP Morgan Chase - Primary 7399</b>  7023 · Janitorial Supplies & Service 7042 · Paradise Supplies & Chemicals 7023 · Janitorial Supplies & Service	Belvedere Tiburon:Paradise Cove Tiburon	-29.43 -1.98 -50.43
TOTAL						-81.84
05/14/20	7514	AT&T	<b>Acct #960732-76375559, Apr - May 2020</b>  PC Plant Telephones, 4.28.20 - 5.27.2020 PC Pumps & Lines Telephones, 4.28.20 - 5.27.2020 Tib Pumps & Lines Telephones, 4.28.20 - 5.27.2020	<b>JP Morgan Chase - Primary 7399</b>  8532 · Paradise Cove Telephones 8533 · Pumps & Lines Telephones 8533 · Pumps & Lines Telephones	Tiburon:Paradise Cove Tiburon:Paradise Cove Tiburon	-326.82 -173.48 -305.32
TOTAL						-805.62
05/14/20	7527	ATP Group, Inc.	<b>M.P. &amp; P.C. Plant Chemicals, Apr 2020</b>  Inv #I222852, M.P., Caustic soda beads (Sodium Hydroxide) for foul air scrubber,... Inv #I222852, M.P., Caustic soda beads (Sodium Hydroxide) for foul air scrubber,... Inv #I222852, M.P., Caustic soda beads (Sodium Hydroxide) for foul air scrubber,...	<b>JP Morgan Chase - Primary 7399</b>  7024 · Main Plant Chemicals 7042 · Paradise Supplies & Chemicals 7024 · Main Plant Chemicals	Belvedere Tiburon:Paradise Cove Tiburon	-778.53 -52.39 -1,334.08
TOTAL						-2,165.00
05/14/20	7529	BAAQMD	<b>Cust #10FZ3A1523, Plant #1523, M.P. BAAQMD Permit, May '20 (AJE FY20-21)</b>  Inv #4HC27, Main Plant BAAQMD Permit, Plant #1523 - Processing Fee (6.1.20 ... Inv #4HC27, Main Plant BAAQMD Permit, Plant #1523 - Processing Fee (6.1.20 ... Inv #4HC27, Main Plant BAAQMD Permit, Plant #1523 - Toxic Inventory Fee (6.1... Inv #4HC27, Main Plant BAAQMD Permit, Plant #1523 - Toxic Inventory Fee (6.1... Inv #4HC27, Main Plant BAAQMD Permit, Plant #1523 (6.1.20 - 6.30.20) Inv #4HC27, Main Plant BAAQMD Permit, Plant #1523 (6.1.20 - 6.30.20) Inv #4HC27, Main Plant BAAQMD Permit, Plant #1523 - Processing Fee (AJE 7 .... Inv #4HC27, Main Plant BAAQMD Permit, Plant #1523 - Processing Fee (AJE 7 .... Inv #4HC27, Main Plant BAAQMD Permit, Plant #1523 - Toxic Inventory Fee (AJ... Inv #4HC27, Main Plant BAAQMD Permit, Plant #1523 - Toxic Inventory Fee (AJ...	<b>JP Morgan Chase - Primary 7399</b>  7062 · Permits/Fees - General 7062 · Permits/Fees - General 7062 · Permits/Fees - General 7062 · Permits/Fees - General 7062 · Permits/Fees - General 7062 · Permits/Fees - General 7062 · Permits/Fees - General 7062 · Permits/Fees - General 7062 · Permits/Fees - General 7062 · Permits/Fees - General	Belvedere Tiburon Belvedere Tiburon Belvedere Tiburon Belvedere Tiburon Belvedere Tiburon	-12.13 -20.79 -6.11 -10.47 -445.03 -762.64 -133.64 -228.44 -67.33 -115.09



**Sanitary Distr. No.5 of Marin Co.  
Warrant List Detail**

April 10 through May 14, 2020

05/12/20

Date	Num	Name	Memo	Account	Class	Paid Amount
			Inv #4HC27, Main Plant BAAQMD Permit, Plant #1523 (AJE 7.1.20 -5.31.21)	7062 · Permits/Fees - General	Belvedere	-4,903.25
			Inv #4HC27, Main Plant BAAQMD Permit, Plant #1523 (AJE 7.1.20 -5.31.21)	7062 · Permits/Fees - General	Tiburon	-8,381.08
TOTAL						-15,086.00
05/14/20	7528	Banshee Networks, Inc.	<b>Computer &amp; Server Replacements/IT Support, May 2020 (FY20-21 AJE)</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #14341 & #14342, Monthly System back-ups, Maint. & Troubleshooting, + V...	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-587.32
			Inv #14341 & #14342, Monthly System back-ups, Maint. & Troubleshooting, + V...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-39.52
			Inv #14341 & #14342, Monthly System back-ups, Maint. & Troubleshooting, + V...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-1,006.41
			Inv #14322, 7 Dell Mini-Tower Workstation Processor Replcmnts + Set-up & Tran...	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-4,594.49
			Inv #14322, 7 Dell Mini-Tower Workstation Processor Replcmnts + Set-up & Tran...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-309.20
			Inv #14322, 7 Dell Mini-Tower Workstation Processor Replcmnts + Set-up & Tran...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-7,872.99
			Inv #14320, 3 Rackmounted Server Replcmnts + Synology Protection & Miscroso...	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-10,120.45
			Inv #14320, 3 Rackmounted Server Replcmnts + Synology Protection & Miscroso...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-729.12
			Inv #14320, 3 Rackmounted Server Replcmnts + Synology Protection & Miscroso...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-17,301.88
TOTAL						-42,561.38
05/14/20	7530	Bay Alarm	<b>Acct #274428, Jul-Sept, 2020 (AJE FY20-21)</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #274428200415M, Alarm Monitoring Fees - Burglar & Fire, 7.1.2020 - 9.31.20...	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-92.75
			Inv #274428200415M, Alarm Monitoring Fees - Burglar & Fire, 7.1.2020 - 9.31.20...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-6.68
			Inv #274428200415M, Alarm Monitoring Fees - Burglar & Fire, 7.1.2020 - 9.31.20...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-158.57
TOTAL						-258.00
04/16/20	7511	Bilsborough, Chad	<b>Reimb. for Con't Ed Fees + EE Incentive, Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Employee Incentive/Con't Ed Stipend: Ops of WWTR, Vol. II @ CSU - Sac; thru ...	8005 · Employee Incentives	Belvedere	-359.60
			Employee Incentive/Con't Ed Stipend: Ops of WWTR, Vol. II @ CSU - Sac; thru ...	8005 · Employee Incentives	Tiburon:Paradise Cove	-24.20
			Employee Incentive/Con't Ed Stipend: Ops of WWTR, Vol. II @ CSU - Sac; thru ...	8005 · Employee Incentives	Tiburon	-616.20
			Reimb. re Enrollment Fee for CSU - Sac; COps of WWTP, Vol II, thru March 2020	6020 · Continuing Education	Belvedere	-42.27
			Reimb. re Enrollment Fee for CSU - Sac; COps of WWTP, Vol II, thru March 2020	6020 · Continuing Education	Tiburon:Paradise Cove	-2.84
			Reimb. re Enrollment Fee for CSU - Sac; COps of WWTP, Vol II, thru March 2020	6020 · Continuing Education	Tiburon	-72.44
TOTAL						-1,117.55
05/14/20	7561	Bilsborough, Chad	<b>Reimb for S/B Mileage, thru 4.10.2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Reimb for Standby Mileage, M.P. - Belv, thru 4.10.2020	6018.2 · Standby Mileage Expense Reimb	Belvedere	-17.80
			Reimb for Standby Mileage, M.P. - Tib, thru 4.10.2020	6018.2 · Standby Mileage Expense Reimb	Tiburon:Paradise Cove	-30.50
TOTAL						-48.30
04/16/20	7504	Brelje and Race Laboratories, Inc.	<b>M.P./P.C. Plant Samples, Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #126678, M.P. Samples for Mar 2020	7051 · Main Plant Lab Monitoring	Belvedere	-396.14
			Inv #126678, M.P. Samples for Mar 2020	7052 · Paradise Cove Monitoring	Tiburon:Paradise Cove	-578.00
			Inv #126678, M.P. Samples for Mar 2020	7051 · Main Plant Lab Monitoring	Tiburon	-678.86
TOTAL						-1,653.00
05/14/20	7531	Brelje and Race Laboratories, Inc.	<b>M.P./P.C. Plant Samples, Apr 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #127132, M.P. Samples for Apr 2020	7051 · Main Plant Lab Monitoring	Belvedere	-414.56
			Inv #127132, P.C. Samples for Apr 2020	7052 · Paradise Cove Monitoring	Tiburon:Paradise Cove	-345.00
			Inv #127132, M.P. Samples for Apr 2020	7051 · Main Plant Lab Monitoring	Tiburon	-710.44
TOTAL						-1,470.00

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05/14/20	7532	Burke, Williams & Sorensen, LLP	<b>Legal Advice, Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #253648, BPS, Mar 2020	6039 · Legal	Belvedere	-220.50
			Inv #253648, MPR Refi, Mar 2020	6039 · Legal	Belvedere	-283.19
			Inv #253648, MPR Refi, Mar 2020	6039 · Legal	Tiburon:Paradise Cove	-19.06
			Inv #253648, MPR Refi, Mar 2020	6039 · Legal	Tiburon	-485.26
			Inv. #253648, CP Review, Mar 2020	6039 · Legal	Belvedere	-430.44
			Inv. #253648, CP Review, Mar 2020	6039 · Legal	Tiburon:Paradise Cove	-28.97
			Inv. #253648, CP Review, Mar 2020	6039 · Legal	Tiburon	-737.58
			Inv #253648, SD5 DCS, Mar 2020	6039 · Legal	Belvedere	-589.02
			Inv #253648, SD5 DCS, Mar 2020	6039 · Legal	Tiburon:Paradise Cove	-39.64
			Inv #253648, SD5 DCS, Mar 2020	6039 · Legal	Tiburon	-1,009.34
			Inv #253648, FFCRA, Mar 2020	6039 · Legal	Belvedere	-315.55
			Inv #253648, FFCRA, Mar 2020	6039 · Legal	Tiburon:Paradise Cove	-21.24
			Inv #253648, FFCRA, Mar 2020	6039 · Legal	Tiburon	-540.71
TOTAL						-4,720.50
05/14/20	7533	Burlingame Engineers, Inc.	<b>M.P. Parts &amp; Srv., Apr 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			SD5: Inv #BER8756, M.P. Replacement Parts (Ops), 4.23.2020	7022 · Plant Maint. Parts & Service	Belvedere	-613.64
			SD5: Inv #BER8756, M.P. Replacement Parts (Ops), 4.23.2020	7022 · Plant Maint. Parts & Service	Tiburon	-1,051.61
TOTAL						-1,665.25
05/14/20	7534	California State Disbursement Unit	<b>CSE Case# 200000002184580; Court Case# SFL 81271, Apr-May 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			CSE Case# 200000002184580	8012 · Wage Garnishments	Tiburon	-600.00
TOTAL						-600.00
04/24/20	EFT	CalPERS	<b>EFT Health Premium, May 2020, Cust #4163206459</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Active Employee Health Premium - May 2020 (Retroactive (x2) pymt re JA)	8020.05 · Employee Health	Belvedere	-5,803.32
			Active Employee Health Premium - May 2020 (Retroactive (x2) pymt re JA)	8020.05 · Employee Health	Tiburon:Paradise Cove	-390.55
			Active Employee Health Premium - May 2020 (Retroactive (x2) pymt re JA)	8020.05 · Employee Health	Tiburon	-9,944.40
			Retiree Health Premium - May 2020	8022.05 · Reitree Health	Belvedere	-299.91
			Retiree Health Premium - May 2020	8022.05 · Reitree Health	Tiburon:Paradise Cove	-20.18
			Retiree Health Premium - May 2020	8022.05 · Reitree Health	Tiburon	-513.91
			Active Employee Health Premium - May 2020 - Admin Fee	8020.05 · Employee Health	Belvedere	-15.67
			Active Employee Health Premium - May 2020 - Admin Fee	8020.05 · Employee Health	Tiburon:Paradise Cove	-1.05
			Active Employee Health Premium - May 2020 - Admin Fee	8020.05 · Employee Health	Tiburon	-26.85
			Retiree Health Premium - May 2020 - Admin Fee	8022.05 · Reitree Health	Belvedere	-5.54
			Retiree Health Premium - May 2020 - Admin Fee	8022.05 · Reitree Health	Tiburon:Paradise Cove	-0.37
			Retiree Health Premium - May 2020 - Admin Fee	8022.05 · Reitree Health	Tiburon	-9.50
TOTAL						-17,031.25
05/14/20	7535	Caltest Analytical Laboratory	<b>M.P./P.C. Lab Sampling, Apr 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #9446, #9632, #9761, #9769, #9793, #0093, #0249, M.P. Testing, 4.15.2020,...	7051 · Main Plant Lab Monitoring	Belvedere	-595.66
			Inv #9789, P.C. Testing, 4.21.2020	7052 · Paradise Cove Monitoring	Tiburon:Paradise Cove	-312.55
			Inv #9446, #9632, #9761, #9769, #9793, #0093, #0249, M.P. Testing, 4.15.2020,...	7051 · Main Plant Lab Monitoring	Tiburon	-1,020.79
TOTAL						-1,929.00
05/14/20	7536	Caltronics Business Systems, Inc.	<b>Acct #SD15, Multi-purpose Copier Contract, Apr 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #3025254, Konica Multi-purpose copier contract, 4.2.2020 - 5.1.2020	6047 · Office Supplies	Belvedere	-30.99
			Inv #3025254, Konica Multi-purpose copier contract, 4.2.2020 - 5.1.2020	6047 · Office Supplies	Tiburon:Paradise Cove	-2.09
			Inv #3025254, Konica Multi-purpose copier contract, 4.2.2020 - 5.1.2020	6047 · Office Supplies	Tiburon	-53.10
TOTAL						-86.18

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05/14/20	7537	Cintas Corporation #626	<b>Acct #626-00821, PPE/Safetywear + Service, Apr - May 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #5951, #4547, #2190, #7544, #7279, PPE/Safetywear, 4.10.2020, 4.17.2020,...	8520 · Personal Protection/Safety Wear	Belvedere	-63.24
			Inv #7899, #5601, #0941, #7226, #5955, PPE/Safetywear, 1.17.2020, 3.13.2020,...	8520 · Personal Protection/Safety Wear	Tiburon:Paradise Cove	-4.26
			Inv #7899, #5601, #0941, #7226, #5955, PPE/Safetywear, 1.17.2020, 3.13.2020,...	8520 · Personal Protection/Safety Wear	Tiburon	-108.35
TOTAL						-175.85
05/14/20	7538	Comcast Business	<b>Acct# 8155 30 011 0149465, Bus. Voice, Internet &amp; Cable, Mar-Apr + Apr-May...</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Bundle: Cable (\$89.55), 3.12.2020 - 4.11.2020 + 4.12.2020 - 5.11.2020	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-64.40
			Bundle: Cable (\$89.55), 3.12.2020 - 4.11.2020 + 4.12.2020 - 5.11.2020	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-4.34
			Bundle: Cable (\$89.55), 3.12.2020 - 4.11.2020 + 4.12.2020 - 5.11.2020	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-110.36
			Bundle: Internet (\$203.37 (w/ \$60 credit)), 3.12.2020 - 4.11.2020 + 4.12.2020 - 5....	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-103.12
			Bundle: Internet (\$203.37 (w/ \$60 credit)), 3.12.2020 - 4.11.2020 + 4.12.2020 - 5....	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-6.94
			Bundle: Internet (\$203.37 (w/ \$60 credit)), 3.12.2020 - 4.11.2020 + 4.12.2020 - 5....	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-176.69
			Bundle: Land Line Phones (Varies: \$363.45 (w/ \$45 credit)), 3.12.2020 - 4.11.20...	8531 · Main Plant Telephones	Belvedere	-234.56
			Bundle: Land Line Phones (Varies: \$363.45 (w/ \$45 credit)), 3.12.2020 - 4.11.20...	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-15.78
			Bundle: Land Line Phones (Varies: \$363.45 (w/ \$45 credit)), 3.12.2020 - 4.11.20...	8531 · Main Plant Telephones	Tiburon	-401.96
			Bundle: Taxes & Fees (< \$10 - varies/mo), 3.12.2020 - 4.11.2020 + 4.12.2020 - 5...	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-8.00
			Bundle: Taxes & Fees (< \$10 - varies/mo), 3.12.2020 - 4.11.2020 + 4.12.2020 - 5...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-0.26
			Bundle: Taxes & Fees (< \$10 - varies/mo), 3.12.2020 - 4.11.2020 + 4.12.2020 - 5...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-6.88
			Bundle: Taxes & Fees (< \$10 - varies/mo), 3.12.2020 - 4.11.2020 + 4.12.2020 - 5...	8531 · Main Plant Telephones	Belvedere	-8.00
			Bundle: Taxes & Fees (< \$10 - varies/mo), 3.12.2020 - 4.11.2020 + 4.12.2020 - 5...	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-0.26
			Bundle: Taxes & Fees (< \$10 - varies/mo), 3.12.2020 - 4.11.2020 + 4.12.2020 - 5...	8531 · Main Plant Telephones	Tiburon	-6.88
			Reimbursement for Billing error, on installation of updated modems - credited, as ...	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	28.63
			Reimbursement for Billing error, on installation of updated modems - credited, as ...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	1.93
			Reimbursement for Billing error, on installation of updated modems - credited, as ...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	49.06
TOTAL						-1,068.81
05/14/20	7539	CWEA	<b>T Rubio, D LaTorre, S Driscoll, Apr 2020 (AJE FY20-21)</b>	<b>JP Morgan Chase - Primary 7399</b>		
			D LaTorre (#47792I), Collection Sys Maint, Grade 1, 7.1.2020 - 6.30.2021 (AJE F...	6025 · Dues & Subscriptions	Belvedere	-32.00
			D LaTorre (#47792I), Collection Sys Maint, Grade 1, 7.1.2020 - 6.30.2021 (AJE F...	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-2.31
			D LaTorre (#47792I), Collection Sys Maint, Grade 1, 7.1.2020 - 6.30.2021 (AJE F...	6025 · Dues & Subscriptions	Tiburon	-54.69
			S Driscoll (#34976I), Plant Maint Tech, Grade I, 7.1.2020 - 6.30.2021 (AJE FY20-...	6025 · Dues & Subscriptions	Belvedere	-32.00
			S Driscoll (#34976I), Plant Maint Tech, Grade I, 7.1.2020 - 6.30.2021 (AJE FY20-...	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-2.31
			S Driscoll (#34976I), Plant Maint Tech, Grade I, 7.1.2020 - 6.30.2021 (AJE FY20-...	6025 · Dues & Subscriptions	Tiburon	-54.69
			T Rubio (#39532I) Biosolids Land Application Managment, 7.1.2020 - 6.30.2021 (...)	6025 · Dues & Subscriptions	Belvedere	-32.00
			T Rubio (#39532I) Biosolids Land Application Managment, 7.1.2020 - 6.30.2021 (...)	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-2.31
			T Rubio (#39532I) Biosolids Land Application Managment, 7.1.2020 - 6.30.2021 (...)	6025 · Dues & Subscriptions	Tiburon	-54.69
			T Rubio (#39532I) Environmental Compliance Inspector, 7.1.2020 - 6.30.2021 (A...	6025 · Dues & Subscriptions	Belvedere	-32.00
			T Rubio (#39532I) Environmental Compliance Inspector, 7.1.2020 - 6.30.2021 (A...	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-2.31
			T Rubio (#39532I) Environmental Compliance Inspector, 7.1.2020 - 6.30.2021 (A...	6025 · Dues & Subscriptions	Tiburon	-54.69
TOTAL						-356.00
05/14/20	7540	DKF Solutions Group, LLC	<b>My Safety Officer Monthly Subscription, May 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #15102, My Safety Officer Monthly Subscription Fee, May 2020	8515 · Safety	Belvedere	-125.86
			Inv #15102, My Safety Officer Monthly Subscription Fee, May 2020	8515 · Safety	Tiburon:Paradise Cove	-8.47
			Inv #15102, My Safety Officer Monthly Subscription Fee, May 2020	8515 · Safety	Tiburon	-215.67
TOTAL						-350.00

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05/14/20	7562	Driscoll, Stephen	<b>EE Incentive, May 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Employee Incentive/Con't Ed Stipend: Completion of CSU Waster Distribution Op...	8005 · Employee Incentives	Belvedere	-359.60
			Employee Incentive/Con't Ed Stipend: Completion of CSU Waster Distribution Op...	8005 · Employee Incentives	Tiburon:Paradise Cove	-24.20
			Employee Incentive/Con't Ed Stipend: Completion of CSU Waster Distribution Op...	8005 · Employee Incentives	Tiburon	-616.20
			Cross-Training: CWEA Collection System Maintenance, Grade III, Cert #130822...	8005 · Employee Incentives	Belvedere	-899.00
			Cross-Training: CWEA Collection System Maintenance, Grade III, Cert #130822...	8005 · Employee Incentives	Tiburon:Paradise Cove	-60.50
			Cross-Training: CWEA Collection System Maintenance, Grade III, Cert #130822...	8005 · Employee Incentives	Tiburon	-1,540.50
			Cont' Ed/Dues Reimbursement: CWEA Application Fee re Cross-Training: CWE...	6020 · Continuing Education	Belvedere	-73.72
			Cont' Ed/Dues Reimbursement: CWEA Application Fee re Cross-Training: CWE...	6020 · Continuing Education	Tiburon:Paradise Cove	-4.96
			Cont' Ed/Dues Reimbursement: CWEA Application Fee re Cross-Training: CWE...	6020 · Continuing Education	Tiburon	-126.32
TOTAL						-3,705.00
05/14/20	7541	Goodman Building Supply Co.	<b>Acct #20070, M.P. &amp; P.C. Maint, April 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #799695, #800089, M.P. Maint. Misc. Supplies, 4.15.2020, 4.24.2020	7021 · Plant Maintenance Supplies	Belvedere	-28.70
			Inv #799695, #800089, M.P. Maint. Misc. Supplies, 4.15.2020, 4.24.2020	7021 · Plant Maintenance Supplies	Tiburon	-49.18
			Inv #800089, Janitorial Supplies, 3.24.2020	7023 · Janitorial Supplies & Service	Belvedere	-21.89
			Inv #800089, Janitorial Supplies, 3.24.2020	7023 · Janitorial Supplies & Service	Tiburon	-37.50
			Inv #800089, P.C. Supplies, 3.24.2020	7042 · Paradise Supplies & Chemicals	Tiburon:Paradise Cove	-15.99
TOTAL						-153.26
05/14/20	7542	Home Depot Credit Services	<b>Acct #6035 3220 0516 4334, M.P. &amp; P.C. Maint., May 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			M.P. PVC Cement, 5.7.2020	7021 · Plant Maintenance Supplies	Belvedere	-4.50
			M.P. PVC Cement, 5.7.2020	7021 · Plant Maintenance Supplies	Tiburon	-7.70
			P.C. Parts & Supplies, 5.7.2020	7041 · Paradise Parts & Service	Tiburon:Paradise Cove	-226.55
TOTAL						-238.75
05/14/20	7543	JWC Environmental	<b>Cust ID #5034423, M.P. Digester In-line Grinder Parts, Apr '2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #101913, M.P. Digester In-line Grinder Parts, 4.21.2020	9510 · Undesignated Cap - M.P.	Belvedere	-5,411.10
			Inv #101913, M.P. Digester In-line Grinder Parts, 4.21.2020	9510 · Undesignated Cap - M.P.	Tiburon	-9,273.03
			Inv. #101430, M.P. Digester In-line Grinder Parts, 3.11.2020	7025 · Lab Supplies & Chemicals	Belvedere	-943.67
			Inv. #101430, M.P. Digester In-line Grinder Parts, 3.11.2020	7025 · Lab Supplies & Chemicals	Tiburon	-1,617.20
TOTAL						-17,245.00
05/14/20	7544	Larry Walker Associates, Inc.	<b>Tech Support for M.P. NPDES Reg. Assistance, Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #00113.10-11, Regulatory Assistance, thru 3.31.2020	7061 · Main Plant NPDES Renewal	Belvedere	-98.02
			Inv #00113.10-11, Regulatory Assistance, thru 3.31.2020	7061 · Main Plant NPDES Renewal	Tiburon	-167.98
TOTAL						-266.00
05/14/20	7545	Lystek Int'l, LTD	<b>Biosolids Transport, Apr 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #153-283, Biosolids Transport to Lystek Facility, April 2020	7029 · Main Plant Sludge Disposal	Belvedere	-177.73
			Inv #153-283, Biosolids Transport to Lystek Facility, April 2020	7043 · Paradise Sludge Disposal	Tiburon:Paradise Cove	-11.96
			Inv #153-283, Biosolids Transport to Lystek Facility, April 2020	7029 · Main Plant Sludge Disposal	Tiburon	-304.56
TOTAL						-494.25

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05/14/20	7546	Marin County Ford, Corp.	Cust. #31305, 2011 Ford F550, Truck Maint., Apr '2020	JP Morgan Chase - Primary 7399		
			Inv #FOCS80961, Truck Maint., 4.9.20	7072 · Truck Maintenance	Belvedere	-125.86
			Inv #FOCS80961, Truck Maint., 4.9.20	7072 · Truck Maintenance	Tiburon:Paradise Cove	-8.47
			Inv #FOCS80961, Truck Maint., 4.9.20	7072 · Truck Maintenance	Tiburon	-215.67
TOTAL						-350.00
05/14/20	7547	Marin Municipal Water District	Water, Feb - Apr 2020	JP Morgan Chase - Primary 7399		
			Cust #424791, Cove Rd. BPS - Water, 2.6.19 - 4.6.2020	8541 · Water	Belvedere	-81.29
			Cust #424793, Golden Gate BPS - Water, 2.6.19 - 4.6.2020	8541 · Water	Belvedere	-77.20
			Cust #138856, Mar West TPS - Water, 2.6.19 - 4.6.2020	8541 · Water	Tiburon	-77.20
			Cust #100098, M.P. - Water, 2.6.19 - 4.6.2020	8541 · Water	Belvedere	-427.01
			Cust #100098, M.P. - Water, 2.6.19 - 4.6.2020	8541 · Water	Tiburon	-731.78
TOTAL						-1,394.48
04/16/20	7505	Medical Center of Marin, ES A/R	Acct #:SDN5_B1, J Alvarez, Mar 2020	JP Morgan Chase - Primary 7399		
			Inv #00129131-00, Employee Health: Hep B Vacc. Injection for J. Alvarez, 3.17....	8020.05 · Employee Health	Belvedere	-41.71
			Inv #00129131-00, Employee Health: Hep B Vacc. Injection for J. Alvarez, 3.17....	8020.05 · Employee Health	Tiburon:Paradise Cove	-2.81
			Inv #00129131-00, Employee Health: Hep B Vacc. Injection for J. Alvarez, 3.17....	8020.05 · Employee Health	Tiburon	-71.48
TOTAL						-116.00
05/14/20	7548	MidAmerica Administrative & Retir...	HRA Retiree Health Reimb. Admin Fees, 2018 Admin Fees	JP Morgan Chase - Primary 7399		
			HRA Retiree Health Administration Fees, 4 Qtrs 2018, May, 2020	8022.05 · Reitree Health	Belvedere	-323.64
			HRA Retiree Health Administration Fees, 4 Qtrs 2018, May, 2020	8022.05 · Reitree Health	Tiburon:Paradise Cove	-21.78
			HRA Retiree Health Administration Fees, 4 Qtrs 2018, May, 2020	8022.05 · Reitree Health	Tiburon	-554.58
TOTAL						-900.00
04/16/20	7506	Mill Valley Refuse Service, Inc.	Garbage Service + 1 yd rental + Sludge Transport, Mar - Apr 2020	JP Morgan Chase - Primary 7399		
			Acct #032945, Garbage Service, Including 1 yd trash + 1 yd cardboard rental, 4.1....	7023 · Janitorial Supplies & Service	Belvedere	-86.45
			Acct #032945, Garbage Service, Including 1 yd trash + 1 yd cardboard rental, 4.1....	7023 · Janitorial Supplies & Service	Tiburon	-148.15
			Acct #63092, Sludge Transport to Lystek Facility, 5 loads, Mar 2020	7029 · Main Plant Sludge Disposal	Belvedere	-647.28
			Acct #63092, Sludge Transport to Lystek Facility, 5 loads, Mar 2020	7043 · Paradise Sludge Disposal	Tiburon:Paradise Cove	-43.56
			Acct #63092, Sludge Transport to Lystek Facility, 5 loads, Mar 2020	7029 · Main Plant Sludge Disposal	Tiburon	-1,109.16
TOTAL						-2,034.60
05/14/20	7549	Nute Engineering Corp.	Consulting & Engr. Svcs., Apr 2020	JP Morgan Chase - Primary 7399		
			Inv #20916, Cove Rd Force Main Implementation, Mar 2020	6017 · Consulting Fees	Belvedere	-4,443.00
			Inv #20657, Cove Rd Force Main Implementation, Sept 2019 - Invoice lost (SD5 r...	6017 · Consulting Fees	Belvedere	-2,852.00
			Inv #20659, Vistazo West Slide, Sept 2019 - Invoice lost (SD5 recv'd Mar 2020) / ...	6017 · Consulting Fees	Tiburon	-1,341.00
			Inv #20658, 2019 SD5 Sewer Rehab Project - Belv (47.5%) - Invoice lost (SD5 re...	6017 · Consulting Fees	Belvedere	-1,929.69
			Inv #20658, 2019 SD5 Sewer Rehab Project - Tib (52.5%) - Invoice lost (SD5 rec...	6017 · Consulting Fees	Tiburon	-2,132.81
TOTAL						-12,698.50
05/14/20	7550	Ongaro & Sons, Inc.	Client #1082, Belv P&L Maint, Apr 2020	JP Morgan Chase - Primary 7399		
			Inv #56383 BPS#3, Meter #17275281 (HID#816) - Backflow Testing, 4.9.2020	7011 · Pumps & Lines Maintenance	Belvedere	-120.00
			Inv #56384 BPS#1, Meter #81438679 (HID#848) - Backflow Testing, 4.9.2020	7011 · Pumps & Lines Maintenance	Belvedere	-70.00
TOTAL						-190.00

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05/12/20

Date	Num	Name	Memo	Account	Class	Paid Amount
04/16/20	7507	Pacific Gas & Electric	<b>Acct #2908031411-4, Utilities, Feb - Mar 2020</b>  Acct #2908031411-4, Main Plant Utilities, 2.22.20 - 3.21.20 Acct #2908031411-4, P.C. Plant Utilities, 2.22.20 - 3.21.20 Acct #2908031411-4, Main Plant Utilities, 2.22.20 - 3.21.20 Acct #2908031411-4, Belv Pump St Utilities, 2.22.20 - 3.21.20 Acct #2908031411-4, P.C. Pump St Utilities, 2.22.20 - 3.21.20 Acct #2908031411-4, Tib Pump St Utilities, 2.22.20 - 3.21.20	<b>JP Morgan Chase - Primary 7399</b>  8542 · Main Plant Utilities 8543 · Paradise Cove Utilities 8542 · Main Plant Utilities 8544 · Pump Station Utilities 8544 · Pump Station Utilities 8544 · Pump Station Utilities	Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon	-4,374.01 -1,097.14 -7,495.76 -1,222.26 -218.99 -1,457.93 <hr/> -15,866.09
TOTAL						
05/14/20	7551	Pacific Gas & Electric	<b>Acct #2908031411-4, Utilities, Mar - Apr 2020</b>  Acct #2908031411-4, Main Plant Utilities, 3.22.20 - 4.21.20 Acct #2908031411-4, P.C. Plant Utilities, 3.22.20 - 4.21.20 Acct #2908031411-4, Main Plant Utilities, 3.22.20 - 4.21.20 Acct #2908031411-4, Belv Pump St Utilities, 3.22.20 - 4.21.20 Acct #2908031411-4, P.C. Pump St Utilities, 3.22.20 - 4.21.20 Acct #2908031411-4, Tib Pump St Utilities, 3.22.20 - 4.21.20	<b>JP Morgan Chase - Primary 7399</b>  8542 · Main Plant Utilities 8543 · Paradise Cove Utilities 8542 · Main Plant Utilities 8544 · Pump Station Utilities 8544 · Pump Station Utilities 8544 · Pump Station Utilities	Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon	-4,864.81 -1,177.48 -8,336.85 -1,272.40 -229.40 -1,484.24 <hr/> -17,365.18
TOTAL						
05/14/20	7552	Robert L Talavera, LLC	<b>SSGIS ArcView Support, Mar - Apr 2020</b>  Inv #RLT0420F1, SSGIS ArcView Support - Upload pipe history data, install, trai... Inv #RLT0420F1, SSGIS ArcView Support - Upload pipe history data, install, trai... Inv #RLT0420F1, SSGIS ArcView Support - Upload pipe history data, install, trai...	<b>JP Morgan Chase - Primary 7399</b>  8510 · Data/Alarms/IT Supp & Licensing 8510 · Data/Alarms/IT Supp & Licensing 8510 · Data/Alarms/IT Supp & Licensing	Belvedere Tiburon:Paradise Cove Tiburon	-89.90 -6.05 -154.05 <hr/> -250.00
TOTAL						
04/16/20	7510	Rosser, John	<b>Reimb. EE Incentive + Con't Ed. Reimb, Mar 2020</b>  Employee Incentive/Con't Ed Stipend: Completion of Water Collections System ... Employee Incentive/Con't Ed Stipend: Completion of Water Collections System ... Employee Incentive/Con't Ed Stipend: Completion of Water Collections System ... Reimb. re Enrollment Fee for CSU - Sac; Cross-Training, Water Collection Syste... Reimb. re Enrollment Fee for CSU - Sac; Cross-Training, Water Collection Syste... Reimb. re Enrollment Fee for CSU - Sac; Cross-Training, Water Collection Syste...	<b>JP Morgan Chase - Primary 7399</b>  8005 · Employee Incentives 8005 · Employee Incentives 8005 · Employee Incentives 6020 · Continuing Education 6020 · Continuing Education 6020 · Continuing Education	Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon	-359.60 -24.20 -616.20 -17.98 -1.21 -30.81 <hr/> -1,050.00
TOTAL						
05/14/20	7563	Rosser, John	<b>EE Incentive + S/B Reimb., Apr 2020</b>  Employee Incentive/Con't Ed Stipend: Completion of CSU Waster Distribution S... Employee Incentive/Con't Ed Stipend: Completion of CSU Waster Distribution S... Employee Incentive/Con't Ed Stipend: Completion of CSU Waster Distribution S... Cont' Ed/Dues Reimbursement: CSU Registratioin/Online Vol. 1, 8th Edition, 2.2... Cont' Ed/Dues Reimbursement: CSU Registratioin/Online Vol. 1, 8th Edition, 2.2... Cont' Ed/Dues Reimbursement: CSU Registratioin/Online Vol. 1, 8th Edition, 2.2... Standby Mileage reimb for Belv (BPS#7), 4.30.2020	<b>JP Morgan Chase - Primary 7399</b>  8005 · Employee Incentives 8005 · Employee Incentives 8005 · Employee Incentives 6020 · Continuing Education 6020 · Continuing Education 6020 · Continuing Education 6018.2 · Standby Mileage Expense Reimb	Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon Belvedere	-359.60 -24.20 -616.20 -18.41 -1.24 -31.55 -50.37 <hr/> -1,101.57
TOTAL						
05/14/20	7553	Roy's Sewer Service, Inc.	<b>P&amp;L, Mar - Apr, 2020</b>  Inv #208349, Removed 7 loads from PC Tanks + Cleaned well, as directed, 3.27.... Inv #208312, Cleared 4' Line at M.P., as directed 4.6.2020 Inv #208312, Cleared 4' Line at M.P., as directed 4.6.2020 Inv #208437, Cleared line at 172 Bella Vista, as directed 4.24.2020 Inv #208424, Cleared line at MMWD Tanks @ Rolling Hills/Spring Ln, as directed...	<b>JP Morgan Chase - Primary 7399</b>  7043 · Paradise Sludge Disposal 7011 · Pumps & Lines Maintenance 7011 · Pumps & Lines Maintenance 7011 · Pumps & Lines Maintenance 7011 · Pumps & Lines Maintenance	Tiburon:Paradise Cove Belvedere Tiburon Belvedere Tiburon	-2,000.00 -136.35 -233.65 -740.00 -1,950.00 <hr/> -5,060.00
TOTAL						

**Sanitary Distr. No.5 of Marin Co.  
Warrant List Detail**

April 10 through May 14, 2020

05/12/20

Date	Num	Name	Memo	Account	Class	Paid Amount
04/16/20	7509	Rubio, Antonio	<b>M.P. Janitorial Supplies Reimb., Mar - Apr 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			CVS Reimb: Janitorial supplies, 3.27.2020, Mar - Apr 2020	7023 · Janitorial Supplies & Service	Belvedere	-4.19
			CVS Reimb: Janitorial supplies, 3.27.2020, Mar - Apr 2020	7023 · Janitorial Supplies & Service	Tiburon	-7.17
			Beretta Reimb., Uniformd/Personal Protection/Safety Wear, Mar - Apr 2020	8520 · Personal Protection/Safety Wear	Belvedere	-61.30
			Beretta Reimb., Uniformd/Personal Protection/Safety Wear, Mar - Apr 2020	8520 · Personal Protection/Safety Wear	Tiburon:Paradise Cove	-4.13
			Beretta Reimb., Uniformd/Personal Protection/Safety Wear, Mar - Apr 2020	8520 · Personal Protection/Safety Wear	Tiburon	-105.04
			CVS Reimb., Safety re COVID19 (Disinfectant, hand-sanitizers & wipes), Mar - A...	8515 · Safety	Belvedere	-19.42
			CVS Reimb., Safety re COVID19 (Disinfectant, hand-sanitizers & wipes), Mar - A...	8515 · Safety	Tiburon:Paradise Cove	-1.31
			CVS Reimb., Safety re COVID19 (Disinfectant, hand-sanitizers & wipes), Mar - A...	8515 · Safety	Tiburon	-33.27
TOTAL						-235.83
05/11/20	7565	Special District Risk Management ...	<b>Member #7665, Life, Vision, DDS &amp; LTD Ins., May &amp; June 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Employee Life Insurance - May (Inv #32461)+ June (Inv #32671), 2020	8020.05 · Employee Health	Belvedere	-126.74
			Employee Life Insurance - May (Inv #32461)+ June (Inv #32671), 2020	8020.05 · Employee Health	Tiburon:Paradise Cove	-8.53
			Employee Life Insurance - May (Inv #32461)+ June (Inv #32671), 2020	8020.05 · Employee Health	Tiburon	-217.18
			Employee Supplemental Life Insurance - May (Inv #32461)+ June (Inv #32671), ...	8020.05 · Employee Health	Belvedere	-18.05
			Employee Supplemental Life Insurance - May (Inv #32461)+ June (Inv #32671), ...	8020.05 · Employee Health	Tiburon:Paradise Cove	-1.21
			Employee Supplemental Life Insurance - May (Inv #32461)+ June (Inv #32671), ...	8020.05 · Employee Health	Tiburon	-30.93
			Employee LTD Insurance - May (Inv #32461)+ June (Inv #32671), 2020	8020.05 · Employee Health	Belvedere	-219.55
			Employee LTD Insurance - May (Inv #32461)+ June (Inv #32671), 2020	8020.05 · Employee Health	Tiburon:Paradise Cove	-14.78
			Employee LTD Insurance - May (Inv #32461)+ June (Inv #32671), 2020	8020.05 · Employee Health	Tiburon	-376.22
			Employee DDS Insurance - May (Inv #32461)+ June (Inv #32671), 2020	8020.05 · Employee Health	Belvedere	-693.98
			Employee DDS Insurance - May (Inv #32461)+ June (Inv #32671), 2020	8020.05 · Employee Health	Tiburon:Paradise Cove	-46.70
			Employee DDS Insurance - May (Inv #32461)+ June (Inv #32671), 2020	8020.05 · Employee Health	Tiburon	-1,189.18
			Employee Vision Insurance - May (Inv #32461)+ June (Inv #32671), 2020	8020.05 · Employee Health	Belvedere	-124.44
			Employee Vision Insurance - May (Inv #32461)+ June (Inv #32671), 2020	8020.05 · Employee Health	Tiburon:Paradise Cove	-8.37
			Employee Vision Insurance - May (Inv #32461)+ June (Inv #32671), 2020	8020.05 · Employee Health	Tiburon	-213.23
TOTAL						-3,289.09
04/16/20	7508	Staples, Inc.	<b>Acct #60111000714, Office Supplies, Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #2458423891, Office Supplies, 3.12.2020	6047 · Office Supplies	Belvedere	-51.72
			Inv #2458423891, Office Supplies, 3.12.2020	6047 · Office Supplies	Tiburon:Paradise Cove	-3.48
			Inv #2458423891, Office Supplies, 3.12.2020	6047 · Office Supplies	Tiburon	-88.64
TOTAL						-143.84
05/14/20	7555	Telstar Instrument, Inc.	<b>Cust #SANDI, BPS Comm Panel Parts, Mar - April 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #103260, Radio Install @ BPS #9 re Communication Panel Ugrades, 3.19.2020	9310 · BPS Communication Project	Belvedere	-1,923.38
			Inv #103480, Repair of Chloravac unit, @ M.P. Pumps, 4.30.2020	7021 · Plant Maintenance Supplies	Belvedere	-1,702.51
			Inv #103480, Repair of Chloravac unit, @ M.P. Pumps, 4.30.2020	7021 · Plant Maintenance Supplies	Tiburon	-2,917.60
TOTAL						-6,543.49
05/14/20	7556	Town of Tiburon	<b>Fuel, Mar + Apr 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Fuel, Mar 2020	7071 · Fuel	Belvedere	-142.76
			Fuel, Mar 2020	7071 · Fuel	Tiburon:Paradise Cove	-9.61
			Fuel, Mar 2020	7071 · Fuel	Tiburon	-244.63
			Fuel, Apr 2020	7071 · Fuel	Belvedere	-133.85
			Fuel, Apr 2020	7071 · Fuel	Tiburon:Paradise Cove	-9.01
			Fuel, Apr 2020	7071 · Fuel	Tiburon	-229.36
TOTAL						-769.22

**Sanitary Distr. No.5 of Marin Co.  
Warrant List Detail**

April 10 through May 14, 2020

05/12/20

Date	Num	Name	Memo	Account	Class	Paid Amount
05/14/20	7564	Triola, Joseph	Reimb. for S/B Mileage, Apr 2020	JP Morgan Chase - Primary 7399		
			Reimb. for P&L S/B Mileage, Belvedere, thru 4.20.2020	6018.2 · Standby Mileage Expense Reimb	Belvedere	-162.15
			Reimb. for P&L S/B Mileage, Tiburon thru 4.20.2020	6018.2 · Standby Mileage Expense Reimb	Tiburon	-54.05
TOTAL						-216.20
05/14/20	7557	U.S. Bank	Acct#:4246-0441-0158-3635, Mar - Apr 2020	JP Morgan Chase - Primary 7399		
			#0822: Goldstreet Design Agency - Logo Redraw, 3.27.2020	6001 · Advertising	Belvedere	-35.19
			#0822: Goldstreet Design Agency - Logo Redraw, 3.27.2020	6001 · Advertising	Tiburon:Paradise Cove	-2.37
			#0822: Goldstreet Design Agency - Logo Redraw, 3.27.2020	6001 · Advertising	Tiburon	-60.29
			#0822: Office Depot: Misc. Office Supplies, 3.23.2020	6047 · Office Supplies	Belvedere	-9.99
			#0822: Office Depot: Misc. Office Supplies, 3.23.2020	6047 · Office Supplies	Tiburon:Paradise Cove	-0.67
			#0822: Office Depot: Misc. Office Supplies, 3.23.2020	6047 · Office Supplies	Tiburon	-17.11
			#0822: PPE: Northern Tool + Safety Glasses, USA - Reflective vests and safety ...	8515 · Safety	Belvedere	-197.33
			#0822: PPE: Northern Tool + Safety Glasses, USA - Reflective vests and safety ...	8515 · Safety	Tiburon:Paradise Cove	-13.28
			#0822: PPE: Northern Tool + Safety Glasses, USA - Reflective vests and safety ...	8515 · Safety	Tiburon	-338.15
			#0822:/9545: Apple/Dell - iPad+Monitors, 3.26.2020, 3.27.2020; Otterbox for pho...	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-827.91
			#0822:/9545: Apple/Dell - iPad+Monitors, 3.26.2020, 3.27.2020; Otterbox for pho...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-55.72
			#0822:/9545: Apple/Dell - iPad+Monitors, 3.26.2020, 3.27.2020; Otterbox for pho...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-1,418.68
TOTAL						-2,976.69
05/14/20	7558	Univar	Cust ID #STDT001, Chemicals, Apr - May 2020	JP Morgan Chase - Primary 7399		
			Inv #48563980, Sodium Bisulfite 25% (\$1.163/Gal), 4.22.2020	7024 · Main Plant Chemicals	Belvedere	-2,115.74
			Inv #48563980, Sodium Bisulfite 25% (\$1.163/Gal), 4.22.2020	7042 · Paradise Supplies & Chemicals	Tiburon:Paradise Cove	-142.38
			Inv #48563980, Sodium Bisulfite 25% (\$1.163/Gal), 4.22.2020	7024 · Main Plant Chemicals	Tiburon	-3,625.47
			Inv #48579239, Sodium Hypochlorite 12.5% (\$0.7001/Gal), 5.6.2020	7024 · Main Plant Chemicals	Belvedere	-659.46
			Inv #48579239, Sodium Hypochlorite 12.5% (\$0.7001/Gal), 5.6.2020	7042 · Paradise Supplies & Chemicals	Tiburon:Paradise Cove	-44.38
			Inv #48579239, Sodium Hypochlorite 12.5% (\$0.7001/Gal), 5.6.2020	7024 · Main Plant Chemicals	Tiburon	-1,130.03
TOTAL						-7,717.46
04/16/20	7650	Verizon Wireless	Acct #0342125502-00001: iPhones, Feb - Mar 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) - 2.9.2020 - 3.8.2020	8531 · Main Plant Telephones	Belvedere	-105.15
			Inv #9847908211: Monthly Charges (\$292.40) - 2.9.2020 - 3.8.2020	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-7.08
			Inv #9847908211: Monthly Charges (\$292.40) - 2.9.2020 - 3.8.2020	8531 · Main Plant Telephones	Tiburon	-180.17
			Inv #9847908211: Taxes, Gov't Surcharges & Fees	8531 · Main Plant Telephones	Belvedere	-3.23
			Inv #9847908211: Taxes, Gov't Surcharges & Fees	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-0.22
			Inv #9847908211: Taxes, Gov't Surcharges & Fees	8531 · Main Plant Telephones	Tiburon	-5.53
TOTAL						-826.06
05/14/20	7559	Waste Management of Redwood La...	Acct #507-0000190-1507-2, Sludge Disposal, Mar + Apr 2020	JP Morgan Chase - Primary 7399		
			Inv #0099869-1507-3 Sludge Disposal - 5 pick-ups, 46.13 tons, Mar; 3 pick-ups, ...	7029 · Main Plant Sludge Disposal	Belvedere	-520.45
			Inv #0099869-1507-3 Sludge Disposal - 5 pick-ups, 46.13 tons, Mar; 3 pick-ups, ...	7043 · Paradise Sludge Disposal	Tiburon:Paradise Cove	-35.02
			Inv #0099869-1507-3 Sludge Disposal - 5 pick-ups, 46.13 tons, Mar; 3 pick-ups, ...	7029 · Main Plant Sludge Disposal	Tiburon	-891.84
TOTAL						-1,447.31



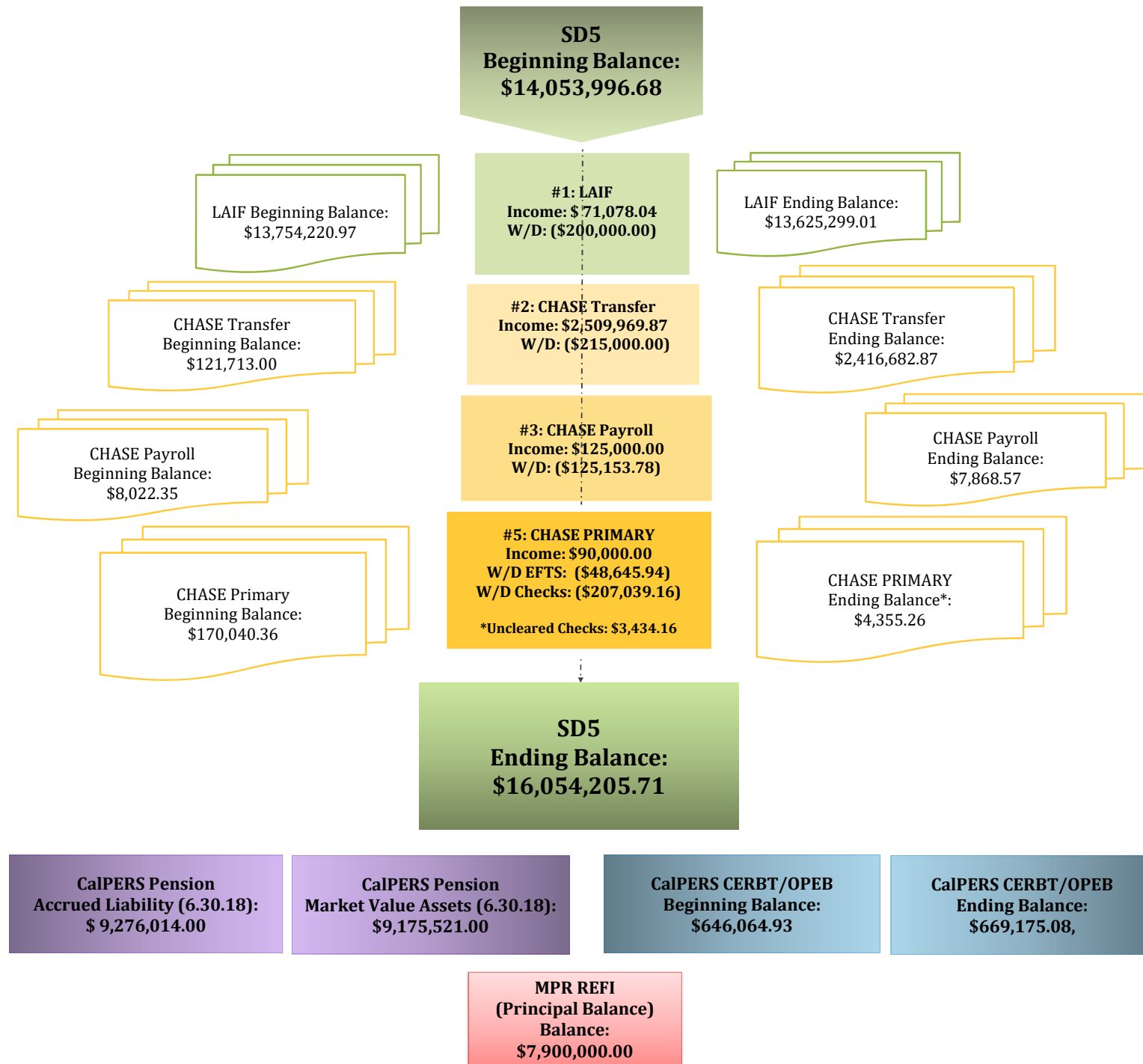
**Sanitary Distr. No.5 of Marin Co.**  
**Warrant List Detail**  
 April 10 through May 14, 2020

05/12/20

Date	Num	Name	Memo	Account	Class	Paid Amount
05/14/20	7560	Water Environment Federation	Member ID #17586993, Rulon Cottrell (AJE FY20-21)	JP Morgan Chase - Primary 7399		
			Rulon Cottrell (MID#:17586993) - 20-21 WEF Membership Dues, Code #RE90B...	6025 · Dues & Subscriptions	Belvedere	-109.41
			Rulon Cottrell (MID#:17586993) - 20-21 WEF Membership Dues, Code #RE90B...	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-7.88
			Rulon Cottrell (MID#:17586993) - 20-21 WEF Membership Dues, Code #RE90B...	6025 · Dues & Subscriptions	Tiburon	-187.04
			Rulon Cottrell (MID#:17586993) - 20-21 WEF Membership Dues, Code #RE90B...	6025 · Dues & Subscriptions	Belvedere	-9.95
			Rulon Cottrell (MID#:17586993) - 20-21 WEF Membership Dues, Code #RE90B...	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-0.72
			Rulon Cottrell (MID#:17586993) - 20-21 WEF Membership Dues, Code #RE90B...	6025 · Dues & Subscriptions	Tiburon	-17.00
TOTAL						-332.00

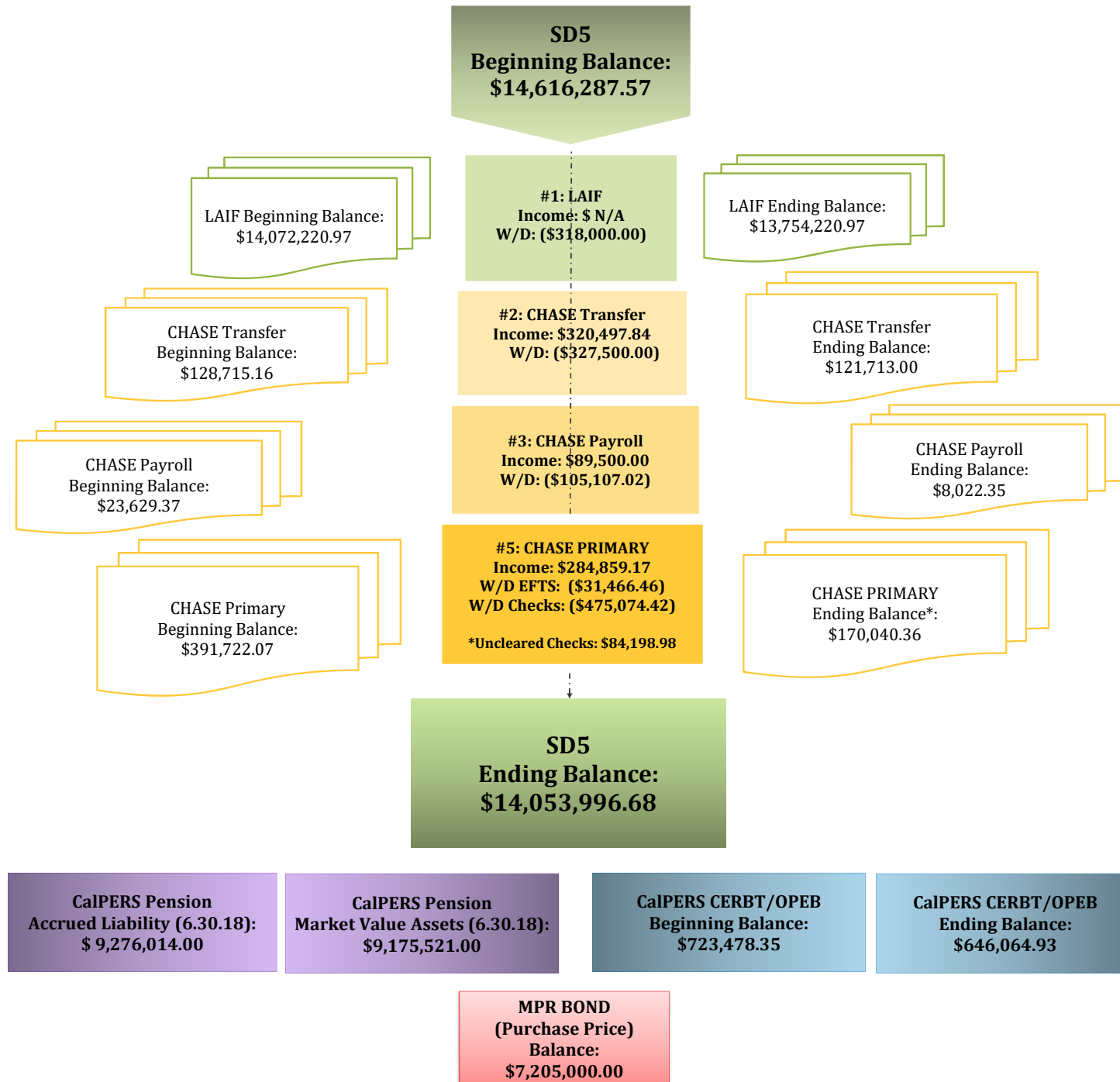
# CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: April 2020



# CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: March 2020



APR 14, 2020

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

CHECK DATE : 04/15/2020 WEEK 16  
PERIOD BEGIN : 04/01/2020  
PERIOD END : 04/15/2020

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 04/15/2020. 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	36949.21		
READYCHEX DEBITED FROM YOUR ACCOUNT	0.00	NUMBER OF PAYROLL CHECKS	15
<b>TOTAL NET PAYROLL</b>	<b>36949.21</b>		
 BILLING PAYMENT	 239.40 ✓	 Withdrawal made by PAYCHEX INC. on above check date.	
 AMOUNT DEBITED FROM TAX ACCOUNT	 20646.01		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
<b>TOTAL TAX LIABILITY</b>	<b>20646.01 ✓</b>	<b>NUMBER OF CHECKS PRINTED</b>	<b>15</b>
<b>TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES</b>	<b>57595.22</b>		
<b>TOTAL COST OF PAYROLL</b>	<b>57834.62</b>	<b>NUMBER OF MANUAL/VOID TRANSACTIONS</b>	<b>0</b>

**TAX DEPOSITS DUE**

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE
FEDERAL	17450.27		04/22/2020 Deposit made by PAYCHEX INC. on your behalf.
STATE - CA	3195.74		04/22/2020 Deposit made by PAYCHEX INC. on your behalf.

**NEXT PERIOD DATES**

CHECK DATE : 04/27/2020 WEEK 18 TRANSMIT DATE : 04/23/2020  
PERIOD BEGIN : 04/16/2020  
PERIOD END : 04/30/2020

APR 28, 2020

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

**CHECK DATE :** 04/30/2020 WEEK 18  
**PERIOD BEGIN :** 04/16/2020  
**PERIOD END :** 04/30/2020

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 04/30/2020. 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	38660.96		
READYCHEX DEBITED FROM YOUR ACCOUNT	0.00	NUMBER OF PAYROLL CHECKS	17
<b>TOTAL NET PAYROLL</b>	<b>38660.96</b>		
BILLING PAYMENT	244.80 ✓	Withdrawal made by PAYCHEX INC. on above check date.	

AMOUNT DEBITED FROM TAX ACCOUNT	19672.28		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
<b>TOTAL TAX LIABILITY</b>	<b>19672.28 ✓</b>	<b>NUMBER OF CHECKS PRINTED</b>	<b>17</b>
<b>TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES</b>	<b>58333.24</b>		
<b>TOTAL COST OF PAYROLL</b>	<b>58578.04</b>	<b>NUMBER OF MANUAL/VOID TRANSACTIONS</b>	<b>0</b>

**TAX DEPOSITS DUE**

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE	
FEDERAL	16801.85		05/06/2020	Deposit made by PAYCHEX INC. on your behalf.
STATE - CA	2870.43		05/06/2020	Deposit made by PAYCHEX INC. on your behalf.

**NEXT PERIOD DATES**

CHECK DATE : 05/15/2020 WEEK 20 TRANSMIT DATE : 05/13/2020  
PERIOD BEGIN : 05/01/2020  
PERIOD END : 05/15/2020

**Sanitary Distr. No.5 of Marin Co.**  
**Balance Sheet**  
**As of April 30, 2020**

	<u>Apr 30, 20</u>	<u>Mar 31, 20</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
Local Agency Investment Fund			
Belvedere			
Belvedere Operating	3,497,699.73	3,497,699.73	0.00
Belvedere Operating Reserve	400,923.05	400,923.05	0.00
Belvedere Capital & CIP Reserve	2,057,240.94	2,057,240.94	0.00
Belvedere PERS Retirement Trust	254,615.00	254,615.00	0.00
Belvedere Disaster Recovery Fnd	356,250.00	356,250.00	0.00
<b>Total Belvedere</b>	<b>6,566,728.72</b>	<b>6,566,728.72</b>	<b>0.00</b>
Tiburon			
Tiburon Operating	1,749,807.69	1,878,729.65	-128,921.96
Tiburon Operating Reserve	548,730.00	548,730.00	0.00
Tiburon Capital & CIP Reserve	3,656,192.60	3,656,192.60	0.00
Tiburon PERS Retirement Trust	460,090.00	460,090.00	0.00
Tiburon Disaster Recovery Fund	643,750.00	643,750.00	0.00
<b>Total Tiburon</b>	<b>7,058,570.29</b>	<b>7,187,492.25</b>	<b>-128,921.96</b>
<b>Total Local Agency Investment Fund</b>	<b>13,625,299.01</b>	<b>13,754,220.97</b>	<b>-128,921.96</b>
JP Morgan Chase - Primary 7399	1,415.64	85,693.52	-84,277.88
JP Morgan Chase - Payroll 7506	7,868.57	7,782.25	86.32
JP Morgan Chase - Transfer 7522	2,570,222.21	121,713.00	2,448,509.21
<b>Total Checking/Savings</b>	<b>16,204,805.43</b>	<b>13,969,409.74</b>	<b>2,235,395.69</b>
Accounts Receivable	35,703.71	17,518.94	18,184.77
Other Current Assets	17,668.27	17,668.27	0.00
<b>Total Current Assets</b>	<b>16,258,177.41</b>	<b>14,004,596.95</b>	<b>2,253,580.46</b>
Fixed Assets	19,150,305.31	19,150,305.31	0.00
<b>TOTAL ASSETS</b>	<b><u>35,408,482.72</u></b>	<b><u>33,154,902.26</u></b>	<b><u>2,253,580.46</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities	8,443,364.13	8,443,364.13	0.00
Equity	26,965,118.59	24,711,538.13	2,253,580.46
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>35,408,482.72</u></b>	<b><u>33,154,902.26</u></b>	<b><u>2,253,580.46</u></b>

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

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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	620.44	500.00	120.44	124.1%
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	1,863.91	3,333.00	-1,469.09	55.9%
5483 · Other tax	6,709.84	0.00	6,709.84	100.0%
<b>Total 5000 · Property Taxes</b>	<b>1,169,466.55</b>	<b>981,933.00</b>	<b>187,533.55</b>	<b>119.1%</b>
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%
<b>Total 5007 · Sewer Service Charge</b>	<b>4,752,146.82</b>	<b>5,030,569.00</b>	<b>-278,422.18</b>	<b>94.5%</b>
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%
<b>Total 5201 · Interest</b>	<b>156,401.78</b>	<b>25,000.00</b>	<b>131,401.78</b>	<b>625.6%</b>
5900.3 · Connection Fees				
5900.30 · Connection Permit Fees	7,250.00	10,000.00	-2,750.00	72.5%
5900.31 · Collection	137,974.00	100,000.00	37,974.00	138.0%
5900.34 · Treatment	162,558.00	100,000.00	62,558.00	162.6%
<b>Total 5900.3 · Connection Fees</b>	<b>307,782.00</b>	<b>210,000.00</b>	<b>97,782.00</b>	<b>146.6%</b>
5900.4 · Inspection Permit Fees	13,274.00	10,000.00	3,274.00	132.7%
5900.5 · SASM Expense Reimb.	85,145.35	65,000.00	20,145.35	131.0%
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%
<b>Total Income</b>	<b>6,499,230.50</b>	<b>6,335,967.00</b>	<b>163,263.50</b>	<b>102.6%</b>
<b>Gross Profit</b>	<b>6,499,230.50</b>	<b>6,335,967.00</b>	<b>163,263.50</b>	<b>102.6%</b>
<b>Expense</b>				
6000 · Administrative Expenses				
6001 · Advertising	65.00	1,000.00	-935.00	6.5%
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	91,985.15	100,000.00	-8,014.85	92.0%
6018 · Travel & Meetings				
6018.1 · Meetings & Travel	5,823.09	8,000.00	-2,176.91	72.8%
6018.2 · Standby Mileage Expense Reimb	6,529.30	7,000.00	-470.70	93.3%
<b>Total 6018 · Travel &amp; Meetings</b>	<b>12,352.39</b>	<b>15,000.00</b>	<b>-2,647.61</b>	<b>82.3%</b>
6020 · Continuing Education	5,819.17	10,000.00	-4,180.83	58.2%
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	26,338.47	25,000.00	1,338.47	105.4%
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%
<b>Total 6033 · Insurance Property &amp; Liability</b>	<b>62,921.50</b>	<b>61,652.00</b>	<b>1,269.50</b>	<b>102.1%</b>

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

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
6039 · Legal	21,820.50	70,000.00	-48,179.50	31.2%
6047 · Office Supplies	2,937.20	7,000.00	-4,062.80	42.0%
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			
<b>Total 6000 · Administrative Expenses</b>	<b>272,727.54</b>	<b>354,852.00</b>	<b>-82,124.46</b>	<b>76.9%</b>
<b>7000 · Ops &amp; Maintenance Expenses</b>				
7010 · Pumps & Lines Maintenance				
7011 · Pumps & Lines Maintenance	86,991.46	200,000.00	-113,008.54	43.5%
7013 · Emergency Line Repair	0.00	50,000.00	-50,000.00	0.0%
<b>Total 7010 · Pumps &amp; Lines Maintenance</b>	<b>86,991.46</b>	<b>250,000.00</b>	<b>-163,008.54</b>	<b>34.8%</b>
7020 · Main Plant Maintenance				
7021 · Plant Maintenance Supplies	17,223.49	10,000.00	7,223.49	172.2%
7022 · Plant Maint. Parts & Service	95,885.43	50,000.00	45,885.43	191.8%
7023 · Janitorial Supplies & Service	4,697.10	6,000.00	-1,302.90	78.3%
7024 · Main Plant Chemicals	67,542.45	105,000.00	-37,457.55	64.3%
7025 · Lab Supplies & Chemicals	10,101.82	15,000.00	-4,898.18	67.3%
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	24,672.53	30,000.00	-5,327.47	82.2%
<b>Total 7020 · Main Plant Maintenance</b>	<b>233,720.64</b>	<b>229,000.00</b>	<b>4,720.64</b>	<b>102.1%</b>
7040 · Paradise Cove Plant Maint				
7041 · Paradise Parts & Service	5,220.76	10,000.00	-4,779.24	52.2%
7042 · Paradise Supplies & Chemicals	3,745.54	5,000.00	-1,254.46	74.9%
7043 · Paradise Sludge Disposal	4,896.49	8,000.00	-3,103.51	61.2%
<b>Total 7040 · Paradise Cove Plant Maint</b>	<b>13,862.79</b>	<b>23,000.00</b>	<b>-9,137.21</b>	<b>60.3%</b>
7050 · Monitoring				
7051 · Main Plant Lab Monitoring	35,487.77	45,000.00	-9,512.23	78.9%
7052 · Paradise Cove Monitoring	13,350.80	15,000.00	-1,649.20	89.0%
<b>Total 7050 · Monitoring</b>	<b>48,838.57</b>	<b>60,000.00</b>	<b>-11,161.43</b>	<b>81.4%</b>
7060 · Permits/Fees				
7061 · Main Plant NPDES Renewal	7,029.00			
7062 · Permits/Fees - General	40,022.67	40,000.00	22.67	100.1%
7063 · Paradise Cove Permits/Fees	6,747.29	8,000.00	-1,252.71	84.3%
<b>Total 7060 · Permits/Fees</b>	<b>53,798.96</b>	<b>48,000.00</b>	<b>5,798.96</b>	<b>112.1%</b>
7070 · Truck Maintenance				
7071 · Fuel	12,432.36	8,000.00	4,432.36	155.4%
7072 · Truck Maintenance	1,530.21	5,000.00	-3,469.79	30.6%
<b>Total 7070 · Truck Maintenance</b>	<b>13,962.57</b>	<b>13,000.00</b>	<b>962.57</b>	<b>107.4%</b>
<b>Total 7000 · Ops &amp; Maintenance Expenses</b>	<b>451,174.99</b>	<b>623,000.00</b>	<b>-171,825.01</b>	<b>72.4%</b>
<b>8000 · Salaries and Benefits Expenses</b>				
8001 · Salaries	883,628.91	1,153,504.00	-269,875.09	76.6%
8003 · Overtime	115,212.74	100,000.00	15,212.74	115.2%
8004 · Standby Pay	60,057.57	69,428.00	-9,370.43	86.5%
8005 · Employee Incentives	12,000.00	40,000.00	-28,000.00	30.0%
8006 · Vacation Buyout	23,401.52	25,000.00	-1,598.48	93.6%
8013 · Payroll Taxes	81,131.66	94,891.00	-13,759.34	85.5%
8015 · Payroll/Bank Fees	4,939.33	5,500.00	-560.67	89.8%
8016 · Car Allowance	6,000.00	6,000.00	0.00	100.0%
8019 · PERS Retirement				
8019.05 · PERS Retirement	110,160.37	147,885.00	-37,724.63	74.5%
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			
<b>Total 8019 · PERS Retirement</b>	<b>242,829.37</b>	<b>454,440.00</b>	<b>-211,610.63</b>	<b>53.4%</b>



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

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
<b>8020 · Employee Health</b>				
8020.05 · Employee Health	173,505.49	217,176.00	-43,670.51	79.9%
8021 · Employee Health Deductions	-2,495.04			
<b>Total 8020 · Employee Health</b>	<b>171,010.45</b>	<b>217,176.00</b>	<b>-46,165.55</b>	<b>78.7%</b>
<b>8022 · Retiree Health</b>				
8022.05 · Retiree Health	108,298.41	79,551.00	28,747.41	136.1%
8022.10 · CERBT/OPEB Annual Arc Contribtn	0.00	70,200.00	-70,200.00	0.0%
<b>Total 8022 · Retiree Health</b>	<b>108,298.41</b>	<b>149,751.00</b>	<b>-41,452.59</b>	<b>72.3%</b>
<b>8023 · Workers Comp Insurance</b>	<b>33,542.94</b>	<b>29,365.00</b>	<b>4,177.94</b>	<b>114.2%</b>
<b>Total 8000 · Salaries and Benefits Expenses</b>	<b>1,742,052.90</b>	<b>2,345,055.00</b>	<b>-603,002.10</b>	<b>74.3%</b>
<b>8500 · Other Operating Expenses</b>				
8510 · Data/Alarms/IT Supp & Licensing	41,148.64	80,000.00	-38,851.36	51.4%
8515 · Safety	13,720.91	20,000.00	-6,279.09	68.6%
8520 · Personal Protection/Safety Wear	5,831.28	15,000.00	-9,168.72	38.9%
8530 · Telephone				
8531 · Main Plant Telephones	7,022.52	11,000.00	-3,977.48	63.8%
8532 · Paradise Cove Telephones	2,804.40	4,000.00	-1,195.60	70.1%
8533 · Pumps & Lines Telephones	4,356.56	7,000.00	-2,643.44	62.2%
<b>Total 8530 · Telephone</b>	<b>14,183.48</b>	<b>22,000.00</b>	<b>-7,816.52</b>	<b>64.5%</b>
8540 · Utilities				
8541 · Water	4,918.79	4,000.00	918.79	123.0%
8542 · Main Plant Utilities	131,819.67	180,000.00	-48,180.33	73.2%
8543 · Paradise Cove Utilities	10,659.13	13,500.00	-2,840.87	79.0%
8544 · Pump Station Utilities	26,076.81	35,000.00	-8,923.19	74.5%
<b>Total 8540 · Utilities</b>	<b>173,474.40</b>	<b>232,500.00</b>	<b>-59,025.60</b>	<b>74.6%</b>
<b>Total 8500 · Other Operating Expenses</b>	<b>248,358.71</b>	<b>369,500.00</b>	<b>-121,141.29</b>	<b>67.2%</b>
<b>Total Expense</b>	<b>2,714,314.14</b>	<b>3,692,407.00</b>	<b>-978,092.86</b>	<b>73.5%</b>
<b>Net Ordinary Income</b>	<b>3,784,916.36</b>	<b>2,643,560.00</b>	<b>1,141,356.36</b>	<b>143.2%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>9100 · Capital Expenditures</b>				
<b>9200 · Main Plant Equipment Capital</b>				
9204 · M.P. Boiler Replacement	2,187.42			
9212 · Headworks Grinder Replacement	19,588.07	15,000.00	4,588.07	130.6%
<b>Total 9200 · Main Plant Equipment Capital</b>	<b>21,775.49</b>	<b>15,000.00</b>	<b>6,775.49</b>	<b>145.2%</b>
<b>9300 · Pumps &amp; Lines Capital</b>				
9301 · Tiburon Sewer Line Rehab Prog	241,773.34	600,000.00	-358,226.66	40.3%
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	1,373,617.47	600,000.00	773,617.47	228.9%
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	7,215.12			
9314 · Portable Emergency Generators	997.14			
9315 · TPS Communication Project	1,239.97			
<b>Total 9300 · Pumps &amp; Lines Capital</b>	<b>1,730,588.32</b>	<b>1,310,000.00</b>	<b>420,588.32</b>	<b>132.1%</b>
<b>9500 · Undesignated Capital</b>				
9510 · Undesignated Cap - M.P.	0.00	25,000.00	-25,000.00	0.0%
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%
<b>Total 9500 · Undesignated Capital</b>	<b>-32,479.97</b>	<b>85,000.00</b>	<b>-117,479.97</b>	<b>-38.2%</b>
<b>Total 9100 · Capital Expenditures</b>	<b>1,719,883.84</b>	<b>1,410,000.00</b>	<b>309,883.84</b>	<b>122.0%</b>

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

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	<u>Jul '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>9700 · Debt Service</b>				
<b>9730 · Debt Service - MPR Project</b>				
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%
<b>Total 9730 · Debt Service - MPR Project</b>	<u>637,675.00</u>	<u>800,650.00</u>	<u>-162,975.00</u>	<u>79.6%</u>
<b>Total 9700 · Debt Service</b>	<u>637,675.00</u>	<u>800,650.00</u>	<u>-162,975.00</u>	<u>79.6%</u>
<b>Total Other Expense</b>	<u>2,357,558.84</u>	<u>2,210,650.00</u>	<u>146,908.84</u>	<u>106.6%</u>
<b>Net Other Income</b>	<u>-2,357,558.84</u>	<u>-2,210,650.00</u>	<u>-146,908.84</u>	<u>106.6%</u>
<b>Net Income</b>	<u><b>1,427,357.52</b></u>	<u><b>432,910.00</b></u>	<u><b>994,447.52</b></u>	<u><b>329.7%</b></u>

**Sanitary Distr. No.5 of Marin Co.**  
**Zone Report**  
**April 2020**

	Paradise Cove (Tiburon)	Tiburon - Other (Tiburon)	Total Tiburon	Belvedere	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
5000 · Property Taxes					
5001.2 · TEETER	12,294.01	312,944.56	325,238.57	0.00	325,238.57
5041 · SUPSEC	57.95	1,475.01	1,532.96	0.00	1,532.96
5046 · Excess ERAF	5,803.79	147,735.55	153,539.34	0.00	153,539.34
5483 · Other tax	123.99	3,156.14	3,280.13	0.00	3,280.13
<b>Total 5000 · Property Taxes</b>	<b>18,279.74</b>	<b>465,311.26</b>	<b>483,591.00</b>	<b>0.00</b>	<b>483,591.00</b>
5007 · Sewer Service Charge					
5007.1 · Sewer Service - Tiburon Ops	36,568.88	930,861.77	967,430.65	0.00	967,430.65
5007.5 · Sewer Service - Tiburon Cap	3,440.84	87,586.55	91,027.39	0.00	91,027.39
5007.2 · Sewer Service-Belv Ops	0.00	0.00	0.00	557,720.29	557,720.29
5007.3 · Sewer Service-Belv Cap	0.00	0.00	0.00	368,725.38	368,725.38
<b>Total 5007 · Sewer Service Charge</b>	<b>40,009.72</b>	<b>1,018,448.32</b>	<b>1,058,458.04</b>	<b>926,445.67</b>	<b>1,984,903.71</b>
5201 · Interest	0.00	35,283.36	35,283.36	35,794.68	71,078.04
5900.5 · SASM Expense Reimb.	0.00	10,441.71	10,441.71	6,093.06	16,534.77
5900.9 · Other Income	1,650.00	0.00	1,650.00	0.00	1,650.00
<b>Total Income</b>	<b>59,939.46</b>	<b>1,529,484.65</b>	<b>1,589,424.11</b>	<b>968,333.41</b>	<b>2,557,757.52</b>
<b>Gross Profit</b>	<b>59,939.46</b>	<b>1,529,484.65</b>	<b>1,589,424.11</b>	<b>968,333.41</b>	<b>2,557,757.52</b>
<b>Expense</b>					
6000 · Administrative Expenses					
6001 · Advertising	1.57	40.06	41.63	23.37	65.00
6017 · Consulting Fees	0.00	3,174.15	3,174.15	9,955.85	13,130.00
6018 · Travel & Meetings					
6018.1 · Meetings & Travel	16.66	424.14	440.80	247.52	688.32
6018.2 · Standby Mileage Expense Reimb	0.00	100.72	100.72	161.91	262.63
6018.3 · SASM Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00
<b>Total 6018 · Travel &amp; Meetings</b>	<b>16.66</b>	<b>524.86</b>	<b>541.52</b>	<b>409.43</b>	<b>950.95</b>
6020 · Continuing Education	6.68	170.12	176.80	99.28	276.08
6021 · County Fees	188.45	4,797.05	4,985.50	0.00	4,985.50
6025 · Dues & Subscriptions	10.65	271.13	281.78	158.22	440.00
6039 · Legal	65.12	1,658.19	1,723.31	1,849.69	3,573.00
6047 · Office Supplies	7.22	183.85	191.07	107.28	298.35
6056 · Postage	0.00	0.00	0.00	0.00	0.00
<b>Total 6000 · Administrative Expenses</b>	<b>296.35</b>	<b>10,819.41</b>	<b>11,115.76</b>	<b>12,603.12</b>	<b>23,718.88</b>
7000 · Ops & Maintenance Expenses					
7010 · Pumps & Lines Maintenance					
7011 · Pumps & Lines Maintenance	1,775.00	1,890.95	3,665.95	612.80	4,278.75
<b>Total 7010 · Pumps &amp; Lines Maintenance</b>	<b>1,775.00</b>	<b>1,890.95</b>	<b>3,665.95</b>	<b>612.80</b>	<b>4,278.75</b>
7020 · Main Plant Maintenance					
7021 · Plant Maintenance Supplies	0.00	810.77	810.77	473.11	1,283.88
7022 · Plant Maint. Parts & Service	0.00	3,179.01	3,179.01	1,855.05	5,034.06
7023 · Janitorial Supplies & Service	0.00	607.39	607.39	354.45	961.84
7024 · Main Plant Chemicals	0.00	-1,697.03	-1,697.03	-990.07	-2,687.10
7025 · Lab Supplies & Chemicals	0.00	788.23	788.23	459.95	1,248.18
7026 · SASM Supplies & Chem	0.00	6,208.59	6,208.59	3,622.91	9,831.50
7027 · Electrical & Instrument	0.00	0.00	0.00	33.90	33.90
7029 · Main Plant Sludge Disposal	0.00	1,498.75	1,498.75	874.64	2,373.39
<b>Total 7020 · Main Plant Maintenance</b>	<b>0.00</b>	<b>11,395.71</b>	<b>11,395.71</b>	<b>6,683.94</b>	<b>18,079.65</b>
7040 · Paradise Cove Plant Maint					
7041 · Paradise Parts & Service	0.00	0.00	0.00	0.00	0.00
7042 · Paradise Supplies & Chemicals	183.22	0.00	183.22	0.00	183.22
7043 · Paradise Sludge Disposal	58.86	0.00	58.86	0.00	58.86
<b>Total 7040 · Paradise Cove Plant Maint</b>	<b>242.08</b>	<b>0.00</b>	<b>242.08</b>	<b>0.00</b>	<b>242.08</b>
7050 · Monitoring					

**Sanitary Distr. No.5 of Marin Co.**  
**Zone Report**  
**April 2020**

	Paradise Cove (Tiburon)	Tiburon - Other (Tiburon)	Total Tiburon	Belvedere	TOTAL
7051 · Main Plant Lab Monitoring	0.00	3,380.78	3,380.78	1,972.79	5,353.57
7052 · Paradise Cove Monitoring	1,341.80	0.00	1,341.80	0.00	1,341.80
7055 · MP Dilution Study	0.00	790.01	790.01	460.99	1,251.00
<b>Total 7050 · Monitoring</b>	<b>1,341.80</b>	<b>4,170.79</b>	<b>5,512.59</b>	<b>2,433.78</b>	<b>7,946.37</b>
7070 · Truck Maintenance					
7072 · Truck Maintenance	2.48	63.08	65.56	36.82	102.38
<b>Total 7070 · Truck Maintenance</b>	<b>2.48</b>	<b>63.08</b>	<b>65.56</b>	<b>36.82</b>	<b>102.38</b>
<b>Total 7000 · Ops &amp; Maintenance Expenses</b>	<b>3,361.36</b>	<b>17,520.53</b>	<b>20,881.89</b>	<b>9,767.34</b>	<b>30,649.23</b>
<b>8000 · Salaries and Benefits Expenses</b>					
8001 · Salaries	2,278.77	53,790.65	56,069.42	31,391.18	87,460.60
8030 · Salaries Reimbursed by SASM	0.00	4,233.12	4,233.12	2,470.15	6,703.27
8003 · Overtime	393.41	10,017.33	10,410.74	5,845.89	16,256.63
8004 · Standby Pay	148.23	3,774.37	3,922.60	2,202.63	6,125.23
8005 · Employee Incentives	48.40	1,232.40	1,280.80	719.20	2,000.00
8006 · Vacation Buyout	88.53	2,254.29	2,342.82	1,315.55	3,658.37
8007 · Voluntary Deductions	0.00	0.00	0.00	0.00	0.00
8008 · Deferred Comp 457	0.00	-100.00	-100.00	0.00	-100.00
8012 · Wage Garnishments	0.00	0.00	0.00	0.00	0.00
8013 · Payroll Taxes	222.08	5,654.64	5,876.72	3,299.91	9,176.63
8015 · Payroll/Bank Fees	11.71	298.37	310.08	174.12	484.20
8019 · PERS Retirement					
8019.05 · PERS Retirement	293.29	7,467.98	7,761.27	4,358.14	12,119.41
<b>Total 8019 · PERS Retirement</b>	<b>293.29</b>	<b>7,467.98</b>	<b>7,761.27</b>	<b>4,358.14</b>	<b>12,119.41</b>
8020 · Employee Health					
8020.05 · Employee Health	748.72	19,064.33	19,813.05	11,125.50	30,938.55
8021 · Employee Health Deductions	-6.00	-152.92	-158.92	-89.24	-248.16
<b>Total 8020 · Employee Health</b>	<b>742.72</b>	<b>18,911.41</b>	<b>19,654.13</b>	<b>11,036.26</b>	<b>30,690.39</b>
8022 · Retiree Health					
8022.05 · Retiree Health	822.97	20,955.52	21,778.49	12,229.16	34,007.65
<b>Total 8022 · Retiree Health</b>	<b>822.97</b>	<b>20,955.52</b>	<b>21,778.49</b>	<b>12,229.16</b>	<b>34,007.65</b>
<b>Total 8000 · Salaries and Benefits Expenses</b>	<b>5,050.11</b>	<b>128,490.08</b>	<b>133,540.19</b>	<b>75,042.19</b>	<b>208,582.38</b>
<b>8500 · Other Operating Expenses</b>					
8510 · Data/Alarms/IT Supp & Licensing	101.49	2,584.19	2,685.68	1,508.09	4,193.77
8515 · Safety	105.97	2,766.71	2,872.68	1,692.12	4,564.80
8520 · Personal Protection/Safety Wear	11.54	293.65	305.19	171.36	476.55
8530 · Telephone					
8531 · Main Plant Telephones	0.00	509.01	509.01	297.05	806.06
8532 · Paradise Cove Telephones	347.11	0.00	347.11	0.00	347.11
8533 · Pumps & Lines Telephones	173.48	352.68	526.16	0.00	526.16
<b>Total 8530 · Telephone</b>	<b>520.59</b>	<b>861.69</b>	<b>1,382.28</b>	<b>297.05</b>	<b>1,679.33</b>
8540 · Utilities					
8542 · Main Plant Utilities	0.00	7,495.76	7,495.76	4,374.01	11,869.77
8543 · Paradise Cove Utilities	1,097.14	0.00	1,097.14	0.00	1,097.14
8544 · Pump Station Utilities	218.99	1,457.93	1,676.92	1,222.26	2,899.18
<b>Total 8540 · Utilities</b>	<b>1,316.13</b>	<b>8,953.69</b>	<b>10,269.82</b>	<b>5,596.27</b>	<b>15,866.09</b>
<b>Total 8500 · Other Operating Expenses</b>	<b>2,055.72</b>	<b>15,459.93</b>	<b>17,515.65</b>	<b>9,264.89</b>	<b>26,780.54</b>
<b>Total Expense</b>	<b>10,763.54</b>	<b>172,289.95</b>	<b>183,053.49</b>	<b>106,677.54</b>	<b>289,731.03</b>
<b>Net Ordinary Income</b>	<b>49,175.92</b>	<b>1,357,194.70</b>	<b>1,406,370.62</b>	<b>861,655.87</b>	<b>2,268,026.49</b>
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
9100 · Capital Expenditures					
9300 · Pumps & Lines Capital					
9303 · Lateral Camera	4.74	120.80	125.54	70.49	196.03
9311 · Cove Rd Force Main Project					

05/11/20

**Sanitary Distr. No.5 of Marin Co.**  
**Zone Report**  
**April 2020**

	Paradise Cove (Tiburon)	Tiburon - Other (Tiburon)	Total Tiburon	Belvedere	TOTAL
9311.1 · Cove Rd FM - Engineering	0.00	0.00	0.00	14,250.00	14,250.00
Total 9311 · Cove Rd Force Main Project	0.00	0.00	0.00	14,250.00	14,250.00
Total 9300 · Pumps & Lines Capital	4.74	120.80	125.54	14,320.49	14,446.03
Total 9100 · Capital Expenditures	4.74	120.80	125.54	14,320.49	14,446.03
Total Other Expense	4.74	120.80	125.54	14,320.49	14,446.03
Net Other Income	-4.74	-120.80	-125.54	-14,320.49	-14,446.03
Net Income	<b>49,171.18</b>	<b>1,357,073.90</b>	<b>1,406,245.08</b>	<b>847,335.38</b>	<b>2,253,580.46</b>

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## Sanitary Distr. No.5 of Marin Co.

05/11/20

## Monthly O.T. Report

Accrual Basis

April 2020

Type	Date	Num	Name	Memo	Amount	Balance
<b>Bilsborough, Chad</b>						
Check	04/15/20	1061-3514	Bilsborough, Chad	20.0 Hrs. O.T. @ 1.5x	1,085.81	1,085.81
Check	04/30/20	1211-3529	Bilsborough, Chad	23.5 Hrs. O.T. @ 1.5x	1,275.82	2,361.63
Check	04/30/20	1211-3529	Bilsborough, Chad	1.0 Hrs. O.T. @ 2.0x	72.39	2,434.02
Total Bilsborough, Chad					2,434.02	2,434.02
<b>Cottrell, Rulon</b>						
Check	04/15/20	1061-3516	Cottrell, Rulon	42.0 Hrs. O.T. @ 1.5x	3,208.46	3,208.46
Check	04/15/20	1061-3516	Cottrell, Rulon	7.0 Hrs O.T. @ 2.0x	712.99	3,921.45
Total Cottrell, Rulon					3,921.45	3,921.45
<b>Dohrmann, Robin</b>						
Check	04/15/20	1061-3517	Dohrmann, Robin	8.0 Hrs. O.T. @ 1.5x	641.69	641.69
Check	04/30/20	1211-3532	Dohrmann, Robin	25.0 Hrs. O.T. @ 1.5x	2,005.29	2,646.98
Total Dohrmann, Robin					2,646.98	2,646.98
<b>Driscoll, Stephen</b>						
Check	04/30/20	1211-3534	Driscoll, Stephen	14.0 Hrs. O.T @ 1.5x	1,179.11	1,179.11
Check	04/30/20	1211-3534	Driscoll, Stephen	10.0 Hrs. O.T. @ 1.5x (...)	842.22	2,021.33
Total Driscoll, Stephen					2,021.33	2,021.33
<b>La Torre, Daniel P.</b>						
Check	04/15/20	1061-3520	La Torre, Daniel P.	25.0 Hrs. O.T. @ 1.5x	1,909.80	1,909.80
Check	04/15/20	1061-3520	La Torre, Daniel P.	7.5 Hrs. O.T. @ 2.0x	763.92	2,673.72
Check	04/30/20	1211-3536	La Torre, Daniel P.	20.0 Hrs. O.T. @ 1.5x	1,527.84	4,201.56
Total La Torre, Daniel P.					4,201.56	4,201.56
<b>Rosser, John</b>						
Check	04/30/20	1211-3539	Rosser, John	3.5 Hrs. O.T. @ 1.5x	254.64	254.64
Total Rosser, John					254.64	254.64
<b>Triola, Joseph</b>						
Check	04/15/20	1061-3526	Triola, Joseph	3.5 Hrs. O.T. @ 1.5x	572.94	572.94
Check	04/15/20	1061-3526	Triola, Joseph	3.0 Hrs. O.T. @ 2.0x	50.93	623.87
Check	04/30/20	1211-3543	Triola, Joseph	2.0 Hrs. O.T. @ 1.5x	152.78	776.65
Total Triola, Joseph					776.65	776.65
<b>TOTAL</b>					<b>16,256.63</b>	<b>16,256.63</b>

# Sanitary District No. 5 of Marin County



## District Management Report April 2020

### Contents:

- Transmittal Memo
- Financial/Budgetary
- HR & Personnel
- Business Administration
- Collection System Performance
- Treatment Plant Performance – Paradise Cove
- Treatment Plant Performance – Main Plant
- Pollution Prevention Activities
- Continuing Education & Safety Training
- Capital Improvement Projects

## **Transmittal Memo**

**Date:** May 21, 2020  
**To:** Board of Directors  
**From:** Tony Rubio, District Manager/ Chief Plant Operator  
**Subject:** Management Report for April 2020

### **Fiscal Status**

Period Covered: July 1, 2019 –April 30, 2020  
Percent of Fiscal Year: 83%  
Percent of Budgeted Income to Date: 102.6%  
Percent of Budgeted Expenditures to Date: 73.5% (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 April 2020 Include:***

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

- Fiscal Year 2020-2021 budget preparation continues
- Commercial Water use is down for calendar year 2019 (preliminary figures show a decrease in commercial revenue of about \$32,575 for fiscal year 2020-2021) Please note that 3 high strength commercial customers were out of business for the majority of 2019- Guaymas, Lily Kai and the Caprice. Sam's was down for renovations as well for the first part of 2019.
- Working on budget estimate shortfalls for Fiscal year 2021-2022 as a result of Covid-19 business shutdowns.

### **HR and Personnel**

- Minimum staffing schedule continued through end of April as a result of Covid-19 Stay at home order.
- Minimum staffing consists of 1 operator and 1 maintenance personnel and DM on site Monday – Friday regular hours. Weekend remains the same with lone operator.
- Office is closed to the public through the end of May. Office Manager working remotely
- Permits are being handled remotely and final inspections are still being performed by staff on a scheduled basis.
- All staff still available on call-back for emergency purposes- other wise we still have 1 maintenance and 1 operator on standby after hours.
- Remote staff is working on Office of Water Programs correspondence and Safety Training through DKF solutions My Safety Officer.

### **Continuing Education and Safety Training**

- Multiple staff members performing continuing education courses- see above. Cross Training.
- Safety supplies stocked up. (PPE)
- Placed orders for Air purifying respirators and n-95 masks- very long lead times supplier cannot provide estimated delivery.

### **Collection System Performance**

#### **Main Plant Tiburon/Belvedere:**

- 2 SSOs reported for month of March to RWQCB on CIWQS. 1- Tiburon, 1 Belvedere.
- Daily rounds and minimal maintenance work being performed on a case by case basis.
- Sent out RFP for Collection System Master Plan work.

**Paradise Cove:**

- Submitted No Spill report for month of March to RWQCB on CIWQS
- Daily rounds and minimal maintenance work being performed on a case by case basis.

**Treatment Plant Performance****Paradise Cove:**

- Submitted 1<sup>st</sup> Quarter 2020 SMR to RWQCB
- 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
- Daily rounds and minimal maintenance being performed on a case by case basis.

**Main Plant:**

- Submitted March 2020 SMR and DMR to the RWQCB
- Daily rounds and minimal maintenance being performed on a case by case basis.
- All required sampling still being performed- Both contract laboratories still open for business and analysis purposes- No changes due to Covid-19
- Digester recirculation grinder replaced

**Pollution Prevention Activities**

- Wipes Clog Pipes Outreach continues. Several news articles were published, and 3 TV news reports aired. (outreach efforts went nation-wide)

**Capital Improvement Projects**

- Cove Road Force main design completed- Project out to Bid- Bids due May 19.

## Glossary of Terms

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

## Glossary of terms continued...

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

### Glossary of terms continued...

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

## Wastewater Acronyms

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

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

**FY 2020 - 2021 Draft Budget**

**May 21, 2020**

Prepared by:

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

**Operating Budget**

**FY 2020- 2021**



	2019-2020 Operations Budget	2019-2020 Estimated to Close	2020-2021 Operations Budget		Breakdown by Zone		
					Tib Ops	P.C. Ops	Belv Ops
<b>Operating Income</b>							
Tiburon Sewer Service Charge - Ops	2,454,797	2,454,797	2,454,797		2,355,623	99,174	
Belvedere Sewer Service Charge - Ops	1,396,621	1,396,621	1,396,621		0	0	1,396,621
Other User Fees	24,826	42,022	42,022		42,022	0	0
Interest Earnings	25,000	156,402	156,402		96,125	4,051	56,226
Connection & Inspection Permit Fees	20,000	20,524	20,524		12,614	532	7,378
SASM Expense Reimbursement	65,000	85,000	85,000		53,628	0	31,373
Other Income	100	100	100		61	3	36
<b>Total Income</b>	<b>3,986,344</b>	<b>4,155,466</b>	<b>4,155,470</b>		<b>2,560,073</b>	<b>103,759</b>	<b>1,491,634</b>

Expense

Administrative Expenses

	2019-2020 Operations Budget	2019-2020 Estimated to Close	2020-2021 Operations Budget		Breakdown by Zone		
					Tib Ops	P.C. Ops	Belv Ops
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	100,000	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	11,000	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
<b>Total Administrative</b>	<b>352,399</b>	<b>313,275</b>	<b>466,527</b>		<b>286,728</b>	<b>12,083</b>	<b>167,716</b>
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
<b>Total Pumps &amp; Lines Maintenance</b>	<b>250,000</b>	<b>125,000</b>	<b>100,000</b>		<b>55,730</b>	<b>1,300</b>	<b>42,980</b>

	2019-2020 Operations Budget	2019-2020 Estimated to Close	2020-2021 Operations Budget		Breakdown by Zone		
					Tib Ops	P.C. Ops	Belv Ops
<b>Main Plant Maintenance</b>							
Plant Maintenance Supplies	10,000	17,223	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	8,000	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	8,150	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
<b>Total Main Plant Maintenance</b>	<b>229,000</b>	<b>288,873</b>	<b>294,000</b>		<b>185,485</b>	<b>0</b>	<b>108,515</b>
<b>Paradise Cove Plant Maintenance</b>							
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
<b>Total Paradise Cove Plant Maintenance</b>	<b>23,000</b>	<b>23,000</b>	<b>15,000</b>		<b>0</b>	<b>15,000</b>	<b>0</b>
<b>Monitoring</b>							
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
<b>Total Monitoring</b>	<b>60,000</b>	<b>80,000</b>	<b>65,000</b>		<b>31,545</b>	<b>15,000</b>	<b>18,455</b>
<b>Permits/Fees</b>							
Main Plant NPDES Renewal	0	0	0		0	0	0
Permits/Fees - General	40,000	40,000	41,000		25,867	0	15,133
Paradise Cove Permits/Fees	8,000	0	8,000		0	8,000	0
Paradise Cove NPDES Renewal	0	0	40,000		0	40,000	0
<b>Total Permits/Fees</b>	<b>48,000</b>	<b>40,000</b>	<b>89,000</b>		<b>25,867</b>	<b>48,000</b>	<b>15,133</b>

					Breakdown by Zone		
	Operations Budget	Estimated to Close	Operations Budget		Tib Ops	P.C. Ops	Belv Ops
Truck Maintenance							
Fuel	8,000	8,000	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	13,000	16,000		9,834	414	5,752
Total Ops & Maintenance Expenses	623,000	569,870	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	108,000	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	91,427	94,627		58,158	2,451	34,018
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	204,754	253,061		155,531	6,554	90,975
PERS Replacement Benefit Fund (RLL)	0	0	0		0	0	0
PERS UAL Payment	20,000	132,364	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	623,672	586,311		360,347	15,185	210,779
Employee Health, Dental, Vision, Life Ins., & LT	217,176	187,583	200,653		123,322	5,197	72,135
Retiree Health	79,551	75,142	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	30,301	45,452		27,935	1,177	16,340
Total Salaries & Benefits	2,345,054	2,344,100	2,477,935		1,522,939	64,179	890,818
					Breakdown by Zone		
	Operations Budget	Estimated to Close	Operations Budget		Tib Ops	P.C. Ops	Belv Ops

**Other Operating Expenses**

<b>Data/Alarms/IT Support &amp; Licensing</b>	80,000	80,000	80,000		49,168	2,072	28,760
<b>Safety</b>	20,000	20,000	20,000		12,292	518	7,190
<b>Personal Protection Equipment/Uniforms</b>	15,000	15,000	15,000		9,219	389	5,393
<b>Telephone</b>							
<b>Main Plant Telephones</b>	11,000	11,000	11,000		6,940	0	4,060
<b>Paradise Cove Telephones</b>	4,000	4,000	4,000		0	4,000	0
<b>Pumps &amp; Lines Telephones</b>	7,000	7,000	7,000		6,717	283	0
<b>Total Telephone</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>		<b>13,657</b>	<b>4,283</b>	<b>4,060</b>
<b>Utilities</b>							
<b>Water</b>	4,000	5,200	5,000		3,155	0	1,846
<b>Main Plant Utilities</b>	180,000	180,000	180,000		113,562	0	66,438
<b>Paradise Cove Utilities</b>	13,500	13,500	13,500		0	13,500	0
<b>Pump Station Utilities</b>	35,000	35,000	35,000		21,511	907	12,583
<b>Total Utilities</b>	<b>232,500</b>	<b>233,700</b>	<b>233,500</b>		<b>138,228</b>	<b>14,407</b>	<b>80,866</b>
<b>Total Other Operating Expenses</b>	<b>369,500</b>	<b>370,700</b>	<b>370,500</b>		<b>222,564</b>	<b>21,668</b>	<b>126,269</b>
<b>Total Operating Expense</b>	<b>3,689,954</b>	<b>3,597,945</b>	<b>3,893,962</b>		<b>2,340,690</b>	<b>177,640</b>	<b>1,375,638</b>

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

**Capital Budget**

**FY 2020- 2021**

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

Prop Tax Current Unsecured

Supplemental Assessment Current

Supplemental Assessment Redm

Supplemental Unsecured

Prop Tax Prior Unsecured

Excess ERAF

HOPTR

Other Tax (Unitary, RR, Misc.)

**Total Property Taxes**

700,000	783,922	700,000		671,720	28,280	0
13,000	15,490	13,000		12,475	525	0
15,000	13,149	15,000		14,394	606	0
500	620	500		480	20	0
100	100	100		96	4	0
0	624	0		0	0	0
250,000	347,087	250,000		239,900	10,100	0
3,333	1,864	3,333		3,198	135	0
0	6,710	0		0	0	0
<b>981,933</b>	<b>1,169,567</b>	<b>981,933</b>	<b>0%</b>	<b>942,263</b>	<b>39,670</b>	<b>0</b>

Tiburon Sewer Service Charge - Capital

Belvedere Sewer Service Charge - Capital

##### Connection Fees

Collection

Treatment

**Total Connection Fees**

Paradise Drive Sewer Line Extension Fees

**Total Capital Income**

230,977	230,977	230,977	75%	221,645	9,331	0
923,348	923,348	923,348	3%	0	0	923,348
100,000	135,000	100,000	22%	61,460	2,590	35,950
100,000	160,000	100,000	22%	61,460	2,590	35,950
<b>200,000</b>	<b>295,000</b>	<b>200,000</b>	<b>22.2%</b>	<b>122,920</b>	<b>5,180</b>	<b>71,900</b>
13,365	0	13,806	4%	0	13,806	0
<b>2,349,622</b>	<b>2,618,892</b>	<b>2,350,063</b>	<b>10.6%</b>	<b>1,286,828</b>	<b>67,987</b>	<b>995,248</b>

**Capital Expenditures**

**Main Plant Equip Capital Expense**

LED Lighting Upgrades  
 Boiler Replacement  
 Screw Press Poly Blend Redundancy  
 Odor Control Upgrades  
 Headworks Grinder Replacement  
 SCADA Upgrade & Replacement  
 Flare Rehabilitation  
 Underground Pipe & Valve Replacement  
 Maintenance Shop Replacement/Ops Control  
 Generator Control Panel  
 Cl2 Flash Mixer  
 Office, Bath & Breakroom Floor Replacement  
 Portable Fuel Storage Tank  
**Total Main Plant Equip Capital Expense**

2019-2020 Capital Budget	2019-2020 Estimated to Close	2020-2021 Capital Budget		Breakdown by Zone		
				Tib Cap	P.C. Cap	Belv. Cap
0	0	0		0	0	0
0	2,187	0		0	0	0
0	0	15,000		9,464	0	5,537
0	0	0		0	0	0
15,000	19,588	15,000		9,464	0	5,537
0	1,977	0		0	0	0
50,000	0	0		0	0	0
200,000	12,308	0		0	0	0
0	0	0		0	0	0
0	0	35,000		22,082	0	12,919
0	0	15,000		9,464	0	5,537
0	0	15,000		9,464	0	5,537
0	0	15,000		9,464	0	5,537
<b>265,000</b>	<b>36,060</b>	<b>110,000</b>		<b>69,400</b>	<b>0</b>	<b>40,600</b>



	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	7,215	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 Project	0	1,240	0		0	0	0
Total Pumps & Lines Capital	2,610,000	1,746,505	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
<b>Undesignated Capital</b>							
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
<b>Total Undesignated Capital</b>	<b>85,000</b>	<b>32,480</b>	<b>85,000</b>	<b>0%</b>	<b>40,773</b>	<b>10,000</b>	<b>34,228</b>
<b>Debt Service</b>							
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
<b>Total Debt Service</b>	<b>801,700</b>	<b>638,725</b>	<b>850,457</b>	<b>0.9%</b>	<b>680</b>	<b>0</b>	<b>370</b>
<b>Total Capital Expenditures</b>	<b>3,891,700</b>	<b>2,453,770</b>	<b>3,660,460</b>	<b>36.7%</b>	<b>923,350</b>	<b>530,000</b>	<b>1,357,700</b>

# **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
<b>TOTAL</b>	<b>3,728,675</b>	<b>3,660,457</b>	<b>1,952,360</b>	<b>1,832,790</b>	<b>1,987,848</b>	<b>2,672,534</b>	<b>3,001,848</b>	<b>1,960,790</b>	<b>2,324,360</b>	<b>1,712,496</b>	<b>24,834,158</b>

# 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
<b>Treatment Plant Total</b>		<b>928,675</b>	<b>985,457</b>	<b>842,360</b>	<b>827,790</b>	<b>1,052,848</b>	<b>1,292,534</b>	<b>1,291,848</b>	<b>990,790</b>	<b>789,360</b>	<b>962,496</b>	<b>9,964,158</b>

### MAIN PLANT CAPITAL IMPROVEMENT PROJECTS

<b>Main Plant Project Name</b>	<b>DESCRIPTION</b>
<b>Odor Control Upgrade</b>	This Project will evaluate current odor control system and vulnerabilities and also provide for options to replace, add to or enhance the current system.
<b>Dry Weather Influent Pump</b>	These funds will be used to purchase one new dry weather influent pump. These were not part of the MPR project.
<b>Wet Weather Influent Pump</b>	These funds will be used to purchase one new Wet Weather Influent Pump. These were not part of the MPR project.
<b>Headworks Grinder Replacement</b>	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.
<b>Truck Purchase</b>	These funds will be used to replace the Utility truck from the current fleet of vehicles.
<b>Emergency Outfall Rehabilitation</b>	This project will consist of rehabilitating the abandoned effluent outfall pipe in order to have it available for use during emergency situations. Emergency Preparedeness
<b>Waste Gas Burner Rehabilitation</b>	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.
<b>Aeration Basin Diffuser Upgrade</b>	This project consists of replacing the current diffusers in the off line aeration basin with new style diaphragm type diffusers like the online aeration basin this did not get upgraded during the MPR project
<b>Underground Pipe &amp; Valve Rehabilitation</b>	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.
<b>Maint Shop/Replacement/Ops Control Room</b>	This project will consist of replacing a 35+ y.o. corrugated 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.
<b>Sludge Box Replacement</b>	Replacement of Biosolids container, used for hauling bio-solids to Redwood landfill.
<b>Emergency Generator Replacement</b>	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.
<b>Outfall Difuser Upgrades</b>	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.
<b>Undesignated Capital Projects</b>	These funds will be used for unforeseen projects, which may come up after the MPR project is complete.
<b>MPR Bond</b>	Main Plant Rehabilitation Completed in 2014 - Bond Payments to show true annual CIP projections.

# TIBURON CAPITAL IMPROVEMENT PROGRAM

<b>Tiburon Project Description</b>		<b>2019/2020</b>	<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>	<b>2028/2029</b>	<b>TOTAL</b>
	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 Rehabilitation- Multiple Sites	400,000	700,000		200,000	200,000	350,000	700,000				2,550,000
	Man Hole Rehabilitation		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
<b>Tiburon Total</b>		<b>1,239,450</b>	<b>837,500</b>	<b>375,000</b>	<b>625,000</b>	<b>625,000</b>	<b>775,000</b>	<b>1,125,000</b>	<b>425,000</b>	<b>375,000</b>	<b>425,000</b>	<b>6,826,950</b>

### TIBURON ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

<b><i>Tiburon Zone Pumps &amp; Line Project Name</i></b>	<b><i>DESCRIPTION</i></b>
<b>Sewer Line Rehabilitation Program</b>	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.
<b>Pump Station Pump and Valve Replacement Program</b>	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.
<b>Pump Station Generator Replacement</b>	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
<b>Pump Station Control Panel - Upgrade</b>	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
<b>Man Hole Rehabilitation</b>	This project will consist of rehabilitating or replacing man holes in the Tiburon area that have have defeciencias due to hydrogen sulfide deterioration.
<b>CCTV Sewer System New PACP Data</b>	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
<b>Station No.5 Replacement</b>	<p>This is a phased project of upgrading the main pump station in the Tiburon Zone:</p> <p><i>Phase I</i> has been completed, which replaced the motor control center/electrical controls and the installation of a diesel powered standby emergency generator.</p> <p><i>Phase II</i> 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.</p> <p>Phase III consists of rehabilitating the force main servicing this site. It is the last phase of this project anticipated around 2024</p>
<b>Flow Meter Installation Project</b>	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.
<b>Vactor Truck Purchase</b>	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., Peninsula, 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
<b>Force Main Rehabilitation Project</b>	This project will consist of rehabilitating several force mains in the Tiburon Zone. Station #2, #3, #6 & #7
<b>Pump Station Communications Project</b>	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.
<b>Undesignated Capital Projects</b>	These funds are for unforeseen problems within the collection system.



### BELVEDERE CAPITAL IMPROVEMENT PROGRAM

<i>Belvedere Project Description</i>		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
<b><i>Belvedere Total</i></b>		<b>1,420,550</b>	<b>1,307,500</b>	<b>700,000</b>	<b>320,000</b>	<b>300,000</b>	<b>535,000</b>	<b>550,000</b>	<b>535,000</b>	<b>1,050,000</b>	<b>315,000</b>	<b>7,033,050</b>

### BELVEDERE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

<b>Belvedere Zone Pumps &amp; Line Project Name</b>	<b>DESCRIPTION</b>
<b>Sewer Line Rehabilitation Program</b>	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.
<b>Program</b>	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.
<b>Pump Station Control Panel Replacement</b>	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
<b>Pump Station Generator Replacement</b>	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
<b>Pump Station Comm. Upgrade Project</b>	These funds will be used to provide alarming and communication back to the Main Plant SCADA system, The new communication equipment will be standardized
<b>Cove Rd. Force Main Replacement</b>	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.
<b>Lagoon Rd. Power Feed Improvement Project</b>	Lagoon Rd. has 3 pump stations which pump sewage to one another. These station have no back-up power. These funds would be available to purchase a generator and install power conduits to connect all three stations in order to provide immediate back up power to these sites and it also reduce staff overtime. Emergency preparedness
<b>Flow Meter Installation Project</b>	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.
<b>San Rafael Ave. Diverter Project</b>	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.
<b>Manhole Rehabilitation Project</b>	This Project will consist of rehabilitating or replacing man holes in the Tiburon area that have have defeciencies due to hydrogen sulfide detoriation.
<b>CCTV Sewer System</b>	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.
<b>Undesignated Capital Projects</b>	These monies are for unforeseen problems within the collection system.

**PARADISE COVE PLANT CAPITAL IMPROVEMENT PROGRAM**

<b><i>Paradise Cove Project Description</i></b>		<b>2019/2020</b>	<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>	<b>2028/2029</b>	<b>TOTAL</b>
	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 Disinfection						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
<b><i>Paradise Cove Total</i></b>		<b>140,000</b>	<b>530,000</b>	<b>35,000</b>	<b>60,000</b>	<b>10,000</b>	<b>70,000</b>	<b>35,000</b>	<b>10,000</b>	<b>110,000</b>	<b>10,000</b>	<b>1,010,000</b>

### PARADISE COVE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

<i>Paradise Cove Project Name</i>	<i>DESCRIPTION</i>
<b>Influent Pump Replacement Program</b>	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.
<b>Package Plant Coating</b>	Due to its close proximty to the bay, the metal package-plants require marine coatings every 7-10 years.
<b>Influent Well Access Cover Replacement</b>	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.
<b>Blower Replacement</b>	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.
<b>Plant Grating Replacement</b>	This project will consist of replacing the current grating with non-rusting fiberglass grating.
<b>Grit Removal Project</b>	This project will consist of evaluating the Paradise Cove Plant for possible grit removal systems in order to prolong the life of the pumps.
<b>UV Disinfection</b>	Possible installation of UV disinfection, which would eliminate the transportation of chemicals to the Paradise Cove plant. Will need a feasibility study. Language included in current permit for future installation date, if feasible.
<b>Undesignated Capital Projects</b>	These funds will be used for unforeseen projects.

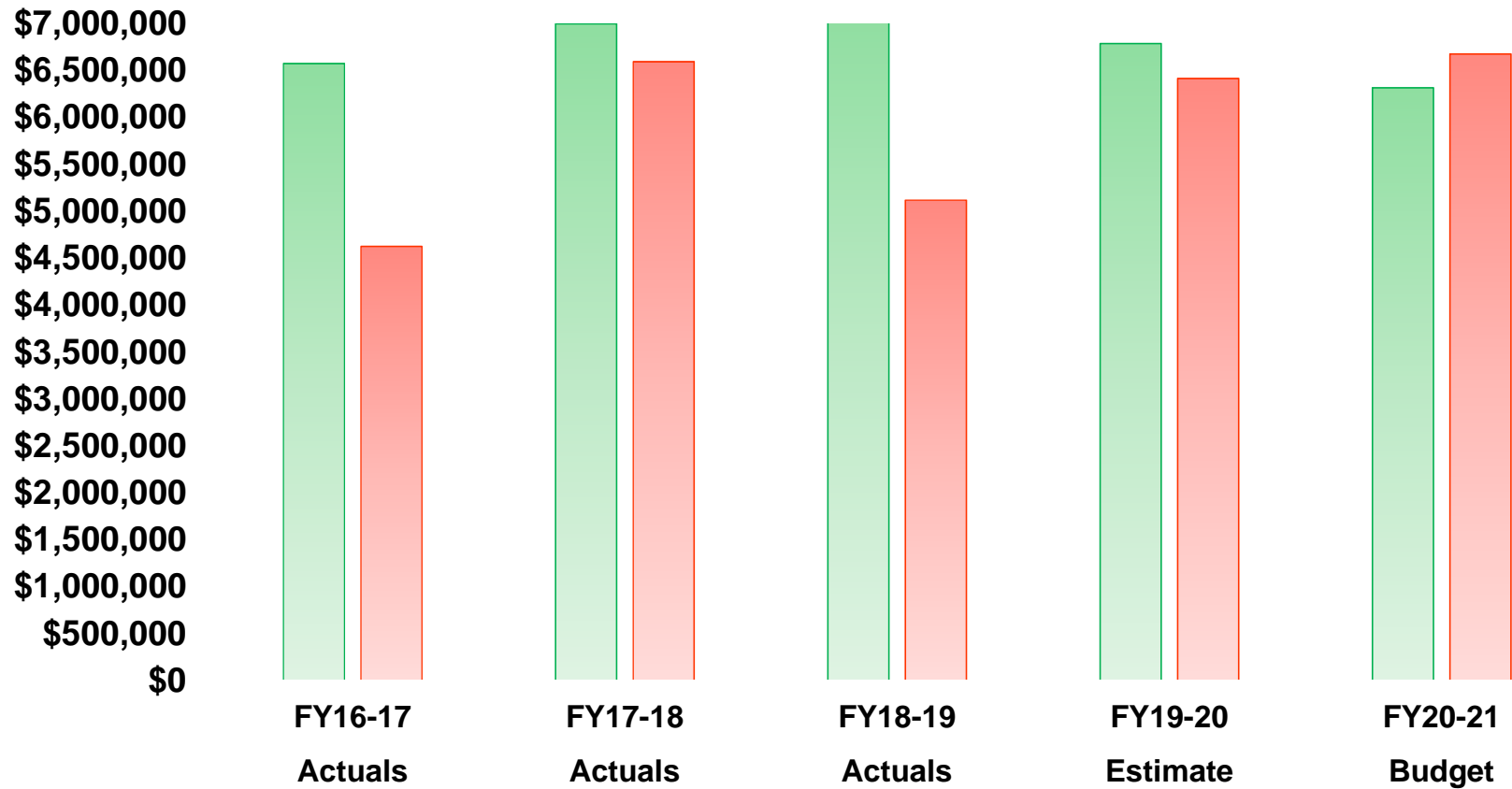
# **Sanitary District No. 5 of Marin County**

**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	\$6,787,721	\$6,316,103
Total Expenses	\$4,625,826	\$6,594,287	\$5,119,156	\$6,415,584	\$6,675,410

### SD5 Five-Year Total Comparison



Ordinary Income/Expense	Actuals FY15-16		Actuals FY16-17		Actuals FY17-18		Actuals FY18-19		Estimate FY19-20	Budget FY20-21
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		1,863.91	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%	1,169,566.55	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		2,454,797.00	2,439,797.00
5007.5 · Sewer Service - Tiburon Cap	343,327.50		674,081.48		945,393.11		461,737.65		230,977.00	225,977.00
5007.2 · Sewer Service-Belv Ops	1,073,486.00		997,893.32		1,102,361.07		1,359,848.48		1,396,621.00	1,386,621.00
5007.3 · Sewer Service-Belv Cap	1,260,179.00		1,344,579.28		1,258,777.49		960,118.22		923,348.00	918,348.00
5007.4 · Other User Fees	25,022.80		26,067.14		24,826.00		228,464.88		42,021.76	42,021.76
Total 5007 · Sewer Service Charge	5,072,947.00		5,172,630.22		5,113,381.15		5,023,909.72		5,047,764.76	5,012,764.76
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	25,000.00
Total 5201 · Interest	34,201.85		74,407.76		156,661.99		305,290.51		156,401.78	25,000.00
5900.3 · Connection Fees										
5900.30 · Connection Permit Fees	2,400.00		4,400.00		9,500.00		5,250.00		7,250.00	7,500.00
5900.31 · Collection	35,293.00		68,448.00		248,652.00		196,705.00		135,000.00	100,000.00
5900.34 · Treatment	47,623.00		86,682.00		257,826.00		320,389.00		160,000.00	100,000.00
Total 5900.3 · Connection Fees	85,316.00		159,530.00		515,978.00		522,344.00		302,250.00	207,500.00
5900.4 · Inspection Permit Fees	8,520.00		17,150.00		16,700.00		22,990.00		13,274.00	10,000.00
5900.5 · SASM Expense Reimb.	78,280.00		102,988.24		83,300.61		85,202.00		85,000.00	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	3%	6,574,936.00	1%	6,997,488.00	6%	7,175,660.00	3%	6,787,721.20	6,316,103.00

Expense	Actuals FY15-16	Actuals FY16-17	Estimate FY17-18	Estimate FY18-19	Budget FY18-19	Budget FY18-19
<b>6000 · Administrative Expenses</b>						
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	100,000.00	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	11,000.00	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	26,500.00	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	312,806.77	463,527.52
<b>7000 · Ops &amp; Maintenance Expenses</b>						
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	17,223.49	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	8,000.00	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	8,150.00	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	288,873.49	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	0.00	0.00
7062 · Permits/Fees - General	32,230.40	44,287.15	31,705.63	38,165.51	40,000.00	41,000.00
7063 · Paradise Cove Permits/Fees	9,166.42	4,085.47	5,913.63	5,672.48	0.00	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	40,000.00	89,000.00
7070 · Truck Maintenance						
7071 · Fuel	7,479.25	6,519.78	6,947.07	6,599.36	8,000.00	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	13,000.00	16,000.00
Total 7000 · Ops & Maintenance Expenses	573,300.00	672,810.00	671,920.00	566,840.00	569,870.00	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	108,000.00	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	91,426.82	94,626.75
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	204,753.86	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	132,363.59	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	623,672.22	586,311.02
8020 · Employee Health						
8020.05 · Employee Health	147,498.75	153,584.98	165,321.18	177,013.30	190,583.39	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	187,583.39	200,653.48
8022 · Retiree Health						
CERBT/OPEB Retiree Annual Arc Contribution	64,314.95	56,322.48	53,670.16	54,508.84	75,142.00	80,993.60
Total 8022 · Retiree Health	27,662.00	37,096.83	65,700.00	66,644.28	70,200.00	72,400.00
8023 · Workers Comp Insurance	19,407.00	18,474.00	18,905.00	19,055.00	30,301.20	45,451.80
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	0.00
Total 8023 · Workers Comp Insurance	25,041.00	18,237.00	10,032.00	17,935.00	28,301.20	45,451.80
Total 8000 · Salaries and Benefits Expenses	3,228,978.08	1,977,888.39	2,664,670.41	2,045,718.39	2,489,441.77	2,631,329.02

	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	80,000.00	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	15,000.00	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	4,000.00	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	232,500.00	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	369,500.00	370,500.00
Total OPERATING Expenses	4,366,740.00	3,259,182.35	3,955,560.00	3,237,610.00	3,741,620.00	4,044,360.00

	Actuals FY15-16	Actuals FY16-17	Estimate FY17-18	Estimate FY18-19	Budget FY18-19	Budget FY18-19
<b>9100 · Capital Expenditures</b>						
<b>9200 · Main Plant Equipment Capital</b>						
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	2,187.42	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	19,588.07	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. C12 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	
<b>Total 9200 · Main Plant Equipment Capital</b>	<b>40,726.17</b>	<b>97,734.98</b>	<b>103,363.15</b>	<b>65,685.80</b>	<b>36,059.95</b>	<b>110,000.00</b>
<b>9300 · Pumps &amp; Lines Capital</b>						
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	
<b>Total 9308 · Station #5 Rebuild</b>	<b>546,311.76</b>	<b>0.00</b>	<b>790,046.72</b>	<b>0.00</b>	<b>0.00</b>	
9309 · Cove Rd. BPS #1 Generator Replacement	0.00	0.00	0.00	0.00	0.00	0.00
9310 · Belv Station #13 & # 14 Comm. Project	5,134.90	0.00	0.00	46,640.69	7,215.12	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
<b>Total 9300 · Pumps &amp; Lines Capital</b>	<b>696,329.69</b>	<b>370,650.93</b>	<b>1,676,580.14</b>	<b>965,981.34</b>	<b>1,746,504.51</b>	<b>2,415,000.00</b>
<b>9400 · Paradise Cove Capital</b>						
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
<b>Total 9400 · Paradise Cove Capital</b>	<b>15,025.95</b>	<b>49,903.24</b>	<b>899.22</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>

	Actuals FY15-16	Actuals FY16-17	Estimate FY17-18	Estimate FY18-19	Budget 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	10,000.00	10,000.00
9530 · Undesignated Cap - P&L	13,167.82	0.00	0.00	32,479.97	50,000.00	50,000.00
Total 9500 · Undesignated Capital	40,199.34	6,357.50	33,817.00	32,479.97	85,000.00	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	1,867,564.46	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	335,350.00	
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	806,400.00	1,050.00
Total 9700 · Debt Service	985,908.00	841,996.84	824,067.94	817,398.79	806,400.00	1,050.00
Total CAPITAL Expense	1,778,190.00	1,366,643.49	2,638,727.45	1,881,545.90	2,673,964.46	2,631,050.00

Total Ops & Capital Expense	6,144,930.00	10%	4,625,825.84	75%	6,594,287.45	143%	5,119,155.99	78%	6,415,584.46	6,675,410.00
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Total Ops & Capital Net Income	380,785.00	-78%	1,949,110.16	512%	403,200.55	21%	2,056,504.01	510%	372,136.74	-359,307.00
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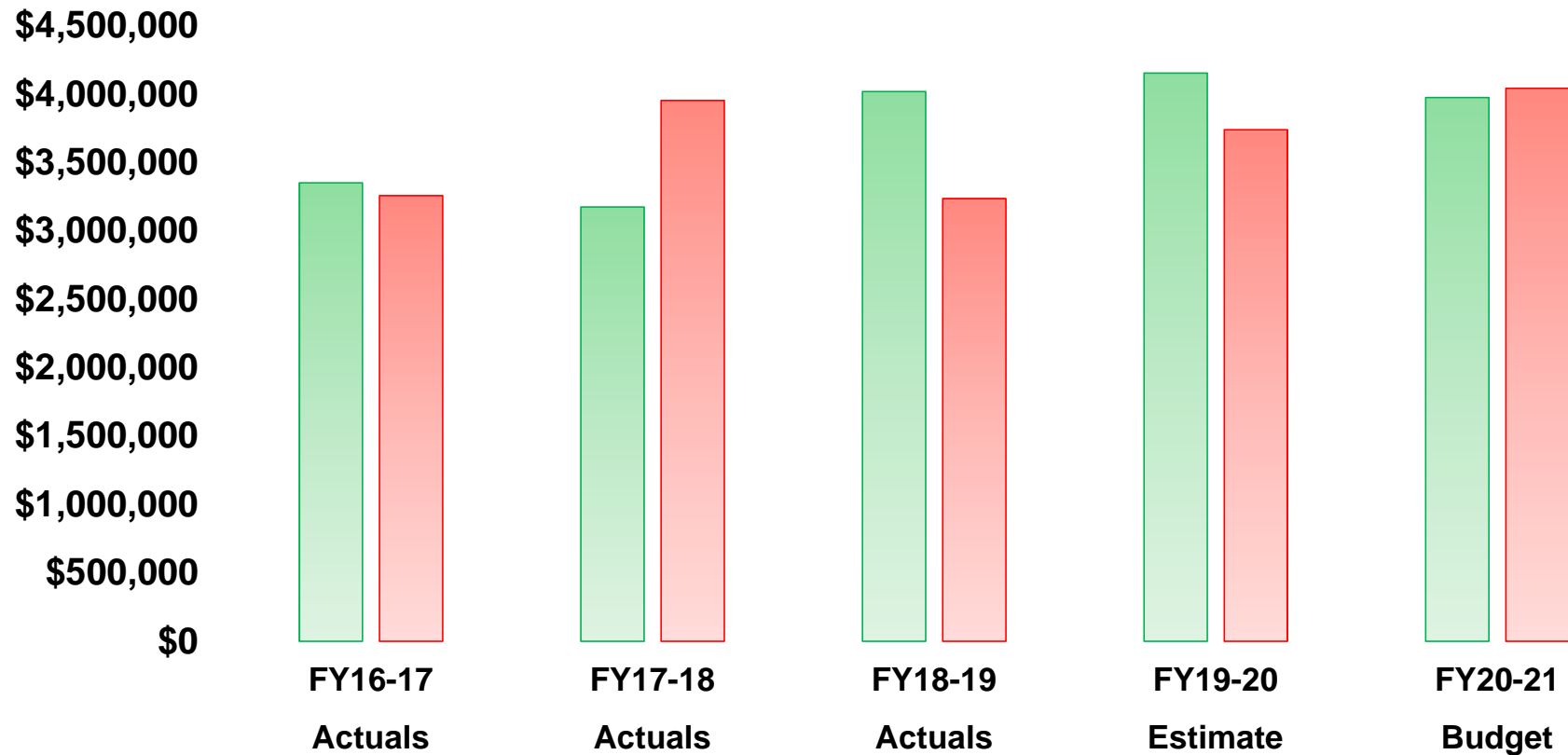
# **Sanitary District No. 5 of Marin County**

**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	\$4,155,466	\$3,976,040
Total Ops Expenses	\$3,259,182	\$3,955,560	\$3,237,610	\$3,741,620	\$4,044,360

## SD5 Five-Year Operating Comparison



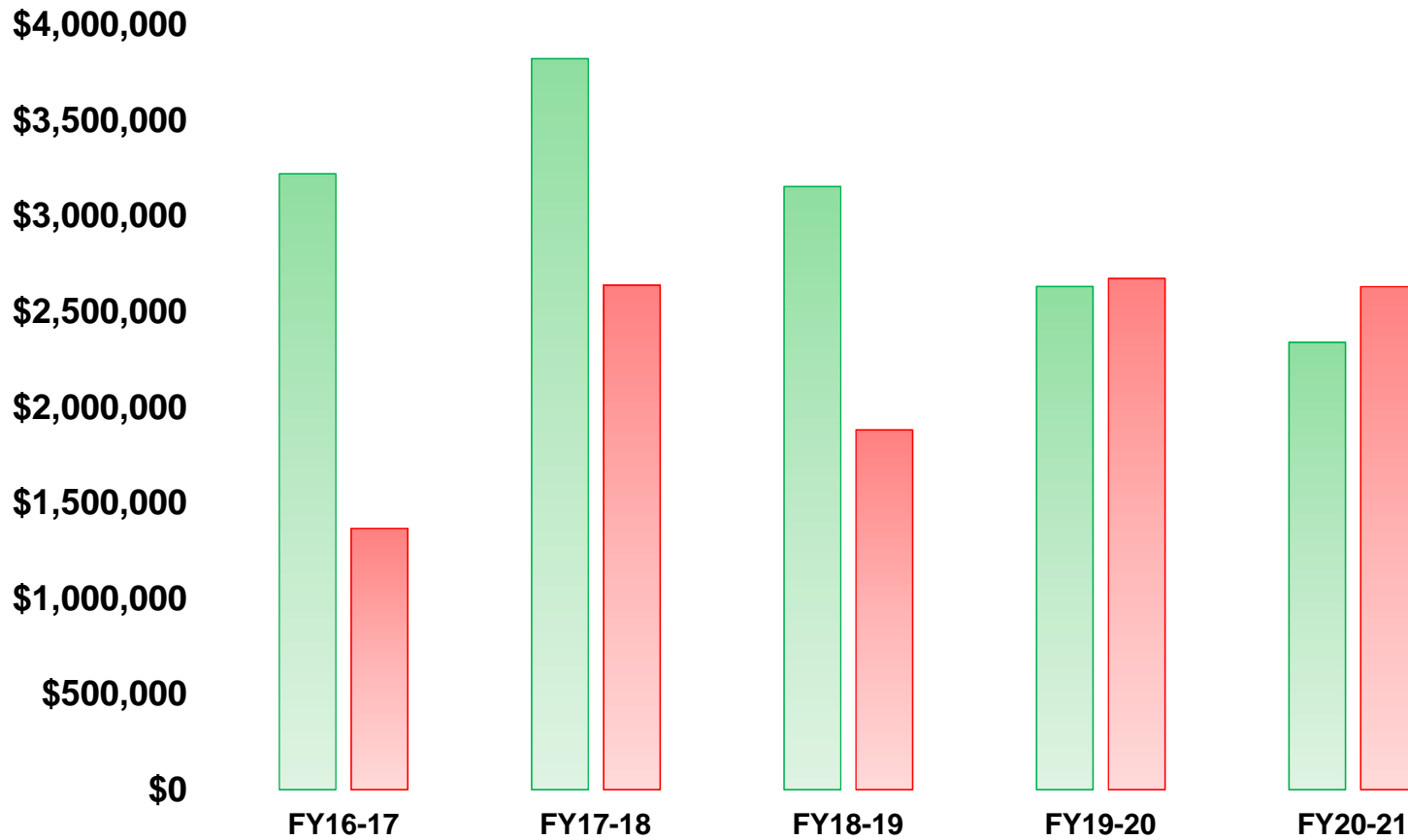
# **Sanitary District No. 5 of Marin County**

**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	\$2,632,256	\$2,340,064
Total Capital Expenses	\$1,366,643	\$2,638,727	\$1,881,546	\$2,673,964	\$2,631,050

### SD5 Five-Year Capital Comparison





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

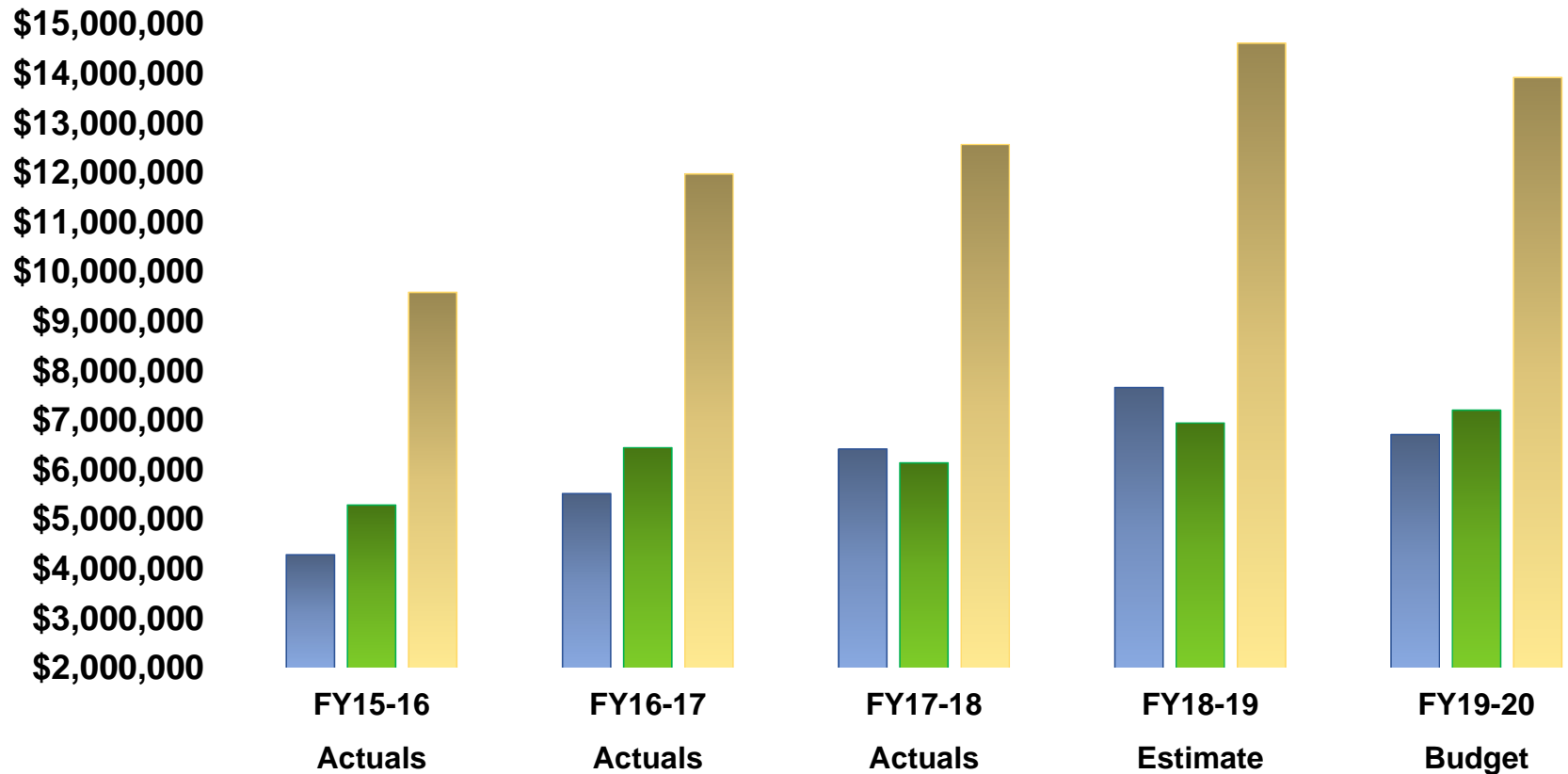
**Five-Year History:**

**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 Five-Year History



## SD5 LAIF BALANCE HISTORY

	<u>Jun 30, 16</u>	<u>Jun 30, 17</u>	<u>Jun 30, 18</u>	<u>Jun 30, 19</u>	<u>June 30, 2020</u> <i>(Estimates)</i>
<b>Local Agency Investment Fund</b>					
<b>Belvedere</b>					
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
<b>Total Belvedere</b>	<b>4,293,018.19</b>	<b>5,525,448.27</b>	<b>6,424,671.69</b>	<b>7,667,192.37</b>	<b>6,566,728.72</b>
<b>Tiburon</b>					
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
<b>Total Tiburon</b>	<b>5,296,366.80</b>	<b>6,453,224.50</b>	<b>6,147,833.77</b>	<b>6,951,788.81</b>	<b>7,058,570.29</b>
<b>Total Local Agency Investment Fund</b>	<b>9,589,384.99</b>	<b>11,978,672.77</b>	<b>12,572,505.46</b>	<b>14,618,981.18</b>	<b>13,625,299.01</b>

## SD5 CASH BALANCE PROJECTIONS

	<b>Estimate FY2019-2020</b>	<b>Budget FY2020-2021</b>	<b>FY2021-2022</b>	<b>FY2022-2023</b>	<b>FY2023-2024</b>	<b>FY2024-2025</b>
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
<b>Belvedere Total Income</b>	<b>2,312,310.05</b>	<b>2,312,310.05</b>	<b>2,312,310.05</b>	<b>2,312,310.05</b>	<b>2,312,310.05</b>	<b>2,312,310.05</b>
<b>Belvedere Total Expense</b>	<b>2,604,206.18</b>	<b>3,149,632.77</b>	<b>2,535,756.67</b>	<b>2,196,498.31</b>	<b>2,307,076.73</b>	<b>2,679,485.95</b>
Belvedere Net Income	(291,896.13)	(837,322.72)	(223,446.62)	115,811.74	5,233.32	(367,175.90)
<b>Belvedere LAIF (Cash) + Net Income</b>	<b>6,274,832.59</b>	<b>5,437,509.87</b>	<b>5,214,063.25</b>	<b>5,329,874.99</b>	<b>5,335,108.31</b>	<b>4,967,932.42</b>
<b>Tiburon Total Income</b>	<b>3,860,997.62</b>	<b>3,884,386.95</b>	<b>3,908,244.07</b>	<b>3,932,578.33</b>	<b>3,957,399.27</b>	<b>3,982,716.64</b>
<b>Tiburon Total Expense</b>	<b>3,574,300.35</b>	<b>4,555,265.34</b>	<b>3,582,348.13</b>	<b>3,926,998.22</b>	<b>4,100,332.64</b>	<b>4,545,334.86</b>
Tiburon Net Income	286,697.27	(670,878.39)	325,895.93	5,580.11	(142,933.37)	(562,618.22)
<b>Tiburon LAIF (Cash) + Net Income</b>	<b>7,345,267.56</b>	<b>6,674,389.17</b>	<b>7,000,285.11</b>	<b>7,005,865.22</b>	<b>6,862,931.85</b>	<b>6,300,313.63</b>
<b>SD5 TOTAL CASH BALANCE</b>	<b>13,620,100.15</b>	<b>12,111,899.04</b>	<b>12,214,348.36</b>	<b>12,335,740.21</b>	<b>12,198,040.17</b>	<b>11,268,246.05</b>

Agenda – Notes of Explanation  
 Sanitary District No. Regular Board Meeting  
 May 21, 2020

Consideration of Adoption of Resolution No. 2020-04: Determination of Appropriations Limit for Fiscal Year 2020 - 2021 (Dohrmann)

MEMORANDUM:

Appropriation limits are established to determine the maximum amount SD5 can accept in tax revenue from the County of Marin each year. As mandated by the California Department of Finance, following is the methodology used to calculate the Appropriations Limit for Sanitary District No. 5 of Marin County, for the fiscal year 2020-2021:

1. Appropriations Limit for FY2019-2020	\$2,571,039.21
2. Tiburon Population Change (-0.43%)	0.9957
3. <u>CA Per Capita Income Change of Prior Year (3.73%)</u>	<u>x 1.0373</u>
4. <u>FY 2020-2021 Adjustment Factor (0.9957 x 1.0373):</u>	<u>= 1.0328</u>
5. <b>FY 2020-2021 Appropriations Limit (\$2,571,039.21 x 1.0328):</b>	<b>= \$2,655,369.30</b>

RECOMMENDATION:

Review and Approve Appropriation Limits for FY2020-2021 in the amount of **\$2,655,369.30**

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Robin Dohrmann  
 Office Manager

ATTACHMENTS:

- Resolution No. 2020-04: Determination of Appropriation Limit for Fiscal Year 2020-2021
- CA Board of Equalization article on ARTICLE XIII B Constitution Government Spending Limitation
- California Department of Finance, May, 2020: Price & Population Information re: Appropriation Limits



**DEPARTMENT OF  
FINANCE**  
OFFICE OF THE DIRECTOR

GAVIN NEWSOM • GOVERNOR  
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ [WWW.DOF.CA.GOV](http://WWW.DOF.CA.GOV)

May 2020

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020.**

**Please Note:** The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

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

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER  
Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2020-21 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2020-21	3.73

- B. **Following is an example** using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

**2020-21:**

Per Capita Cost of Living Change = 3.73 percent  
Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.73 + 100}{100} = 1.0373$

Population converted to a ratio:  $\frac{0.22 + 100}{100} = 1.0022$

Calculation of factor for FY 2020-21:  $1.0373 \times 1.0022 = 1.0396$

Fiscal Year 2020-21

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019**

<b>County City</b>	<b><u>Percent Change</u></b>	<b><u>--- Population Minus Exclusions ---</u></b>		<b><u>Total Population</u></b>
	<b>2019-2020</b>	<b>1-1-19</b>	<b>1-1-20</b>	<b>1-1-2020</b>
Marin				
Belvedere	-0.70	2,139	2,124	2,124
Corte Madera	-0.24	10,138	10,114	10,114
Fairfax	-0.59	7,443	7,399	7,399
Larkspur	-0.63	12,331	12,253	12,253
Mill Valley	-0.47	14,743	14,674	14,674
Novato	-0.67	53,774	53,414	53,702
Ross	0.08	2,548	2,550	2,550
San Anselmo	-0.69	12,845	12,757	12,757
San Rafael	-0.66	60,207	59,807	59,807
Sausalito	-0.67	7,301	7,252	7,252
Tiburon	-0.43	9,581	9,540	9,540
Unincorporated	-0.59	64,851	64,469	68,659
County Total	-0.60	257,901	256,353	260,831

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



**Attachment C**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2019 to January 1, 2020**

<b>County</b>	<b><u>Percent Change</u></b> <b>2019-20</b>	<b><u>--- Population Minus Exclusions ---</u></b> <b>1-1-19</b>	<b>1-1-20</b>
Los Angeles			
Incorporated	-0.07	9,136,265	9,130,097
County Total	-0.11	10,175,203	10,163,868
Madera			
Incorporated	0.34	77,618	77,881
County Total	0.17	152,164	152,417
Marin			
Incorporated	-0.60	193,050	191,884
County Total	-0.60	257,901	256,353
Mariposa			
Incorporated	0.00	0	0
County Total	0.04	17,979	17,986
Mendocino			
Incorporated	-0.16	29,058	29,011
County Total	-0.49	88,218	87,785
Merced			
Incorporated	1.64	184,863	187,894
County Total	1.04	279,499	282,405
Modoc			
Incorporated	-0.81	2,849	2,826
County Total	-0.54	9,556	9,504
Mono			
Incorporated	-0.36	7,887	7,859
County Total	-0.40	13,385	13,332
Monterey			
Incorporated	-0.36	319,258	318,115
County Total	-0.31	425,654	424,349

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

## **CHAPTER 5**

### **GOVERNMENT APPROPRIATIONS LIMIT: ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION**

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#### **HIGHLIGHTS**

- What is the Appropriations Limit
  - Expenditures Versus Appropriations
  - How the Appropriations Limit Works
  - History of the State's Limit
  - Relationship Between State and Local Limits
- 

#### **1. IN BRIEF: WHAT IS THE APPROPRIATIONS LIMIT?**

Proposition 4 approved by the voters in November 1979 added California Constitution, Article XIII B. Article XIII B limits the level of most appropriations from tax sources that the state and most local government entities are permitted to make in any given year. The limit for each year is equal to the limit for the prior year, adjusted for changes in the cost-of-living and population. Various other adjustments are also required. The first year in which appropriations limits applied to state and local governments in California was fiscal year (FY) 1980-81.

Article XIII B also requires state and local governments to return to taxpayers (or in certain cases, K-14 education programs) any tax revenues in excess of the amount that can be appropriated in any given FY.

This constitutional provision also contains requirements that the state reimburse local governments and school districts for the costs of complying with state mandates, and requires the Legislature to establish a prudent state reserve fund.

Article XIII B was significantly modified by two initiative constitutional amendments approved by the state's voters in November 1988, Propositions 98 and 99. Proposition 111, approved by the voters in June 1990, made several additional significant revisions in the appropriations limit. Changes made by these propositions are noted in the following sections.

## 2. EXPENDITURES VERSUS APPROPRIATIONS

The terms "appropriations limit" and "spending limit" or "expenditure limit" are often used interchangeably, and there is some confusion about the difference between appropriations and expenditures.

An appropriation is an action by the Legislature to set aside an amount of money for a specified purpose. In short, an appropriation authorizes money to be spent. Appropriations are made in the annual Budget Bill, or in individual bills providing for specific governmental programs.

The actual expenditure of money occurs later, and is implemented by the State Controller. Writing checks is a ministerial function of the Controller. The Controller has no authority to expend money that has not been appropriated by the Legislature.

The amount of an expenditure on a program may not equal the appropriation for that program. For example, if the number of clients for a particular government service is actually less than anticipated, the appropriation may be larger than the amount actually spent.

Article XIII B sets forth a limit on the amounts that may be appropriated from government proceeds of taxes. In the remainder of this chapter, Article XIII B will be referred to as an appropriations limit, although in casual conversation and popular press it is often called a spending limit.

## 3. HOW THE APPROPRIATIONS LIMIT WORKS

Most of the operative provisions of Article XIII B are provided in the Constitution. Some features required statutory implementation, which was accomplished by legislation enacted in 1980, and again in 1990 for changes made by Proposition 111.

The paragraphs below describe how the appropriations limit works, based on both constitutional and statutory provisions. Opinions provided by the Legislative Counsel and the Attorney General have contributed to our interpretation of the provisions of Article XIII B.

**Which Governmental Agencies Have Limits.** Article XIII B applies to the state and to most units of local government -- cities, counties, K-12 school districts, community college districts, and special districts. Each governmental entity has its own appropriations limit. The few local governmental entities that are not subject to an appropriations limit are:

**CHAPTER 5  
GOVERNMENT APPROPRIATIONS LIMIT:  
ARTICLE XIII B OF THE  
CALIFORNIA CONSTITUTION**

- Special districts in existence on January 1, 1987 that did not levy a property tax rate in excess of 12.5% in FY 1977-78; and
- New special districts formed since that time by a vote of the people that are not funded from proceeds of taxes.

**Which Revenues Are Subject to Limit.** Article XIII B places a limit on appropriations from most, but not all, government revenue sources. The limit applies to appropriations from proceeds of taxes from both the general fund and special funds of government entities. Proceeds of taxes include tax revenues, interest earnings on invested tax revenues, and any revenues collected by a regulatory license fee or user charge in excess of the amount needed to cover the cost of providing the regulation, product, or service.

Appropriations from non-tax revenues are excluded from the limit. Examples of non-tax proceeds include lottery proceeds, tidelands oil revenues, federal funds, proceeds from the sale of government property, revenues from regulatory license fees or user charges equal to the amount needed to cover the cost of providing the function, gifts, and borrowed funds.

Proposition 111 excluded appropriations from the following revenue sources from the limit:

- Gas and diesel tax revenues above nine cents per gallon;
- Sales and use taxes collected on gas and diesel taxes above nine cents per gallon; and
- Truck weight fees that exceed those in effect on January 1, 1990.

**Which Appropriations Are Subject to Limit.** Appropriations for almost all government functions are subject to limitation under Article XIII B. However, there are some important exceptions.

The original Proposition 4 provided that the following appropriations are not limited, even if made from proceeds of taxes:

- Subventions from the state to local governments and schools, the use of which is unrestricted (these subventions are not subject to the state's limit, but instead are counted as subject to the local entity's limit);
- Appropriations to pay for costs of complying with federal laws and court mandates;

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**GOVERNMENT APPROPRIATIONS LIMIT:**  
**ARTICLE XIII B OF THE**  
**CALIFORNIA CONSTITUTION**

- Payments for interest and redemption charges on pre-existing (i.e., pre-Proposition 4) or voter-approved bonded indebtedness;
- Withdrawals from previously appropriated reserve funds; and
- Refunds of taxes.

Proposition 99, adopted by the voters in November 1988, created another major category of appropriations not subject to the limit. These are appropriations of new tax moneys from cigarette and tobacco products resulting from tax increases imposed by Proposition 99. Under that statutory initiative, beginning in FY 1988-89, state revenues from those new or increased cigarette and tobacco taxes are set aside in special accounts for expenditure on treatment or research of tobacco-related diseases, tobacco health education programs, and wildlife preservation and related programs. All such appropriations are exempt from limitation under Article XIII B.

Proposition 111 excluded capital outlay from the appropriations limit. This change reflects the fact that while capital outlay appropriations are made during a single budget year, they reflect long-term investments that are utilized over a number of years.

Appropriations directly related to an emergency, such as a fire, earthquake, or other natural disaster, were also excluded from the limit by Proposition 111. No reduction in future limits is required for appropriations made for these emergency purposes.

**The "Base Year" Limit.** The first year that limits were in effect was FY 1980-81. The base year for determining the appropriations limit in FY 1980-81 was FY 1978-79. Actual appropriations in the FY 1978-79 fiscal year that had been financed by the proceeds of taxes were the starting point. Appropriations not subject to limitation (see above) were subtracted from that figure and this became the "base year" level of appropriations for computing all subsequent years' limits.

Proposition 111 updated the base year for calculating the limit for each government entity to FY 1986-87. For fiscal years beginning with FY 1990-91, the limit for each entity is the FY 1986-87 limit adjusted annually as specified by Article XIII B as amended by Proposition 111.

Base year appropriations limits for new local government entities incorporated after the enactment of Article XIII B are to be established by local agency formation commissions or county formation review commissions, and approved by the voters of the incorporation or formation elections.

**Annual Adjustments to the Limit.** The appropriations limit for each year since FY 1980-81 is calculated by adjusting the base year limit for changes in the cost-of-living

and population. Proposition 111, passed by the voters in June 1990, revised each of the adjustment factors. Specifically, annual adjustments to limits, either upward or downward, are made as follows:

- Cost-of-Living.

**State and schools.** Governments' limits are adjusted by the change in California per capita personal income.

**Local agencies (except schools).** Limits are adjusted by the change in California per capita personal income or the change in the local property tax roll due to the addition of new nonresidential construction.

- Population.

**State.** The population factor is calculated by adding: (a) the change in the state's total population weighted by the percent of the budget spent on non-educational programs, and (b) the change in average daily attendance (ADA) for K-14 education weighted by the percentage of the budget spent on K-14 education.

**Local agencies.** The population factor is the percentage change in the jurisdiction or in the county in which the jurisdiction is located. Special districts located in two or more counties may use the change in the county in which the district has the highest assessed valuation.

**Counties.** The population change for counties can be calculated by using one of three methods: (a) the percentage change in population within the county; (b) the percentage change in population for both the county itself and contiguous counties; or (c) the percentage change in population within the incorporated portion of the county.

**K-14 Schools.** The change in population is the percentage change in average daily attendance.

- Program Transfers. Limits of governmental entities are modified to reflect transfers of financial responsibility from one level of government to another. The limit of the new service provider is increased by the amount the former service provider's limit is reduced.
- Funding Transfers. Adjustments either upward or downward are made to account for transfers of program funding sources, for example from tax revenues (subject to limit) to fees (not subject to limit).

**CHAPTER 5**  
**GOVERNMENT APPROPRIATIONS LIMIT:**  
**ARTICLE XIII B OF THE**  
**CALIFORNIA CONSTITUTION**

The level of appropriations actually made by a government entity in any year does not have any bearing on the calculation of the appropriations limit for the subsequent years. Each year's limit is computed based on the prior year's limit, not the prior year's appropriations.

If the governing body actually appropriates less money than what would be permitted by the limit, it has "room" under its limit, and the limit will be further adjusted the following year for cost-of-living and population changes. A government entity does not "lose" room under its limit for the future by appropriating less than the maximum permitted in any year.

**Appropriations Permitted in Excess of the Limit.** Article XIII B sets forth two circumstances under which governments may make appropriations in excess of their limits:

- Emergency. Appropriations for declared emergencies do not count towards and may be made in excess of the limit. Proposition 111 removed the requirement that the limits for future years must be reduced over a three-year period so that there would be no total increase in allowable appropriations.
- Voter Approval. Article XIII B permits voters of a jurisdiction to authorize an increase in the appropriations limit. However, no voter-approved increase may be in effect for more than four years. At the end of the four-year period, either the voters must approve another increase or the limit must return to the level it would otherwise have been.

**When Revenues Exceed the Appropriations Limit.** A government entity may receive revenues during a fiscal year that exceed its appropriations limit. Proposition 111 allows governments to average appropriations over a two year period before becoming subject to the excess revenue provisions of Article XIII B. In other words, a government entity can offset appropriations that exceeds its appropriations limit in one year of a two-year period by appropriating less than the limit in the other year. If revenues exceed the appropriations limit after taking this two-year averaging into account and authority to appropriate is not provided by either an emergency declaration or voter approval, Article XIII B as amended by Propositions 98 and 111 sets forth a process for disposing of the excess state revenues:

- Education Programs. After the two-year averaging period, 50% of any excess revenues are transferred to the State School Fund for elementary, secondary and community college education. A portion of this excess revenue (25%) may effectively be built into the base used to calculate future funding required by Proposition 98 if the excess funds are used for a specified purpose. The transfer to education is not required if the state's average expenditure per student and average class size is equal to or exceeds that of the ten states with

the best performance in these areas.

- Return of Excess. The 50% of excess revenues remaining after the transfer to education must be returned to taxpayers within the following two years. The return can be made through a reduction in the tax rate or as a fee reduction.

#### 4. HISTORY OF THE STATE'S LIMIT, FYs 1980-81 TO 2006-07

**How the Limit is Administered.** Under statute, the Governor must submit to the Legislature along with the budget an estimate of the state's appropriations limit for the budget year. The estimate is subject to the budget process, and the official limit is established in the annual Budget Bill. The Department of Finance and the Legislative Analyst's Office have developed the methodologies necessary to compute the limit annually.

**Effect of the State's Limit FYs 1980-81 to 1986-87.** For the first five years that Article XIII B was operative, it essentially had no constraining effect on state budgets. Changes in population and CPI outpaced the growth in state revenue in the early 1980s, so that actual revenues received were the constraint on the level of state spending until FY 1986-87.

During this period unused "room" under the state's appropriations limit peaked in FY 1982-83 at \$3.4 billion, and declined steadily after that. A decline in the rate of inflation after that time reduced the rate at which the limit was raised annually, while at the same time a robust economy brought steady growth in state revenues. In late 1986, analysts were predicting that by FY 1987-88, the Article XIII B appropriations limit would begin to function as a significant constraint on state spending.

However, an unanticipated surge in tax revenues in the spring of 1987 caught most observers by surprise. That revenue surge, caused primarily by taxpayer reaction to the federal Tax Reform Act of 1986, pushed the state substantially over its appropriations limit for the first time during the 1986-87 fiscal year. The state ended that fiscal year with \$1.1 billion in excess revenues.

**FY 1986-87 Rebate of Excess Revenues.** During FY 1986-87 Article XIII B required excess revenues to be returned by means of a tax rate reduction or fee reduction. The method selected to deal with the \$1.1 billion in excess state revenues for the 1986-87 FY was to send rebate checks to 11.1 million personal income taxpayers.

**The Limit Today.** Revisions to the limit calculation implemented by Proposition 111 have continued to result in room under the appropriations limit since 1986. For example, California is expected to be almost \$12 billion under the appropriations cap in FY 2007-08.



**5. RELATIONSHIP BETWEEN THE STATE'S AND LOCAL GOVERNMENTS' LIMITS**

**Subventions.** As noted above, subventions from the state to local governments that are unrestricted as to the purposes for which they may be spent are not counted as state expenditures subject to limit, but rather are counted against the local limit.

With respect to K-12 school districts, a portion of a district's revenue limit apportionment from the state constitutes a subvention for purposes of Article XIII B. Subventions are defined as amounts necessary to fund the "foundation program," after taking into account local tax revenues. The "foundation program" represents a computed value that generally is less than the revenue limit amount. The balance of the regular apportionment, as well as apportionments for categorical programs, are not considered to be subventions. State subventions for community college districts are determined similarly.

**Reporting Requirements.** Legislation enacted in 1987 requires local entities to include information in their annual budget documents relating to their appropriations limits and their appropriations subject to the limit. Proposition 111 requires that the annual calculation of a local government entity's appropriations limit shall be part of that entity's annual financial audit.

**6. CODE**

California Constitution, Article XIII B

Government Code Sections 7900-7914

Education Code Sections 41203-41206

**RESOLUTION NO. 2020-04**

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

**A RESOLUTION APPROVING THE DETERMINATION OF THE  
APPROPRIATIONS LIMIT FOR THE TIBURON ZONE OF  
SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
FOR FISCAL YEAR 2020-2021**

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

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

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

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

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

1. Pursuant to Article XIII B of the California Constitution, the District’s maximum limit for the appropriation of tax proceeds for the fiscal year of 2020-2021 is TWO MILLION, SIX HUNDRED FIFTY-FIVE THOUSAND, THREE HUNDRED SIXTY-NINE DOLLARS and THIRTY CENTS (\$2,655,369.30).
2. The calculations for the appropriations limit are available in the Administration Office of the District.

\* \* \* \* \*

Resolution No. 2020-04  
May 21, 2020

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 21<sup>st</sup> of May, 2020, by the following vote:

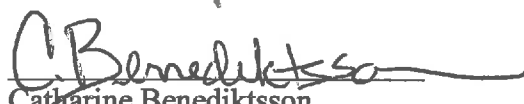
AYES, and in favor thereof, Directors: CATHARINE BENEDIKTSSON, TOO MOODY,  
RICHARD SNYDER, JOHN CARPIET, MICHAEL  
LASKY

NOES, Directors: NONE

ABSENT, Directors: NONE

ABSTAIN, Directors: NONE

Approved:

  
Catharine Benediktsson  
Vice President, Board of Directors

Attest:

  
Richard Snyder  
Secretary, Board of Directors

RESOLUTION NO. 2020-05

**A RESOLUTION OF THE GOVERNING BODY  
OF SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
PROPOSING AN ELECTION BE HELD IN ITS JURISDICTION;  
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH  
ANY OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING  
ELECTION SERVICES BY THE REGISTRAR OF VOTERS**

**WHEREAS**, it is the determination of said governing body that the Uniform District Election, to be held on the 3<sup>rd</sup> day of November, 2020, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

To elect members to the Board of Directors:

Number of Regular Term Positions (4 year): 3

Number of Short Term Positions (2 year): 0

**NOW THEREFORE BE IT RESOLVED** by the Board of Directors of Sanitary District No. 5 of Marin County, California, pursuant to Elections Code §10002, the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day in the manner described in Elections Code §10418;
- 2) Authorize and direct the Elections Department at District expense, to provide all necessary election services and to canvass the results of said elections

\* \* \* \* \*

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 21<sup>st</sup> day of May 2020, by the following vote:

AYES, and in favor thereof, Directors: *CATHARINE BENEDIKTSSON, TOD HADY, RICHARD SNYDER, JOHN GARRET, MICHAEL LASKY*

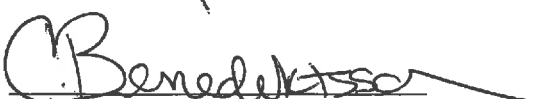
NOES, Directors: *NONE*

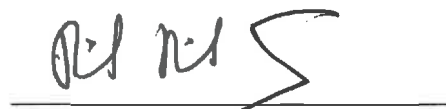
ABSENT, Directors: *NONE*

ABSTAIN, Directors: *NONE*

**APPROVED:**

**ATTEST:**

  
Catharine Benediktsson  
President, Board of Directors

  
Richard Snyder  
Secretary, Board of Directors

Agenda – Notes of ExplanationSanitary District No. 5 Regular Board MeetingMay 21, 2020Consideration of Award of Construction Contract to Glosage Engineering Inc for the Cove Road Force Main Replacement Project**STAFF REPORT:**

The 2020 Cove Road PS Force Main Project consists of the installation of a new approximately 2142 linear feet of HDPE sixteen-inch outside diameter force sewer main located in the Town of Tiburon and the City of Belvedere under the base bid. The pipe will be installed through open cut method for the new 16" HDPE sewer force main. Also as part of this project is the installation of a 2<sup>nd</sup> connection from Tiburon Pump station #6. This line is a 152 linear foot 6.625" Outside diameter HDPE sewer force main. The notice inviting bids was advertised in April 30, 2020, and bids were opened on May 19, 2020 at 1pm. Actual construction is planned to begin in July 2020, prior to the wet weather season. The engineer's cost estimate for the project was \$1,902,385 for the base bid of 2,142 linear ft of new pipe installation.

In 2016, when the District began the research phase of this project it was roughly estimated that the project cost would be around \$1,000,000. This was before uncovering CalTrans' right-of-way requirements.

CalTrans' right-of-way requirements are estimated at \$402,200 for this project.

On May 19, 2020, the District opened bids for the 2020 Cove Road PS Force Main Project. The Bid results are presented as follows:

<u>Contractor</u>	<u>Bid Amount (\$)</u>	<u>CDF Alternate</u>
Maggiara Ghilotti	\$1,971,971	\$270,000
Ghilotti Construction	\$2,105,750	\$184,000
KJ Woods	\$2,248,000	\$50,000
Cratus Inc	\$2,295,360	\$200,000
Team Ghilotti	\$2,370,141	\$135,777

The low bid is above the engineer's estimate of \$1,902,385, which was estimated based on historic bid results and current costs of pipe material. Maggiara Ghilotti Inc. bid results may reflect current market conditions and based on the engineer's review of recent Public Works' project bid results. The engineer has recommended award of the contract.

There was a total of 10 contractors that attended the mandatory pre bid meeting two weeks ago, of those 10, 5 submitted bids.

The estimated financial break down below per respective zone will be based off of historical flows and capacity of both stations as was identified in our 2016 design work. Tiburon will share in 39% of the cost for the shared 1300 linear ft of force main pipe (connection point- to discharge point)

**FISCAL IMPACT:**

Direct Tiburon Costs:	\$249,800
Direct Belvedere Costs:	\$734,625
Shared Tiburon Costs:	\$390,081
Shared Belvedere Costs:	\$597,465
<b>Total Estimated Tiburon</b>	<b>\$639,881</b>
<b>Total Estimated Belvedere</b>	<b>\$1,332,090</b>

Please note that there is a CDF Alternate bid item for \$270,000. This item was included in the event we are required to use CDF for backfill as part of the project. The town has confirmed we do not have to use this in Tiburon as we will have Miller Pacific Performing compaction testing. If the City of Belvedere requires us to use CDF for this project there will be a portion of the alternate bid item that will be charged directly to our Belvedere account.

The current projected budget had allocated \$1,900,000 for this project based off the Districts 2016 assessment and project design proposal. An additional \$100,000 will be required to proceed with this project. Both Zones have sufficient Capital Reserves. Currently the Belvedere Capital account is at \$2,425,000 and the Tiburon Capital account is at \$4,253,000.

**CEQA (California Environmental Quality Act)**

Exempt

**Recommendation:**

Award Construction Contract for the 2020 Cove Road Force Main Project to Maggiora Ghilotti Inc. for the low bid amount of \$1,971,971 and CDF alternate of \$270,000



Tony Rubio, District Manager

**ATTACHMENT:**

2020 Cove Road PS Force Main Project



May 20, 2020

Mr. Tony Rubio, District Manager  
Sanitary District No. 5  
2001 Paradise Drive  
Tiburon, CA 94920

Re: Sanitary District No. 5  
Cove Road Force Main Replacement Project

Dear Tony:

On May 19, 2020 five bids were received for the above-referenced project. A spreadsheet comparing these bids is enclosed.

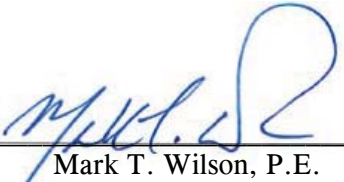
The lowest apparent base bid of \$1,971,971.00 was submitted by Maggiora & Ghilotti, Inc. of San Rafael, California.

Enclosed is the license detail obtained from the Contractor's License Board which shows that Maggiora & Ghilotti, Inc. has a valid Contractor's License and the contractor is registered with the California Department of Industrial Relations (DIR). Their subcontractors also qualify with current licenses and DIR registrations.

We have reviewed their submitted bid package and recommend that the project be awarded to Maggiora & Ghilotti, Inc.

Very truly yours,

NUTE ENGINEERING

By   
Mark T. Wilson, P.E.

Enclosure(s)

SANITARY DISTRICT NO. 5  
MARIN COUNTY, CALIFORNIA  
COVE ROAD FORCE MAIN SEWER REPLACMENT

						Maggiora & Ghilotti San Rafael, CA				Ghilotti Construction Santa Rosa, CA			
						1				2			
						BID				BID			
No.	Tib Quant	Belv Quant	Total Quantity	Total Quantity	Description	Unit Price	Tib Amt	Belv Amt	Total Amount	Unit Price	Tib Amt	Belv Amt	Total Amount
1.	0.5	0.5	1	LS	MOBILIZATION, DEMOBILIZATION, SWPPP, PERMITS (except for Caltrans Permit) & LICENSES (Less than 5% of total cost)	\$95,668	\$47,834	\$47,834	\$95,668	\$100,000	\$50,000	\$50,000	\$100,000
2.	1,539	603	2142	LF	INSTALL (N) 16" OD HDPE FORCE MAIN	\$322	\$194,166	\$495,558	\$689,724	\$373	\$574,047	\$224,919	\$798,966
3.	226	0	226	LF	INSTALL (N) 16" OD HDPE FORCE MAIN WITH STEEL CASING IN CALTRANS ROW	\$1,200	\$0	\$271,200	\$271,200	\$906	\$204,756	\$0	\$204,756
4.	1	0	1	EA	INSTALL (N) FIVE SEGMENT 16" OD HDPE FORCE MAIN BEND WITH STEEL CASING IN CALTRANS ROW	\$8,000	\$0	\$8,000	\$8,000	\$10,000	\$10,000	\$0	\$10,000
5.	1	0	1	EA	INSTALL STEEL CASED MINOR DEFLECTION BEND	\$13,000	\$0	\$13,000	\$13,000	\$2,000	\$2,000	\$0	\$2,000
6.	3	5	8	EA	INSTALL FIVE SEGMENT BEND 16" OD HDPE BEND	\$1,000	\$5,000	\$3,000	\$8,000	\$3,200	\$9,600	\$16,000	\$25,600
7.	1	0	1	EA	CONNECT TO EXISTING MANHOLE 624	\$7,000	\$0	\$7,000	\$7,000	\$3,000	\$3,000	\$0	\$3,000
8.	1	0	1	EA	CONSTRUCT NEW 5 FT MANHOLE	\$15,000	\$0	\$15,000	\$15,000	\$9,000	\$9,000	\$0	\$9,000
9.	7	0	7	VF	MORTAR COAT NEW 5 FT MANHOLE	\$800	\$0	\$5,600	\$5,600	\$1,050	\$7,350	\$0	\$7,350
10.	0	1	1	EA	CONSTRUCT VAULT FOR 12" FLOWMETER AND EXISTING FORCE MAIN CONNECTION	\$95,000	\$95,000	\$0	\$95,000	\$91,780	\$0	\$91,780	\$91,780
11.	110	0	110	LF	INSTALL BORE AND JACK 14" STEEL CASING AND 6.625 OD HDPE BEACH PUMP STATION FORCE MAIN	\$1,000	\$0	\$110,000	\$110,000	\$905	\$99,550	\$0	\$99,550
12.	152	0	152	LF	INSTALL 6.625 OD HDPE BEACH PUMP STATION FORCE MAIN BY DIRECT BURIAL	\$300	\$0	\$45,600	\$45,600	\$184	\$27,968	\$0	\$27,968
13.	1	0	1	EA	CONSTRUCT BEACH ROAD PUMP STATION FORCE MAIN VALVE VAULT CONNECTION	\$76,000	\$0	\$76,000	\$76,000	\$40,000	\$40,000	\$0	\$40,000
14.	1	0	1	EA	CONNECT NEW 6.625 OD HDPE BEACH PUMP STATION FORCE MAIN TO EXISTING VALVE PIT	\$15,000	\$0	\$15,000	\$15,000	\$21,000	\$21,000	\$0	\$21,000
15.	32	32	64	SF	RESTORATION OF DAMAGED SIDEWALK AND DRIVEWAY APPROACH	\$50	\$1,600	\$1,600	\$3,200	\$120	\$3,840	\$3,840	\$7,680
16.	400	0	400	SF	RESTORATION OF DAMAGED TOWN OF TIBURON BRICK AND REINFORCED CONCRETE SIDEWALK CROSSING	\$80	\$0	\$32,000	\$32,000	\$71	\$28,400	\$0	\$28,400
17.	10	10	20	LF	CURB AND GUTTER REPLACEMENT	\$50	\$500	\$500	\$1,000	\$110	\$1,100	\$1,100	\$2,200
18.	300	600	900	TON	ASPHALT CONCRETE TRENCH REPAIR AND REPLACEMENT OF PAVEMENT MARKINGS	\$290	\$174,000	\$87,000	\$261,000	\$420	\$126,000	\$252,000	\$378,000
19.	25	25	50	CY	HARD ROCK EXCAVATE/BURIED CONCRETE	\$1	\$25	\$25	\$50	\$80	\$2,000	\$2,000	\$4,000
20.	0.5	0.5	1	LS	GROUNDWATER PUMPING TREATMENT SYSTEM AND DISPOSAL	\$30,000	\$15,000	\$15,000	\$30,000	\$3,400	\$1,700	\$1,700	\$3,400
21.	0.5	0.5	1	LS	SHORING FOR ALL EXCAVATIONS	\$25,000	\$12,500	\$12,500	\$25,000	\$52,000	\$26,000	\$26,000	\$52,000
22.	0.5	0.5	1	LS	TEMPORARY SEWAGE BYPASSING	\$24,979	\$12,490	\$12,490	\$24,979	\$20,000	\$10,000	\$10,000	\$20,000
23.	CALTRANS APPROVED ENCROACHMENT PERMIT "DOUBLE PERMIT" (SUM TOTAL of 23a to 23f)								\$54,300				\$54,500
23a	0	1	1	LS	SHORING PLANS SIGNED AND SEALED BY CA. REGISTERED ENGINEER	\$5,000	\$0	\$5,000		\$3,000	\$0	\$3,000	
23b	0	1	1	LS	CAL-OSHA PERMIT FOR "TRENCHING AND EXCAVATION"	\$100	\$0	\$100		\$500	\$0	\$500	
23c	0	1	1	LS	TRAFFIC CONTROL PLANS	\$17,000	\$0	\$17,000		\$1,000	\$0	\$1,000	
23d	0	1	1	LS	WATER POLLUTION CONTROL PLANS (WPCP) SIGNED BY QSP, APPROVED BY RWQCB	\$14,000	\$0	\$14,000		\$5,000	\$0	\$5,000	
23e	0	1	1	LS	DEWATERING PLANS AND DEWATERING PERMIT FROM RWQCB	\$600	\$0	\$600		\$25,000	\$0	\$25,000	
23f	0	1	1	LS	GROUND MOVEM.5ENT MONITORING PLANS FOR ALL CALTRANS ROW WORK	\$17,600	\$0	\$17,600		\$20,000	\$0	\$20,000	
24.	9	12	21	EA	POTHOLE UTILITY MAINS	\$650	\$7,800	\$5,850	\$13,650	\$1,000	\$9,000	\$12,000	\$21,000
25.	14	6	20	EA	POTHOLE EXISTING SEWER FORCE MAIN AT 100 FOOT INTERVALS	\$650	\$3,900	\$9,100	\$13,000	\$1,000	\$14,000	\$6,000	\$20,000
26.	0.5	0.5	1	LS	APPROVED TRAFFIC CONTROL AND NOTIFICATIONS FROM TIBURON AND BELVEDERE	\$15,000	\$7,500	\$7,500	\$15,000	\$1,000	\$500	\$500	\$1,000
27.	0.5	0.5	1	LS	CHANGED CONDITION ALLOWANCE	\$40,000	\$20,000	\$20,000	\$40,000	\$40,000	\$20,000	\$20,000	\$40,000
28.	0.5	0.5	1	LS	AS-BUILT DRAWINGS	\$4,000	\$2,000	\$2,000	\$4,000	\$2,000	\$1,000	\$1,000	\$2,000
						TOTAL	\$599,315	\$1,372,657	\$1,971,971	TOTAL	\$1,301,811	\$773,339	\$2,075,150

\*math error: bid amount = \$2,105,750 (diff.\$30,600)

ADDITIVE ALTERNATE													
A-1	0.5	0.5	1	LS	REPLACE ALL INTERMEDIATE IMPORT BACKFILL OF EXCAVATIONS IN CITY OF BELVEDERE AND TOWN OF TIBURON WITH CONTROL DENSITY FILL (OR CLSM)	\$270,000	\$135,000	\$135,000	\$270,000	\$184,000	\$92,000	\$92,000	\$184,000

Check if Bid Item 1 is less than 5% of total cost				4.85%				4.82%
Addendum Acknowledge				y				y
Bid Signed				y				y
Contractors License Number				226767				644515
Bid Bond				y				y
DIR Registration Number				NONE				NONE
Subcontractors (list License/DIR #s if included)				NONE				NONE
				Pacific Boring Lic# 553794				Pacific Boring Lic# 553794
				Bayside Strip Lic# 883985				ABSL Construction Lic# 621781
				Cinquini & Passarino Lic# NA				
				Delta Grinding Lic# 736914				
Site Visit Affidavit				y				y
Major Equipment and Materials Suppliers				y				y
Certification of Drug-Free Workplace				y				y
Certification of Bidder's Experience and Qualifications				y				y
Three Year EMR				138				0.98
Three Year RIR				1.39				2.91
Three Year LTIR				0.73				1.77
Financial Statement Submitted				not yet				y
Non-Collusion Affidavit				y				y
Safety Compliance Affidavit				y				y



KJ Woods San Francisco, CA				Cratus Inc. San Francisco, CA				Team Ghilotti Petaluma, CA			
3				4				5			
BID				BID				BID			
Unit Price	Tib Amt	Belv Amt	Total Amount	Unit Price	Tib Amt	Belv Amt	Total Amount	Unit Price	Tib Amt	Belv Amt	Total Amount
\$94,608	\$47,304	\$47,304	\$94,608	\$90,000	\$45,000	\$45,000	\$90,000	\$61,346	\$30,673	\$30,673	\$61,346
\$513	\$789,507	\$309,339	\$1,098,846	\$500	\$769,500	\$301,500	\$1,071,000	\$414	\$637,146	\$249,642	\$886,788
\$850	\$192,100	\$0	\$192,100	\$1,000	\$226,000	\$0	\$226,000	\$1,277	\$288,602	\$0	\$288,602
\$25,800	\$25,800	\$0	\$25,800	\$60,000	\$60,000	\$0	\$60,000	\$22,757	\$22,757	\$0	\$22,757
\$12,000	\$12,000	\$0	\$12,000	\$15,000	\$15,000	\$0	\$15,000	\$14,500	\$14,500	\$0	\$14,500
\$10,500	\$31,500	\$52,500	\$84,000	\$5,000	\$15,000	\$25,000	\$40,000	\$6,250	\$18,750	\$31,250	\$50,000
\$3,400	\$3,400	\$0	\$3,400	\$5,000	\$5,000	\$0	\$5,000	\$8,750	\$8,750	\$0	\$8,750
\$16,900	\$16,900	\$0	\$16,900	\$10,000	\$10,000	\$0	\$10,000	\$15,000	\$15,000	\$0	\$15,000
\$1,000	\$7,000	\$0	\$7,000	\$800	\$5,600	\$0	\$5,600	\$1,530	\$10,710	\$0	\$10,710
\$14,400	\$0	\$14,400	\$14,400	\$70,000	\$0	\$70,000	\$70,000	\$97,000	\$0	\$97,000	\$97,000
\$1,750	\$192,500	\$0	\$192,500	\$2,000	\$220,000	\$0	\$220,000	\$1,025	\$112,750	\$0	\$112,750
\$318	\$48,336	\$0	\$48,336	\$400	\$60,800	\$0	\$60,800	\$350	\$53,200	\$0	\$53,200
\$21,000	\$21,000	\$0	\$21,000	\$15,000	\$15,000	\$0	\$15,000	\$58,800	\$58,800	\$0	\$58,800
\$12,000	\$12,000	\$0	\$12,000	\$15,000	\$15,000	\$0	\$15,000	\$57,000	\$57,000	\$0	\$57,000
\$15	\$480	\$480	\$960	\$15	\$480	\$480	\$960	\$40	\$1,280	\$1,280	\$2,560
\$75	\$30,000	\$0	\$30,000	\$13	\$5,200	\$0	\$5,200	\$75	\$30,000	\$0	\$30,000
\$40	\$400	\$400	\$800	\$50	\$500	\$500	\$1,000	\$102	\$1,020	\$1,020	\$2,040
\$225	\$67,500	\$135,000	\$202,500	\$160	\$48,000	\$96,000	\$144,000	\$307	\$92,100	\$184,200	\$276,300
\$135	\$3,375	\$3,375	\$6,750	\$20	\$500	\$500	\$1,000	\$538	\$13,450	\$13,450	\$26,900
\$50,000	\$25,000	\$25,000	\$50,000	\$30,000	\$15,000	\$15,000	\$30,000	\$57,000	\$28,500	\$28,500	\$57,000
\$33,700	\$16,850	\$16,850	\$33,700	\$70,000	\$35,000	\$35,000	\$70,000	\$22,000	\$11,000	\$11,000	\$22,000
\$22,500	\$11,250	\$11,250	\$22,500	\$40,000	\$20,000	\$20,000	\$40,000	\$61,500	\$30,750	\$30,750	\$61,500
			\$15,100				\$20,500				\$49,063
\$2,100	\$0	\$2,100		\$5,000	\$0	\$5,000		\$6,085	\$0	\$6,085	
\$500	\$0	\$500		\$1,000	\$0	\$1,000		\$955	\$0	\$955	
\$2,500	\$0	\$2,500		\$1,500	\$0	\$1,500		\$8,111	\$0	\$8,111	
\$2,500	\$0	\$2,500		\$5,000	\$0	\$5,000		\$19,777	\$0	\$19,777	
\$5,000	\$0	\$5,000		\$3,000	\$0	\$3,000		\$6,100	\$0	\$6,100	
\$2,500	\$0	\$2,500		\$5,000	\$0	\$5,000		\$8,035	\$0	\$8,035	
\$300	\$2,700	\$3,600	\$6,300	\$300	\$2,700	\$3,600	\$6,300	\$1,350	\$12,150	\$16,200	\$28,350
\$300	\$4,200	\$1,800	\$6,000	\$300	\$4,200	\$1,800	\$6,000	\$1,350	\$18,900	\$8,100	\$27,000
\$10,000	\$5,000	\$5,000	\$10,000	\$25,000	\$12,500	\$12,500	\$25,000	\$5,525	\$2,763	\$2,763	\$5,525
\$40,000	\$20,000	\$20,000	\$40,000	\$40,000	\$20,000	\$20,000	\$40,000	\$40,000	\$20,000	\$20,000	\$40,000
\$500	\$250	\$250	\$500	\$2,000	\$1,000	\$1,000	\$2,000	\$4,700	\$2,350	\$2,350	\$4,700
TOTAL	\$1,586,352	\$661,648	\$2,248,000	TOTAL	\$1,626,980	\$668,380	\$2,295,360	TOTAL	\$1,592,901	\$777,241	\$2,370,141

\$50,000	\$25,000	\$25,000	\$50,000	\$200,000	\$100,000	\$100,000	\$200,000	\$13,577	\$6,789	\$6,789	\$13,577

			4.21%				3.92%				2.59%
			y				y				y
			y				y				y
			701797				987888				895384
			y				y				y
			NONE				NONE				NONE
			NONE				NONE				NONE
	West Coast Boring Lic# 790076				Pacific Boring Lic# 553794				F3 & Associates Lic# NA, DIR# 1000010171		
	Striping Graphics Lic# 576756				Thomas J's Welding Lic# 829128				Pacifci Boring Lic# 553794, DIR# 1000003953		
									Sewer Service Lic #491815, DIR# 1000025160		
									& Son Weldin Lic# 357145, DIR# 1000008027		
									Bayline Cutting & Coring Lic#883985, DIR# 1000001757		
									Fowler Electric Services, Lic#632186, DIR# 1000023124		
			y				y				y
			y				y				y
			y				y				y
			y				y				y
			0.73				0.92				0.91
			2.08				1.51				6.41
			2.08				1.51				5.06
			half				y				y
			y				y				y
			y				y				missing



## ▼ Contractor's License Detail for License # 226767

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

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

Data current as of 5/20/2020 1:02:

### Business Information

MAGGIORA AND GHILOTTI INC  
555 DUBOIS STREET  
SAN RAFAEL, CA 94901  
Business Phone Number:(415) 459-8640

**Entity** Corporation  
**Issue Date** 07/14/1964  
**Expire Date** **03/31/2021**

### License Status

**This license is current and active.**

**All information below should be reviewed.**

### Classifications

- ▶ [A - GENERAL ENGINEERING CONTRACTOR](#)
- ▶ [B - GENERAL BUILDING CONTRACTOR](#)
- ▶ [C-8 - CONCRETE](#)
- ▶ [C12 - EARTHWORK AND PAVING](#)
- ▶ [C21 - BUILDING MOVING, DEMOLITION](#)
- ▶ [C42 - SANITATION SYSTEM](#)
- ▶ [C32 - PARKING AND HIGHWAY IMPROVEMENT](#)
- ▶ [C34 - PIPELINE](#)

## Bonding Information

### Contractor's Bond

This license filed a Contractor's Bond with [OHIO CASUALTY INSURANCE COMPANY \(THE\)](#).

**Bond Number:** 070010928

**Bond Amount:** \$15,000

**Effective Date:** 01/01/2016

**Cancellation Date:** 06/22/2020

[Contractor's Bond History](#)

### Bond of Qualifying Individual

The qualifying individual GARY MICHAEL GHILOTTI certified that he/she owns 10 percent or more of the voting stock/membership in this company; therefore, the Bond of Qualifying Individual is not required.

**Effective Date:** 12/12/1991

## Workers' Compensation

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

**Policy Number:** UB9J2104711926G

**Effective Date:** 10/01/2019

**Expire Date:** 10/01/2020

[Workers' Compensation History](#)

## Other

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

## Contractor Information

**Legal Entity Name**

MAGGIORA &amp; GHILOTTI, INC.

**Legal Entity Type**

Corporation

**Status**

Active

**Registration Number**

1000007991

**Registration effective date**

7/1/2019

**Registration expiration date**

6/30/2021

**Mailing Address**

555 DUBOIS STREET SAN RAFAEL 94901 CA Unit...

**Physical Address**

555 DUBOIS STREET SAN RAFAEL 94901 CA Unit...

**Email Address****Trade Name/DBA****License Number(s)**

CSLB:226767

## Registration History

Effective Date	Expiration Date
6/8/2018	6/30/2019
6/6/2017	6/30/2018
5/12/2016	6/30/2017
6/2/2015	6/30/2016
2/2/2015	6/30/2015
7/1/2019	6/30/2021

## Legal Entity Information

**Corporation Number:** 94-1574746**Federal Employment****Identification Number:****President Name:** GARY GHILOTTI**Vice President Name:** SCOTT GHILOTTI**Treasurer Name:** SCOTT GHILOTTI**Secretary Name:** MATTHEW PETRAY**CEO Name:** GARY GHILOTTI**Agent of Service Name:** GARY GHILOTTI**Agent of Service Mailing ...** 555 DUBOIS STREET SAN RAFAEL 94901 CA United States of America

## Workers Compensation

**Do you lease employees through Professional Employer Organization (PEO)?:**  
**Please provide your current workers compensation insurance information below:**

No

PEO Information	PEO Name	PEO Phone	PEO Email
-----------------	----------	-----------	-----------

Insured by Carrier

**Policy Holder Name:** MAGGIORA & GHILOTTI, INC.

**Insurance Carrier:** TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA

**Policy Number:** 18493701

**Inception date:** 9/30/2016

**Expiration Date:** 9/30/2019

May 18, 2020

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

**Re: Cove Road Force Main Replacement Project  
Proposal for Construction Management Services**

Dear Tony:

As requested Nute Engineering is pleased to submit the following proposal for the construction management services for the Cove Road Force Main Replacement.

**BACKGROUND**

The existing Cove Road force main serves almost all of the City of Belvedere service area of Sanitary District No. 5. This existing force main is 10" diameter asbestos cement pipe (ACP), 2,107 feet long running from Belvedere Pump Station No. 1 on Cove Road to a manhole on Tiburon Blvd at Main Street. Belvedere Pump Station No. 1 was originally constructed in 1961 and reconfigured in 1981 with two dry weather submersible pumps and two wet weather pumps to accommodate both dry and wet weather flows. However, during peak wet weather flows, the pump station falls behind due to capacity limitations of the existing force main.

District staff has had concerns about the condition of the ACP force main pipe because it is over 50 years old. ACP pipe has been known to soften on the top, particularly when air is trapped in the line. The ACP pipeline has failed and been fixed twice. A new force main would provide additional service life and potentially more capacity, which would improve overall reliability.

Nute Engineering has prepared plans for constructing a parallel, and larger capacity Cove Road Pump Station force main and the project is currently out to bid.

The Beach Road Pump Station force main runs along Tiburon Blvd and discharges into the same manhole as does the Cove Road force main. In order to provide backup and redundancy for Beach Road Pump Station, a new 6 inch force main will be constructed to connect to the new Cove Road Pump Station force main.

This project is to be constructed within three road jurisdictions for different segments of the force main: City of Belvedere, Town of Tiburon and the Caltrans right of way for Highway 131 (Tiburon Blvd). Nute Engineering has worked closely with the District and representatives of these Districts to inform them of the impending project and to obtain encroachment permits or permit conditions as necessary.

## **SCOPE OF WORK**

Nute Engineering construction management personnel will team with Willis Land Surveyors for project layout and elevation grade checks within the three jurisdictions this project crosses. Miller Pacific Engineering Group, Geotechnical Engineers of Novato, CA, will provide project backfill compaction testing in the field and CDF backfill lab testing, plus a final report to right of way jurisdictions.

For the Engineering Services During Construction, Nute Engineering will provide the typical review of the contractor's requests for information, material submittals review and changed condition claims and manage contractor construction meetings with the District Staff.

For the optional Construction Observation Services, Nute Engineering has arranged to have Karen Chew, PE, for the on-site construction observation. Karen recently retired from San Rafael Sanitation District construction management staff and has had many years of experience working on underground pipeline projects in San Rafael. She is a licensed engineer, and particularly good at working as an interface with the public, businesses, other utilities and other agencies during construction projects. These skills will be effective in the day-to-day management of the contractors work and activities.

### **Schedule A Services – Engineering Services During Construction**

The construction management services for the improvements to the Cove Road Pumps Station force main will consist of the following items of work:

1. Prepare agenda and attend preconstruction meeting.
2. Provide construction staking for new sewer force main on Cove Road, Beach Road, Juanita Lane and Tiburon Blvd (Hwy 131).
3. Prepare agendas and facilitate bi-weekly construction meetings (assume 6 meetings).
4. Review and respond to contractor's requests for information.
5. Review contractor's Caltrans submittals and assist with Caltrans coordination.
6. Review contractor's submittals and working drawings as necessary.
7. Provide consultations with the District regarding construction issues as necessary.

8. Geotechnical testing services (compaction and CDF testing)
9. Evaluate proposals for modifications to contract work and prepare change orders for District's approval.
10. Review and prepare monthly progress billings.
11. Provide engineering oversight during final force main testing.
12. Prepare a set of record drawings for the project.

### **Schedule B Services – (Optional) On site Construction Observer Services**

Provide a construction observer 4 hours per day for the contract period :

- Construction observation hours assumes that the observer will be on-site for 4 hours per work day for the 90 calendar day project (65 estimated working days, 30 minute back and forth drive time) the Project Manager on-site 5 hours per week.
- The construction observer is familiar with direct burial construction materials, and methods of construction.
- During the construction day the observer will monitor daily activities and track progress.
- During the construction day the observer will monitor the Contractor Safety Practices, and bring unsafe conditions to the attention of the District.
- During the construction day the observer will monitor the Contractors environmental practices including dust control and control and treatment of any surface water or ground water generated on the construction site.
- During the construction day the observer will monitor the contractor's compliance with the Caltrans Encroachment Permit, the Town of Tiburon Encroachment Permit and the City of Belvedere Encroachment Permit.
- Finally the construction observer will handle the daily issues which may arise with the public and members of the business community.

### **SERVICES NOT INCLUDED IN THIS PROPOSAL**

It is understood that the following services are outside the scope of this proposal and can be provided by Nute Engineering or by others as deemed necessary:



1. Potholing of underground utilities.
2. Investigation of potential hazardous wastes in the soil or groundwater.
3. Environmental review or preparation of an environmental impact report of the project.
4. Necessary permit applications and application fees.
5. Legal services in connection with the project.
6. Title searches and appraisals.
7. Acquisition of rights of ways, rights of entries or construction permits.
8. On site construction observation services unless specifically authorized in the optional construction observation services (see above).

## **ENGINEERING FEE**

We propose to do all the work on a time and materials basis to be billed according to the Schedule of Hourly Rates attached hereto as Attachment A. The estimated labor hours and costs for the work by task and job classification are shown in Attachment B. The following are budgets for the engineering fees for the various schedules outlined above:

Schedule A – Engineering Services During Construction	\$ 87,000
Schedule B – Onsite Construction Observer Services	\$ 70,000

Very truly yours,

NUTE ENGINEERING

By: 

Mark T. Wilson, P.E.

Attachment A – Schedule of Hourly Rates  
Attachment B – Project estimating sheet



## **ATTACHMENT A**

### **2020 HOURLY RATE SCHEDULE**

<b>OFFICE PERSONNEL</b>	<b>HOURLY RATE</b>
Principal Engineer	\$247.00
Senior Engineer	202.00
Engineer III	190.00
Engineer II	183.00
Engineer I	158.00
Field Representative*	173.00
Assistant Engineer II	123.00
Assistant Engineer I	114.00
Senior Designer	180.00
CAD Drafter II	151.00
CAD Drafter I	132.00
Technical Administrative Support	113.00
Clerical	97.00
<b>LITIGATION SERVICES</b>	
Court Appearance/Deposition	356.00

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

### **REIMBURSABLE EXPENSES**

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

**EFFECTIVE DATE:** January 1, 2020

SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
COVE ROAD PS FORCE MAIN REPLACEMENT PROJECT  
CONSTRUCTION MANAGEMENT AND ENGINEERING SERVICES DURING CONSTRUCTION and CONSTRUCTION OBSERVATION PROPOSAL  
PROJECT ESTIMATING SHEET

Nute Engineering  
907 Mission Ave  
San Rafael, CA 94901

TASKS		Mark T. Wilson	Karen Chew	Brendan O'Dwyer	Barbara Dabney	Direct Costs	Direct Cost Markups	
		Senior Engineer	Engineer II	CAD Drafter I	Tech Admin Support			
		\$202	\$183	\$132	\$113			
SCHEDULE A - ENGINEERING SERVICES DURING CONSTRUCTION								
1. Prepare agenda and attend preconstruction meeting		2	4					
2. Provide const. staking for new sewer FM on Cove Rd, Beach Rd, Juanita Ln & Tiburon Blvd (Hwy 131)			6			\$11,032	\$1,103	
3. Prepare agendas and facilitate bi-weekly construction meetings (assume 6 meetings)		12	24		13			
4. Review and respond to contractors requests for information		16	16	12	16			
5. Review Contractors Caltrans Submittals and Assist with Caltrans Coordination		2	8					
6.	Review Contractor's submittals and working drawings as necessary	8	24		16			
7. Provide consultations with the District regarding construction issues as necessary		24	24					
8. Geotechnical testing services (compaction and CDF testing)						\$20,000	\$2,000	
9. Evaluate proposals for modifications to contract work and prepare change orders for District's approval		2	4	8	12			
10. Review and prepare monthly progress billings		4	10		8			
11. Provide engineering oversight during final force main testing		2	2	6				
12. Prepare a set of record drawings for the project				32	8			
Total Hours		72	122	58	73			
Total Schedule C Costs		\$14,544	\$22,326	\$7,656	\$8,249	\$31,032	\$3,103	\$86,910
SCHEDULE B - ONSITE CONSTRUCTION OBSERVER SERVICES								
1. Provide a construction observer 4 hours per day for the contract period*		65	292		30			
Total Hours		65	292		30			
Total Schedule D Costs		\$13,130	\$53,436		\$3,390			
Total Schedule A and B								\$156,866

\*Construction observation hrs assumes observer will be on-site for 4 hrs/work day (30 min. drive time each work day) for 90 calendar day project (65 working days) -

Project Manager on-site 5 hours per week

The construction observer is familiar with direct burial construction materials , and methods of construction.

During the construction day observer will monitor daily activities and track progress

During the construction day observer will monitor Contractor Safety Practices and bring unsafe conditions to the attention of the District

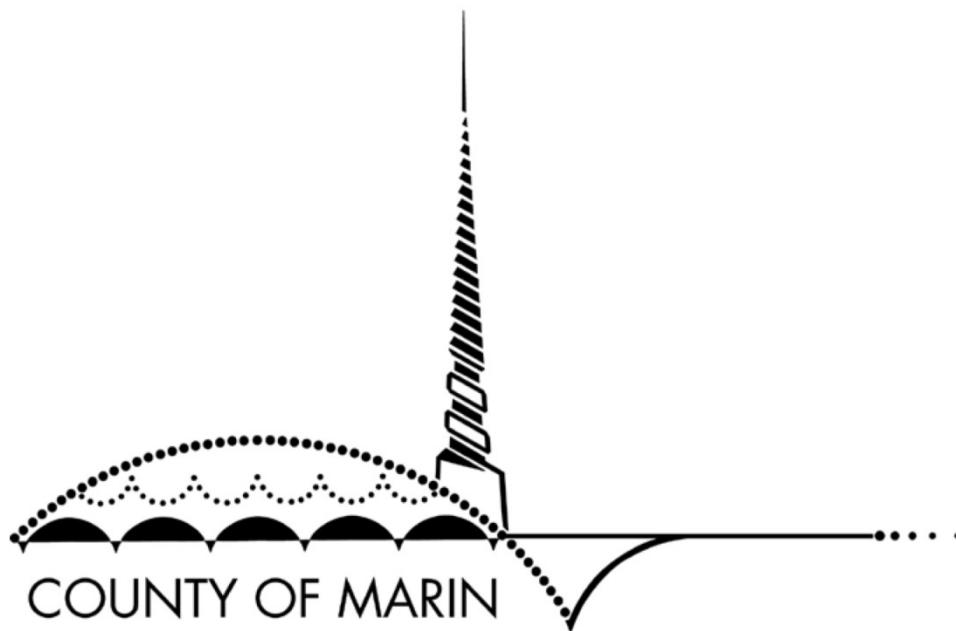
During the construction day observer will monitor Contractors environmental practices incl. dust control, control/treatment of surface water or groundwater generated on const. site

During the construction day observer will monitor Contractors compliance with Caltrans Encroachment Permit (EP), Town of Tiburon EP and City of Belvedere EP

2019–2020 MARIN COUNTY CIVIL GRAND JURY

# Follow-Up Report on Web Transparency of Agency Compensation Practices

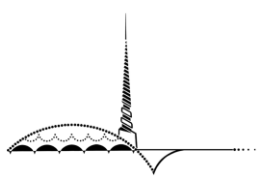
April 28, 2020



### **A Note about the Coronavirus Pandemic**

The 2019–2020 Marin County Civil Grand Jury is issuing its reports during the unprecedented conditions of the COVID-19 pandemic. We are well aware that Marin County is in crisis and that critical public health concerns, operational difficulties, and financial challenges throughout the county have a greater claim to government attention right now than the important issues raised by this Grand Jury.

We are confident that, in due course, Marin will come through this crisis as strong as ever.



# Follow-Up Report on Web Transparency of Agency Compensation Practices

## Summary

Many Marin public agencies fail to make the compensation for their elected officials and employees fully transparent on their public websites, despite state legal requirements and past Grand Jury recommendations that they do so. The 2019–2020 Grand Jury examined the current status of 34 Marin public agency websites to determine if they are meeting transparency standards with respect to compensation disclosures.

California law requires most public agencies to report the annual compensation of their “elected officials, officers, and employees” to the state controller’s office, which posts this information on its Government Compensation in California website at *publicpay.ca.gov* (Public Pay).<sup>1</sup> Each local agency with a website also is legally required to post “in a conspicuous location . . . information on the annual compensation of its elected officials, officers and employees.”<sup>2</sup>

All of Marin’s cities, towns, and major agencies have websites, so each of them is required to post annual compensation data, and the public should be able to easily find this information.

Over and above these basic legal requirements, the public has an interest in understanding compensation policies with regard to elected officials, including information about wages, health and retirement benefits, and reimbursement policies. There is a wide variance in compensation policies and the total amounts and benefits paid to elected officials. The public should be able to access this information easily and quickly rather than having to dig through meeting minutes or policy manuals that may or may not be easy to find on a website.

The 34 agency websites audited included those of the County of Marin, Marin’s 11 cities and towns, 10 sanitary districts, 9 fire districts, and 3 water districts. The Grand Jury wanted to know if the legal disclosure requirements were met and if detailed information about compensation and benefits for elected officials was readily available.

This investigation revealed that a great majority of audited agency websites failed to comply fully with legal compensation disclosure requirements. Compensation information was often difficult to find and outdated. Information on actual compensation paid to elected officials was also missing, difficult to find, or insufficient. In many cases, it was difficult to find information about compensation policies for elected officials. In contrast, the Marin Municipal Water

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<sup>1</sup> California Government Code § 53892, accessed March 30, 2020, [https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=53892](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=53892).

<sup>2</sup> California Government Code § 53908, accessed March 30, 2020, [http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=53908](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=53908).

District<sup>3</sup> (MMWD) and the North Marin Water District<sup>4</sup> each annually post a detailed report on the compensation of their elected officials.

This Grand Jury report makes specific recommendations for every agency to follow to ensure compliance with legal requirements and to go beyond compliance to achieve higher standards of public transparency.

## Background

The transparency of public agencies and their compensation policies has been an ongoing topic of state and local concern. In recent years, the state legislature amended the California Government Code to require the posting of annual compensation data on agency websites.<sup>5</sup> Local agencies are now required to report their compensation data to the state controller's office, which posts the data on the Public Pay site.<sup>6</sup>

Since 2014, the Marin County Civil Grand Jury has published four reports on web transparency:

- A 2013–2014 Grand Jury report, *What Are Special Districts and Why Do They Matter?*, recommended that the county post a complete list of all of Marin's special districts on its website to enable residents to understand the extent of local government.<sup>7</sup> The county did not fulfill this recommended action.
- In March 2016, the 2015–2016 Grand Jury followed up with its *Web Transparency Report Card*, reiterating, among other things, that the master list of special districts should be completed.<sup>8</sup> It also recommended that all agencies should update their websites "to include the annual compensation of . . . elected officials, officers and employees."<sup>9</sup> These recommended actions were not completed.
- The 2016–2017 Grand Jury issued its *Web Transparency Report Card Update*, which noted a marked improvement in the quality of agency websites. This report card also noted additional room for improvement for many agencies.<sup>10</sup>

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<sup>3</sup> Marin Municipal Water District, *Annual Report on Board Compensation*, August 7, 2018, <http://marinwater.org/DocumentCenter/View/3602/Board-Compensation-Annual-Report?bidId=>.

<sup>4</sup> North Marin Water District, 2018 Compensation Report, accessed March 30, 2020, <https://www.nmwd.com/pdfs/NMWDCompensationReportCY2018.pdf>.

<sup>5</sup> California Government Code § 53908

<sup>6</sup> Government Compensation in California, accessed March 30, 2020, <https://publicpay.ca.gov>.

<sup>7</sup> Marin County Civil Grand Jury, *What Are Special Districts and Why Do They Matter?*, May 20, 2014, [https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2013/spd\\_master\\_list\\_report.pdf](https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2013/spd_master_list_report.pdf).

<sup>8</sup> Marin County Civil Grand Jury, *2015–2016 Web Transparency Report Card: Bringing Marin County's Local Governments to Light*, March 10, 2016, [https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2015/responses/webtransparencypcard/2015\\_16-web-transparency-report-card.pdf](https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2015/responses/webtransparencypcard/2015_16-web-transparency-report-card.pdf).

<sup>9</sup> Marin County Civil Grand Jury, *2015–2016 Web Transparency Report Card: Bringing Marin County's Local Governments to Light*, p. 10.

<sup>10</sup> Marin County Civil Grand Jury, *2016–2017 Web Transparency Report Card Update*, June 8, 2017, <https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2017/web-transparency-update.pdf>.

- In a report entitled *Special Districts Transparency Update*, the 2018–2019 Grand Jury noted that the special districts list recommended by the 2013–2014 Grand Jury still had not been created.<sup>11</sup> The report reiterated this recommendation and suggested that the special district list include “complete compensation components and amounts (including salary, insurance, stipends, in kind goods, conference fees and other benefits, and reimbursements).”<sup>12</sup>

The Grand Jury has focused on these issues for more than six years, without satisfactory resolution. Perhaps with this follow-up report, agencies will come to understand the vital importance of public transparency and will be more forthcoming with this information and finally improve their websites. Public transparency regarding compensation of elected officials is essential because the public needs accurate information about its government agencies. Transparency helps to maintain trust in the government and gives information to the public that helps guide decisions on matters of self-governance. It makes responsive democracy work.

## Approach

The Grand Jury reviewed the work of prior juries as published in the four previous reports and audited the websites of 34 of Marin’s public agencies, including the County of Marin, Marin’s 11 cities and towns, 10 sanitary districts, 9 fire districts, and 3 water districts (this report uses the term “agency” to refer to these diverse jurisdictions). Jurors reviewed these websites to determine if they met the legal requirements by providing easy access to accurate, current compensation data for public employees. Jurors also checked the board or council pages of these websites to determine if they included detail about annual compensation for elected officials.

The audit was conducted by having at least one juror review each agency’s website and compile a list of any deficiencies. This work was then reviewed by at least two other jurors. Those three jurors then reached a consensus for each agency. These agency website reviews were valid as of February 20, 2020.

## Discussion

### The Public Should Know the Compensation of Its Elected Officials

The taxpaying public has a right to know the compensation of its elected officials. Compensation may include the following:

- Monthly wages or a fixed stipend per meeting attended
- Additional compensation for sitting on affiliated boards, subcommittees, or commissions, or for attending extra meetings on behalf of their agency

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<sup>11</sup> Marin County Civil Grand Jury, *Special Districts Transparency Update*, June 13, 2019, <https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2018-19/special-districts-transparency-update.pdf>.

<sup>12</sup> Marin County Civil Grand Jury, *Special Districts Transparency Update*, p. 5.



- Healthcare benefits
- Retirement benefits
- Reimbursement for travel, attending conferences, or industry events
- Reimbursement for cell phones, computers, or tablets (or free use of such equipment)

The public should be informed that there is a wide variance in compensation policies. Some agencies have adopted a policy not to compensate their elected officials. In addition, total compensation and benefits paid to elected officials for similar agencies varies. The high and low ranges for compensation at various types of agencies are summarized in Table 1. In some cases, elected officials waive their right to some or all compensation.

### County Supervisors

Unlike elected officials in most cities, towns, and other agencies, Marin County supervisors are full-time employees and receive full-time salaries and benefits. Total 2018 annual compensation for members of the Marin County Board of Supervisors ranged from \$173,000 to \$186,000, plus benefits.

**Table 1. Ranges of Elected Officials Annual Compensation in 2018**

Agency Type	Low*	High
Cities/Towns	\$0	\$17,000
Fire Districts	0	2,800
Sanitation Districts	0	19,000
Water Districts	1,600	39,000

\* Low does not reflect those who waive compensation in agencies that pay their elected officials.

### City and Town Council Members

For town and city councilmembers, total annual compensation for 2018 ranged from zero in Belvedere, Ross, and Tiburon to about \$17,000 in San Rafael. Annual compensation was typically in the \$3,000 to \$5,000 range, and councilmembers in some municipalities, including San Rafael, elected to waive compensation.

### Fire District Board Members

Total 2018 compensation for individual board members in Marin's nine audited fire districts ranged from zero to \$2,800. Board members in the Bolinas, Sleepy Hollow, Southern Marin, and Stinson Beach Fire Protection Districts do not receive compensation. In the Novato Fire Protection District, 2018 compensation for one board member was about \$2,800. The Central Marin Fire Authority was formed in 2018 and, as of February 1, 2020, had not yet filed its first compensation data with the state controller, but the agency is included in this report so that it will fulfill the requirement that it post its compensation data.

### Sanitation District Board Members

In Marin's 10 sanitation districts, 2018 total annual board member compensation ranged from zero in the Tiburon and Central Marin Sanitation Districts to as high as \$19,000 in the Las Gallinas Valley Sanitary District. Typically, annual board member compensation in Marin's sanitation districts ranges from \$1,000 to \$4,000.

## Water District Board Members

The 2018 annual board member compensation in Marin's three water districts ranged from \$1,600 in the Stinson Beach Water District to \$9,000 in the North Marin Water District to \$39,000 in the Marin Municipal Water District.

## Legal Requirements Regarding Compensation Disclosures

There are two sections in the California Government Code requiring compensation disclosures. Section 53892 requires that most public agencies (school districts are excluded) report annually to the state controller the total compensation of all "elected officials, officers and employees."<sup>13</sup> The state controller publishes this information for all agencies on the Public Pay website.

Section 53908 requires that if an agency has a website "it shall post, in a conspicuous location on its Internet Web site, information on the annual compensation of its elected officials, officers, and employees that is submitted to the controller." An agency could comply with this provision by posting a complete table on its website that includes all of the data actually filed with the state controller, and by updating that table each year. Section 53908 also allows an agency to comply with the transparency requirement by posting, "in a conspicuous location on its Internet Web site, a link to" the Public Pay site.<sup>14</sup>

The Grand Jury also notes that Section 53908 mentions *twice* that the Public Pay link must be "conspicuous," a term that is not defined in the code. For purposes of its investigation, the Grand Jury decided that a link could be deemed conspicuous if it satisfies *both* of the following criteria:

- The link is located on a page that is within three clicks of the website's home page (where a hover causing a menu to be revealed is equivalent to a click).
- The link can be found within five minutes of starting a search, whether by browsing menus or using a search box on the website.

This is a commonsense approach that, if anything, is generous to agencies, since internet users are unlikely to invest as much as five minutes in such a search.

The Grand Jury also determined that a Public Pay link that does not go directly to the agency's page on the Public Pay site for the most recently available year should not be considered compliant with the intent of the transparency requirements set forth in the law.

During its investigation, the Grand Jury discovered that some agencies were not reporting board member compensation to the state controller's office because they had been advised by the state controller's office that this was not required unless a W-2 form for the compensation was issued. Some elected officials are paid fees for which W-2 forms are not issued. State officials have now confirmed that the elected officials' compensation must be reported regardless of how they are paid.

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<sup>13</sup> California Government Code § 53892.

<sup>14</sup> California Government Code § 53908.

## Public Transparency of Compensation for Elected Officials

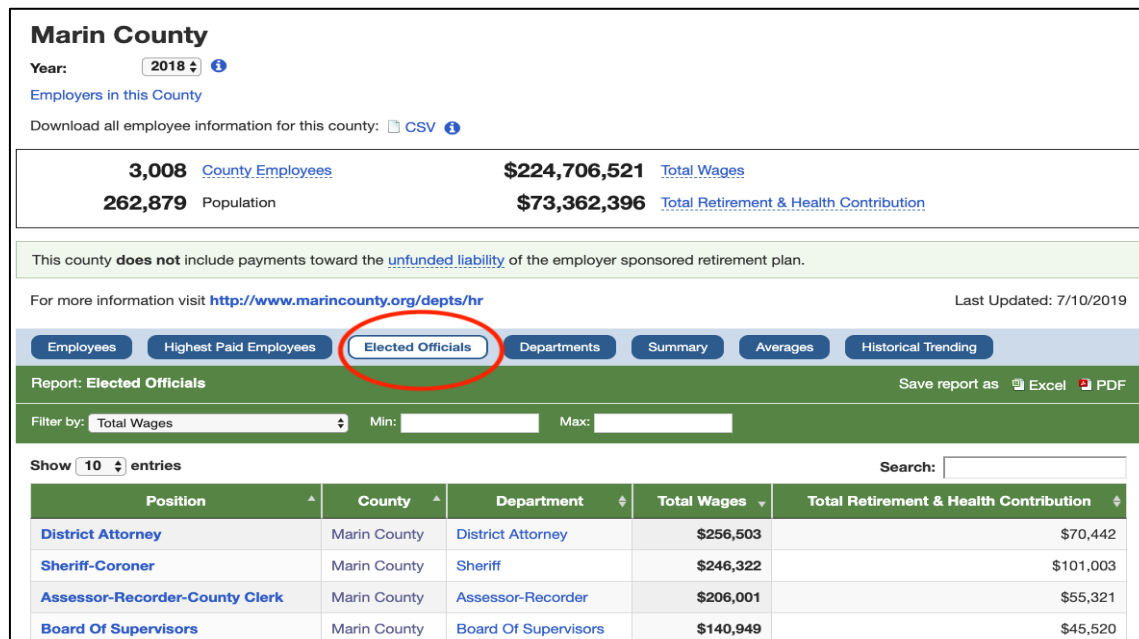
Beyond the basic legal requirements in California state law, public transparency goals would be better served by stronger disclosure of compensation policies and detailed compensation paid to elected officials. While total compensation paid to elected officials can be found by clicking an “Elected Officials” button on the agency’s page on the Public Pay site, as shown in Figure 1, most users would not necessarily see this link and might need to scroll through multiple pages of employees before finding the elected officials.

To make locating the information easier, a link can be included directly from the agency’s website to the elected officials data on the Public Pay site. This can be done by simply adding *&rpt=5* to the end of a regular Public Pay URL link.

The data on the Public Pay site for elected officials is limited to total wages and total retirement and health contributions. The site does not break out elements such as per-meeting stipends, reimbursements or payments for serving as an agency liaison to other advisory committees, councils, and forums. For better transparency on their websites, local agencies should disclose all elements of compensation for their elected officials and establish this higher standard as best practice for all of Marin County.

Both MMWD and the North Marin Water District have excellent practices with regard to transparency on compensation of their elected officials. The MMWD website’s board page provides a quick link to an annual compensation report detailing board compensation policies

**Figure 1. Public Pay Elected Officials Page Example**



**Source:** Government Compensation in California, accessed March 30, 2020, <https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=21&year=2018&rpt=5>

and annual amounts paid to each member for regular board meetings, board committees, other special board meetings, and liaison assignments to advisory committees, councils, and forums. It also details total annual payments for conferences, training, and memberships, as well as medical and dental benefits and other benefits, including iPad data plans. North Marin Water District discloses several annual board compensation elements by a direct link to the financial report it files with the state controller's office, but it is not as detailed as the MMWD report.

## **Results of the Website Audit**

The Grand Jury audit found that many website compensation links were missing or broken. In other cases, links were not easy to find. Policies and compensation for elected officials were not always posted. Thirty of the 34 audited agency websites failed to comply fully with legal disclosure requirements.

### **Missing or Inconspicuous Links**

Fifteen of 34 of the audited agency websites failed to post a compensation report or a "conspicuous" link to their data on the Public Pay site. These agencies are shown in Table 2. The worst example of this was the County of Marin's website, where four jurors were each unable to locate a compensation link after searching for at least 15 minutes.

In the investigation, the Grand Jury observed that several agencies post a link to the Transparent California website rather than to the Public Pay website.<sup>15</sup> Transparent California is not included in Government Code Section 53908, so this does not comply with the legal requirements.

The Grand Jury recommends that all the noncompliant agencies identified in Table 2 remedy these deficiencies by placing a Public Pay link on the web page listed in the table. Generally, the audit revealed that the best location for a Public Pay link is either the finance or human resources section of the agency's website.

### **Link Does Not Go Directly to the Agency's Most Recent Data**

Many agencies include a Public Pay link on their website that is deficient because it connects the user to an outdated page or to the state's Public Pay home page rather than directly to the local agency data on the Public Pay site. The Grand Jury believes this is largely due to a technical oversight.

Appendix A contains the recommended Public Pay link for each audited agency, as well as links for 22 additional agencies that were not audited. A key feature of these links is that they include the ID number of the agency, but exclude any parameter specifying a year (an example of this parameter is `&year=2016`). By *excluding* the specific year parameter, the link will automatically lead a user to the most recent available data for that agency, and it will not become outdated over time. This will save the agency the work of updating the link on an annual basis while reducing the chance of errors in future postings.

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<sup>15</sup> Transparent California, accessed March 30, 2020, <https://transparentcalifornia.com>.

**Table 2. Agency Websites with Missing or Inconspicuous Links to Compensation Data**

Agency	Recommended Conspicuous Location for Link
City of Mill Valley	<a href="http://www.cityofmillvalley.org/gov/departments/finance/default.htm">http://www.cityofmillvalley.org/gov/departments/finance/default.htm</a>
City of Sausalito	<a href="https://www.sausalito.gov/departments/administration/finance/financial-documents">https://www.sausalito.gov/departments/administration/finance/financial-documents</a>
Town of Tiburon	<a href="http://townoftiburon.org/154/Administration-Finance">http://townoftiburon.org/154/Administration-Finance</a>
County of Marin	<a href="https://www.marincounty.org/depts/df">https://www.marincounty.org/depts/df</a>
Bolinas Fire Protection District*	<a href="https://www.bolinasfire.org/board-members">https://www.bolinasfire.org/board-members</a>
Central Marin Fire Authority**	<a href="https://centralmarinfire.org/admin/finance">https://centralmarinfire.org/admin/finance</a>
Kentfield Fire Protection District	<a href="https://www.kentfieldfire.org/administration/finance-a-budget">https://www.kentfieldfire.org/administration/finance-a-budget</a>
Sleepy Hollow Fire Protection District	<a href="https://shfpd.org/about-us/finances">https://shfpd.org/about-us/finances</a>
Southern Marin Fire Protection District	<a href="https://www.southernmarinfire.org/admin">https://www.southernmarinfire.org/admin</a>
Stinson Beach Fire Protection District*	<a href="https://www.stinsonbeachfireprotectiondistrict.org/financials-budgets">https://www.stinsonbeachfireprotectiondistrict.org/financials-budgets</a>
Almonte Sanitary District	<a href="https://www.almontesd.org/governance.php">https://www.almontesd.org/governance.php</a>
Central Marin Sanitation Agency	<a href="https://www.cmsa.us/finance/">https://www.cmsa.us/finance/</a>
Las Gallinas Valley Sanitation District	<a href="http://www.lgvsd.org/about-us/board-of-directors/">http://www.lgvsd.org/about-us/board-of-directors/</a>
Ross Valley Sanitary District (Sanitary District No. 1)	<a href="https://www.rvsvd.org/31/Open-Government">https://www.rvsvd.org/31/Open-Government</a>
Stinson Beach Water District	<a href="http://stinson-beach-cwd.dst.ca.us/index.html">http://stinson-beach-cwd.dst.ca.us/index.html</a>

\* Existing link goes to Transparent California rather than Public Pay

\*\* Formed in 2018 and not required to report for that year

### Agency Websites Should Have a Link Directly to Elected Officials Data

Although it is simple to link directly to a page on the Public Pay website showing actual compensation paid to elected officials, none of the audited agencies currently do so. All Marin public agency websites should have a direct link from their board or council page to their “Elected Officials” page on the Public Pay site. All Marin agencies should adopt this higher standard of transparency.

A link to the “Elected Officials” page on the Public Pay site can be added simply by adding a new parameter to the end of the normal Public Pay link as is shown for all agencies in Appendix A. For instance, the City of San Rafael could include such a link by adding *&rpt=5* to

the end of its Public Pay link, resulting in the following:

<https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256&rpt=5>.

### **Agencies Should Post Compensation Policies and Annual Compensation Details**

The Grand Jury audit revealed that compensation policies for many agencies either were not posted or were scattered in a wide variety of hard-to-find locations. Eighteen of the 34 agencies did not post such information on the board or council pages of their websites. As described previously, public transparency is promoted by posting detailed information about the compensation policies for elected officials. All agencies should post this information on their board or council web pages. As an example, MMWD posts detailed information about the annual compensation of its elected officials. All Marin agencies should adopt this higher standard of transparency.

### **Conclusion**

To make informed decisions on matters of self-governance, the public needs to understand the workings of their public agencies, including the compensation of elected officials. Public transparency helps to maintain trust in the government. It makes responsive democracy work.

By following the recommendations in this report, Marin's public agency websites can come into compliance with state legal requirements. Following these recommendations will reduce the chance of errors and minimize the time needed to keep websites current. These changes also will improve public access to important information while increasing the transparency that is essential to good government in a democratic society.

### **Findings**

- F1. Many Marin public agencies fail to include on their websites either a link to the *publicpay.ca.gov* site showing compensation for their elected officials, officers, and employees, or a table showing such data. The Grand Jury determined that these agencies fail to comply with the requirements of Government Code Section 53908.
- F2. Any link to compensation data on an agency's website that takes more than five minutes or three clicks from the home page to locate, does not reasonably satisfy the intent of the Government Code that the information be easily located and "conspicuous" on the agency's website.
- F3. Any link to *publicpay.ca.gov* on an agency's website that fails to go directly to the agency's current compensation data on that website does not satisfy the intent of the Government Code that information be easily located.
- F4. Regarding compensation policies for elected officials, many public agencies do not provide the public with easy access to information regarding salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.

- F5. Regarding detailed disclosure of total compensation paid, most public agencies do not break out all components of compensation paid to their elected officials, including salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.
- F6. By comparison to other public agencies, Marin Municipal Water District annually publishes an exemplary report on its website of total compensation paid to its elected officials for salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees), councils and forums, reimbursements, health and retirement benefits, and other benefits such as equipment.

## Recommendations

- R1. To comply with the intent of Government Code Section 53908, no later than 90 days after the date of this report, agencies should include on their websites a link to the *publicpay.ca.gov* site showing compensation of their elected officials, officers, and employees using the formatted URL examples that are shown in Appendix A.
- R2. No later than 90 days after the date of this report, agencies should modify the location of their existing *publicpay.ca.gov* links to satisfy the requirement of Government Code Section 53908 that their link be “conspicuous.” Conspicuous locations for agencies are suggested in Table 2.
- R3. No later than 90 days after the date of this report, agencies should modify their existing *publicpay.ca.gov* links so that they provide a direct link to their current compensation data on the state site. To eliminate the need for annual updates, the URL used for the link should exclude any parameter specifying a year. Formatted URL examples are shown on Appendix A.
- R4. No later than 90 days after the date of this report, in addition to any other compensation links, agencies should include a link on their board or council web pages that leads directly to their “Elected Officials” page on the *publicpay.ca.gov* site, conforming to the format suggested on Appendix A.
- R5. No later than 120 days after the date of this report, agencies should include on their board or council web pages a comprehensive description of their policies regarding all compensation paid to elected officials specifying, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.
- R6. No later than 120 days after the date of this report, agencies should adopt a practice to compile and publish each year an annual report detailing the compensation actually paid to their elected officials for the previous calendar year. Compensation disclosures should include, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment. A link to this report should be posted on the agency’s board or council web page.

R7. No later than 90 days after the date of this report, agencies not audited in this report should review their websites for compliance with the legal requirements and higher public transparency standards recommended in Recommendations R1–R6 of this report and ensure that their websites include links to the *publicpay.ca.gov* site as shown in Appendix A.

## Request for Responses

According to the California Penal Code, agencies required to respond to Grand Jury reports generally have no more than 90 days to issue a response. It is not within the Grand Jury’s power to waive or extend these deadlines, and to the Grand Jury’s knowledge, the Judicial Council of California has not done so. But we recognize that the deadlines may be burdensome given current conditions caused by the COVID-19 pandemic.

Whether the deadlines are extended or not, it is our expectation that Marin's public agencies will eventually be able to return to normal operations and will respond to this report. In the meantime, however, public health and safety issues are of paramount importance and other matters might need to wait.

Pursuant to Penal Code Section 933.05, the Grand Jury requests responses from the following governing bodies:

Respondent	F1	F2	F3	F4	F5	R1	R2	R3	R4	R5	R6	R7
<b>Audited Agencies</b>												
County of Marin		X	X	X	X		X	X	X	X	X	
City of Belvedere			X		X			X	X		X	
City of Larkspur			X	X	X			X	X	X	X	
City of Mill Valley	X	X	X		X	X	X	X	X		X	
City of Novato			X		X			X	X		X	
City of San Rafael			X		X			X	X		X	
City of Sausalito		X			X		X		X		X	
Town of Corte Madera			X	X	X			X	X	X	X	
Town of Fairfax			X		X			X	X		X	
Town of Ross			X		X			X	X		X	
Town of San Anselmo			X		X			X	X		X	



<b>Respondent</b>	<b>F1</b>	<b>F2</b>	<b>F3</b>	<b>F4</b>	<b>F5</b>	<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>	<b>R5</b>	<b>R6</b>	<b>R7</b>
Town of Tiburon		X	X		X		X	X	X		X	
Bolinas Fire Protection District	X	X	X	X		X		X	X	X		
Central Marin Fire Authority	X	X				X						
Kentfield Fire Protection District		X	X		X		X	X	X		X	
Novato Fire Protection District			X	X	X			X	X	X	X	
Ross Valley Fire Department				X	X				X	X	X	
Sleepy Hollow Fire Protection District	X	X	X	X	X	X	X	X	X	X	X	
Southern Marin Fire Protection District		X			X		X		X		X	
Stinson Beach Fire Protection District	X	X	X			X		X	X			
Tiburon Fire Protection District			X	X	X			X	X	X	X	
Almonte Sanitary District	X	X	X	X	X	X	X	X	X	X	X	
Alto Sanitary District			X		X			X	X		X	
Central Marin Sanitation Agency		X	X		X		X	X	X		X	
Homestead Valley Sanitary District			X	X	X			X	X	X	X	
Las Gallinas Valley Sanitary District		X	X		X		X	X	X		X	
Novato Sanitary District			X	X	X			X	X	X	X	
Richardson Bay Sanitary District			X	X	X			X	X	X	X	
Ross Valley Sanitary District (Sanitary District No. 1)	X	X	X	X	X	X	X	X	X	X	X	
Sanitary District No. 5 – Tiburon-Belvedere				X	X				X	X	X	

<b>Respondent</b>	<b>F1</b>	<b>F2</b>	<b>F3</b>	<b>F4</b>	<b>F5</b>	<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>	<b>R5</b>	<b>R6</b>	<b>R7</b>
Sausalito-Marín City Sanitary District			X		X			X	X		X	
Marin Municipal Water District					X				X		X	
North Marin Water District					X				X		X	
Stinson Beach County Water District	X	X			X	X			X		X	
<b>Agencies Not Audited</b>												
Bel Marin Keys Community Services District												X
Belvedere-Tiburon Joint Recreation Committee District												X
Belvedere-Tiburon Library Agency												X
Bolinas Community Public Utility District												X
Central Marin Police Authority												X
Firehouse Community Park Agency												X
Inverness Public Utility District												X
Marin City Community Services District												X
Marin Clean Energy (MCE)												X
Marin County Resource Conservation District												X
Marin County Transit District												X
Marin General Services Authority (MGSA)												X
Marin Healthcare District												X

Respondent	F1	F2	F3	F4	F5	R1	R2	R3	R4	R5	R6	R7
Marin/Sonoma Mosquito and Vector Control District												X
Marinwood Community Services District												X
Muir Beach Community Services District												X
Sonoma-Marín Area Rail Transit District												X
Tamalpais Community Services District												X
Tomales Village Community Services District												X
Transportation Authority of Marin												X

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code Section 933 (c) and subject to the notice, agenda, and open meeting requirements of the Brown Act.

Note: At the time this report was prepared, information was available at the websites listed.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury *not* contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.

## Appendix A – Direct Public Pay Internet Links

### Properly Formatted PublicPay.ca.gov Link

**Note:** Agencies listed here can create a link to their “Elected Officials” page by adding *&rpt=5* at the end of their Public Pay URL below.

Agency	Agency Public Pay URL
<b>Audited Agencies</b>	
City of Belvedere	<a href="https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=248">https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=248</a>
City of Larkspur	<a href="https://publicpay.ca.gov/Reports/cities/City.aspx?entityid=251">https://publicpay.ca.gov/Reports/cities/City.aspx?entityid=251</a>
City of Mill Valley	<a href="https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=252">https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=252</a>
City of Novato	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=253">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=253</a>
City of San Rafael	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256</a>
City of Sausalito	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=257">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=257</a>
Town of Corte Madera	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=249">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=249</a>
Town of Fairfax	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=250">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=250</a>
Town of Ross	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=254">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=254</a>
Town of San Anselmo	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=255">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=255</a>
Town of Tiburon	<a href="https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=258">https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=258</a>
County of Marin	<a href="https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=21">https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=21</a>
Marinwood Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947</a>

**Properly Formatted PublicPay.ca.gov Link**

**Note:** Agencies listed here can create a link to their “Elected Officials” page by adding `&rpt=5` at the end of their Public Pay URL below.

Agency	Agency Public Pay URL
Bolinas Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1237">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1237</a>
Central Marin Fire Authority	Link not available at Public Pay as of February 20, 2020
Novato Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1239">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1239</a>
Ross Valley Fire Department	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2827">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2827</a>
Sleepy Hollow Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1240">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1240</a>
Southern Marin Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1241">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1241</a>
Stinson Beach Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1242">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1242</a>
Tiburon Fire Protection District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1243">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1243</a>
Almonte Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1986">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1986</a>
Alto Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1987">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1987</a>
Central Marin Sanitation Agency	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2814">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2814</a>
Las Gallinas Valley Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1989">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1989</a>
Novato Sanitary District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1990">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1990</a>
Ross Valley Sanitary District (Sanitary District No. 1)	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1992">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1992</a>
Marin Municipal Water District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2529">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2529</a>
North Marin Water District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2404">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2404</a>

**Properly Formatted PublicPay.ca.gov Link**

**Note:** Agencies listed here can create a link to their “Elected Officials” page by adding `&rpt=5` at the end of their Public Pay URL below.

Agency	Agency Public Pay URL
Stinson Beach County Water District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2405">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2405</a>
<b>Agencies Not Audited</b>	
Bel Marin Keys Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=945">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=945</a>
Belvedere-Tiburon Joint Recreation Committee District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2813">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2813</a>
Belvedere-Tiburon Library Agency	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1623">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1623</a>
Bolinas Community Public Utility District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2198">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2198</a>
Central Marin Police Authority	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2831">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2831</a>
Firehouse Community Park Agency	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2818">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2818</a>
Inverness Public Utility District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2199">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2199</a>
Marin City Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=946">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=946</a>
Marin Clean Energy (MCE)	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2821">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2821</a>
Marin County Resource Conservation District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2108">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2108</a>
Marin County Transit District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3399">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3399</a>
Marin General Services Authority (MGSA)	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2822">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2822</a>
Marin Healthcare District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1552">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1552</a>
Marin/Sonoma Mosquito and Vector Control District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1685">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1685</a>

**Properly Formatted PublicPay.ca.gov Link**

**Note:** Agencies listed here can create a link to their “Elected Officials” page by adding *&rpt=5* at the end of their Public Pay URL below.

Agency	Agency Public Pay URL
Marinwood Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947</a>
Muir Beach Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=948">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=948</a>
Sonoma-Marín Area Rail Transit District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3400">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3400</a>
Strawberry Recreation District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1905">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1905</a>
Tamalpais Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=949">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=949</a>
Tomaes Village Community Services District	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=950">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=950</a>
Transportation Authority of Marin	<a href="https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3480">https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3480</a>

BOARD OF DIRECTORS  
CATHARINE BENEDIKTSSON, PRESIDENT  
JOHN CARAPIET, MICHAEL LASKY  
TOD MOODY, RICHARD SNYDER

SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
2001 PARADISE DRIVE  
P.O. BOX 227  
TIBURON, CALIFORNIA 94920  
TELEPHONE (415) 435-1501  
FAX (415) 435-0221

ANTONIO RUBIO  
DISTRICT MANAGER  
ROBIN DOHRMANN  
OFFICE MANAGER

**Date:** May 1, 2020  
**To:** Marin County Civil Grand Jury  
**From:** Catherin Benediktsson, Board President  
**Subject:** Grand Jury Report Findings Response “Follow-Up on Web Transparency of Agency Compensation Practices”

This letter, along with the attached “Response to Grand Jury Report Form”, represents Sanitary District No.5 of Marin County’s response to the recent Grand Jury report titled *Follow-Up on Web Transparency of Agency Compensation Practices*: dated April 28, 2020. Comments or Explanations associated with specific Findings and Recommendations are included below.

## **FINDINGS**

**F4** – Regarding compensation policies for elected officials, many public agencies do not provide the public with easy access to information regarding salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.

### **WE DISAGREE WITH THIS FINDING**

Under the District’s “About Us” tab you can easily access the District’s compensation policies for elected officials. (For quick reference, please see: <http://www.sani5.org/about/board/board-information>)

**F5**- Regarding detailed disclosure of total compensation paid, most public agencies do not break out all components of compensation paid to their elected officials, including salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.

### **WE DISAGREE WITH THIS FINDING**

The District Rules of Procedure are available on the District’s website. The Districts “Directors shall receive compensation in an amount not to exceed \$100.00 per day for each day’s attendance at meetings of the Board.” For quick reference, please see: <https://www.codepublishing.com/CA/MarinCSD5/#!/MarinCSD502/MarinCSD50205.html>



## **RECOMENDATIONS**

**R5-** No later than 90 days after the date of this report, in addition to any other compensation links, agencies should include a link on their board or council web pages that leads directly to their “Elected Officials” page on the publicpay.ca.gov site, conforming to the format suggested on Appendix A.

### **IMPLEMENTED**

**The District provided a link shortcut as recommended on Appendix A of the grand jury report on the Districts website [www.sani5.org](http://www.sani5.org) on May 15, 2020. For quick reference, please see: <http://www.sani5.org/about/board/board-information>**

**R6-** No later than 120 days after the date of this report, agencies should include on their board or council web pages a comprehensive description of their policies regarding all compensation paid to elected officials specifying, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.

### **IMPLEMENTED**

**The District’s Rules of Procedure policy contains the information above and its available on the Districts website [www.sani5.org](http://www.sani5.org) and has been available since December 1, 2019. For quick reference, please see: <https://www.codepublishing.com/CA/MarinCSD5/#!/MarinCSD502/MarinCSD50205.html>**

**R6-** No later than 120 days after the date of this report, agencies should adopt a practice to compile and publish each year an annual report detailing the compensation actually paid to their elected officials for the previous calendar year. Compensation disclosures should include, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment. A link to this report should be posted on the agency’s board or council web page.

**WILL NOT BE IMPLEMENTED, because they are not warranted or are not feasible.**

The District’s Board of Directors make \$100 dollars per Board Meeting. The annual estimated cost for our Directors is budgeted in our annual budget as a single line item. The District also has monthly financial statements which track and account for actual payments to Directors throughout the course of the Fiscal Year. The District is very transparent in all of its financial obligations.

Sanitary District No.5 of Marin County appreciates the opportunity to respond to the Grand Jury's report and to explain to the Grand Jury the District's continued transparency regarding Directors pay and benefits on our website in the Districts continuing effort to keep our members of the public well informed on all matters relating to our Sanitary District.

NOTE: The Board of Directors of Sanitary District No. 5 of Marin County would like to point out that while the Grand Jury's search for transparency of the boards of the various Special Districts is commendable, it is disheartening that the Grand Jury is thus apparently concerned with FORM, while it does not seem to concern itself with matters of SUBSTANCE, such as why some districts provide extravagant compensation to their directors, including some boards whose members receive such compensation as medical and dental insurance, as well some boards, such as the Marin Municipal Water District, some of whose board members receive compensation in excess of \$20,000 per year. We suggest that the Grand Jury concern itself with requiring that each district justify its ranges of board compensation.

# 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>

**DECISION/ACTION ITEM LOG**  
**CIP Committee: May 12, 2020**  
Sanitary District No. 5 of Marin County  
**ACTIVE ITEMS SHEET**

Item #12

No.	Item	Submission Date	Responsible Party	DECISION ONLY		ACTION REQUIRED		Comment/Reference Document
				Due	Completed	Due	Completed	
28	2019 Sewer Rehab Project	3.12.19	Nute/TR/CIP				April/May, 2020	Recv'd Proposal for Project Eng. From Nute, 3.11.19; Currently Reviewing Plans, 5.14.19 - will bring to SD5 Board for approval, 5.16.19; Received Lowest Bid from Glossage Engineering, Inc., 6.7.19; <del>Contract fully executed &amp; NTP issued on 8.2.19 (work to begin within 10 days of notice);</del> Project currently under way, <del>9.10.19, 10.8.19, 11.12.19, 12.10.19, 1.14.20, 2.11.20, final billing &amp; retention release due upon invoicing,</del> 3.10.20; Project Completed, Retention Paid & received; TR to submit County Project Completion upon lifting of CA Mandate re SIP
29	Cove Rd. Force Main Replacement Project	3.12.19	Nute/TR/CIP					Nute Preparing Bid Docs, as of 3.12.19; Waiting for CalTrans response re horizontal drilling, as of 5.14.19; Still working w/ CalTrans, waiting for approval, as of 11.12.19; Design Review from Nute, 12.10.19, 1.14.19, 2.11.20; Received Caltrans Permit, 3.9.2020; <b>Notice for Sealed Bid @ Marin IJ on 4.28.2020 w/ Bids due 5.19.2020; Posted RFP at SD5 Wesbite, (<a href="http://www.sani5.org/about/contracts-proposals-bidding">http://www.sani5.org/about/contracts-proposals-bidding</a>), 5.5.2020</b>
30	Belvedere Pump Station #7: Panel Replacement	1.14.2020	TEAM Ghilotti / TR/CIP					Damage incurred on 1.9.2020; Concrete pad & ballards need to be replaced (TEAM Ghilotti, Inc.); Newly installed panel needs replacing; Replaced panel; Forwarding damage costs to insurance, as of 2.11.20; <del>Forwarded all documentation to BLS, 2.27.2020;</del> RLD checking w BLS re progress, 4.6.2020; <b>BWS Sent Ltr to Defendant, 5.6.2020</b>