

**SANITARY DISTRICT
of MARIN COUNTY**



SANITATION DISTRICT No. 5

Sewer Capacity and Miscellaneous User Fees Study

Final Report – August 6, 2024



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August 6, 2024

Tony Rubio
General Manager
Sanitary District No. 5 of Marin County
2001 Paradise Drive
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Subject: Sewer Capacity and Miscellaneous User Fees Study – Final Report

Dear Tony Rubio:

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

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

Sincerely,

HF&H CONSULTANTS, LLC

Rick Simonson
Senior Vice President

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GLOSSARY

ADU – Accessory Dwelling Unit

CIP - Capital Improvement Program.

District – Sanitation District No. 5

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

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

FY - Fiscal Year.

GPD - Gallons Per Day.

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

RCN – Replacement Cost New

RCNLD – Replacement Cost New Less Depreciation

SF – Square Feet

ACKNOWLEDGEMENTS

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LIMITATIONS

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

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

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

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

**SANITARY DISTRICT
of MARIN COUNTY**



**SEWER CAPACITY AND MISCELLANEOUS USER FEES
STUDY**

I. EXECUTIVE SUMMARY

BACKGROUND

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

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

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

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

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

FINDINGS AND RECOMMENDATIONS

Current Capacity Fees

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

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

Figure 1-1. Current Sewer Capacity Fees

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

Proposed Capacity Fees

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

Figure 1-2. Proposed Sewer Capacity Fees

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

Figure 1-3. Proposed Sewer Capacity Fees for ADUs

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

Current Miscellaneous User Fees

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

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

Additional Inspections Proposed Miscellaneous User Fees

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

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

Miscellaneous User Fees	Current Fee	Proposed Fee	\$ Change
Permit Administrative Fee	\$50.00	\$57.00	\$7.00
Sewer Inspection Fee - Each Occurrence			
Single Family Residence ¹	\$50.00	\$178.00	\$128.00
All Others (per 100 lineal feet) ²	\$50.00	\$178.00	\$128.00
Public Sewer Construction Permit (per 100 lineal feet)	\$50.00	\$241.00	\$191.00
Additional Trip Fee (if applicant not ready for inspection)	\$50.00	\$57.00	\$7.00

¹Residential inspections for single-family dwellings have a current fee of \$50 per residential building sewer installation. The proposed fee would be \$178.00 per residential building inspection.

²Applies to Commercial, Industrial, Church, School, Multiple Dwelling, Public, and Other Users, per 3.05.690 (2). Commercial inspection fees are charged based on a rate of \$50 per 100 lineal feet of sewer line installed, with a minimum inspection fee of \$100. Inspections spanning greater than 100 lineal feet are charged at a current rate of \$50.00 per 100 lineal feet. The proposed fee would be \$178.00 per 100 lineal feet of sewer line installed for Commercial customers and would be pro-rated.

Implementation

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

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

II. INTRODUCTION

CAPACITY FEES

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

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

MISCELLANEOUS FEES

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

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

STUDY PROCESS

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

REPORT ORGANIZATION

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

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

III. CAPACITY FEES

EXISTING CAPACITY FEES

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

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

Figure 3-1. Current Capacity Fees

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

Note: One EDU is equal to 30 fixture units.

METHODOLOGY

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

Facilities that Benefit Growth

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

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

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

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

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

Value of Facilities

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

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

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

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

Capacity in Facilities

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

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

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

CALCULATION OF PROPOSED FEES

Facilities included in Calculation

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

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

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

Figure 3-2. Facility Costs Recovered by Capacity Fees

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

Value of Facilities

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

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

Figure 3-3. Existing Sewer Treatment System Value

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

Figure 3-4. Existing Sewer Collection System Value

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

Figure 3-5. Existing Sewer System Value

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

Capacity of Facilities

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

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

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

Figure 3-6. Added System Value from CIP

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

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

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

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

Capacity Fees

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

Figure 3-8. Connection Fee Calculation

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

Figure 3-9. Proposed Sewer Capacity Fees

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

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

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

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

Figure 3-10. Proposed Sewer Capacity Fees for ADUs

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

Implementation

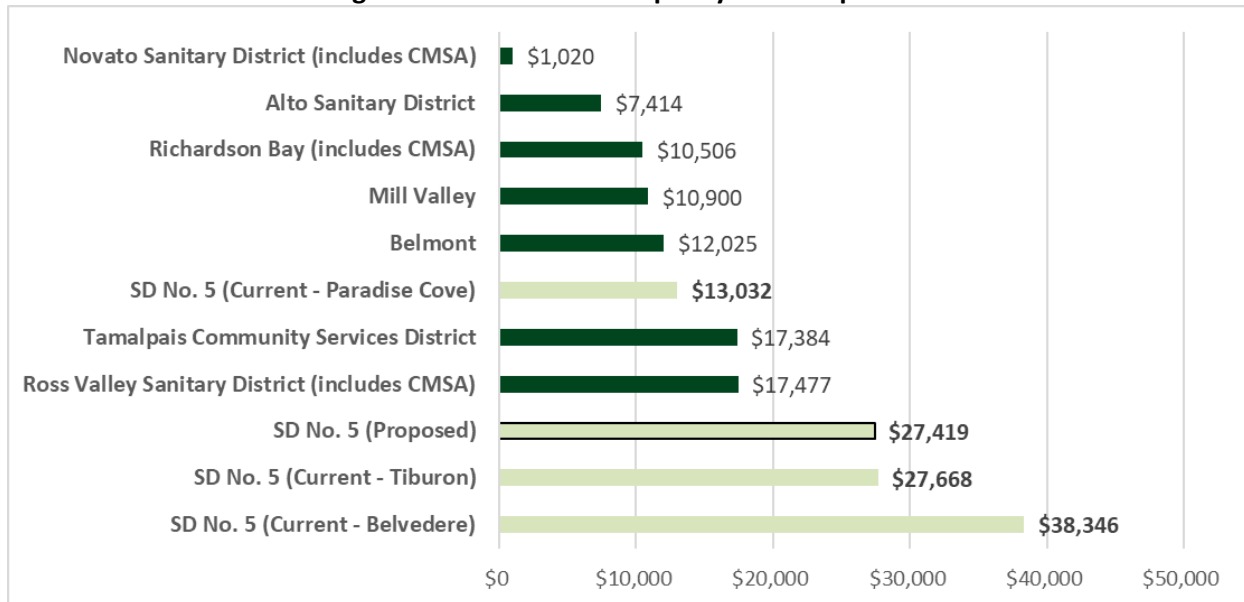
Once the District has adopted updated capacity fees based on the findings of this study, we recommend that the sewer capacity charges shall automatically increase starting on July 1, 2025, and in each year thereafter, in accordance with any changes in regional construction costs. Specifically, the amount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

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

CAPACITY FEE COMPARISON

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

Figure 3-11. Residential Capacity Fee Comparison



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

IV. MISCELLANEOUS USER FEES

EXISTING MISCELLANEOUS USER FEES

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

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

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

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

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

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

METHODOLOGY

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

Figure 4-1, summarizes the calculation of fully-burdened hourly rates by position type. The hourly rates for these fees and charges include the direct salaries and benefits of employees plus overhead costs. Overhead costs include personnel costs that support District operations such as administration, management, and customer service. Overhead costs also include non-personnel overhead associated with functions that support the District's operations and overhead staff. The overhead rate was calculated by the District by dividing the total of all overhead cost categories by the total budgeted salaries and benefits for FY 2024-25. This yielded an overhead rate of 22.45%.

Figure 4-1. Fully Burdened Hourly Rates

Position Title	Annual Salaries & Benefits	Overhead Rate	Hours	Fully Burdened Hourly Rate
a	b	c	d	e = b*(1+c)/d
Administrative Services Manager	\$193,085	22.45%	2,080	\$113.67
Inspector	\$191,475	22.45%	2,080	\$112.73
District Manager	\$370,049	22.45%	2,080	\$217.86

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

Figure 4-2. Calculation of Proposed Miscellaneous User Fees

Miscellaneous User Fees	Administrative Services			Total Personnel Cost	Equipment Cost	Total Fee	Current Fee
	District Manager Hours	Inspector Hours	Inspector Hours				
Permit Administrative Fee	\$217.86 /hour	\$113.67 /hour	\$112.73 /hour	\$56.84	\$0.00	\$56.84	\$50.00
Sewer Inspection Fee - Each Occurrence							
Single Family Residence	\$54.46	\$0.00	\$112.73	\$167.19	\$10.00	\$177.19	\$50.00
All Others (per 100 lineal feet) ¹	\$54.46	\$0.00	\$112.73	\$167.19	\$10.00	\$177.19	\$50.00
Public Sewer Construction Permit (per 100 lineal feet)	\$54.46	\$186.00	\$0.00	\$240.46	\$0.00	\$240.46	\$50.00
Additional Trip Fee (if applicant not ready for inspection)	\$0.00	\$0.00	\$56.36	\$56.36	\$0.00	\$56.36	\$50.00

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

FEE COMPARISON

Figure 4-3, on the following page, summarizes the existing fee versus the proposed fee for each service. The proposed fee was rounded up to the nearest whole dollar amount from **Figure 4-2**.

Figure 4-3. Summary of Miscellaneous User Fees

Miscellaneous User Fees	Current Fee	Proposed Fee	\$ Change
Permit Administrative Fee	\$50.00	\$57.00	\$7.00
Sewer Inspection Fee - Each Occurrence			
Single Family Residence ¹	\$50.00	\$178.00	\$128.00
All Others (per 100 lineal feet) ²	\$50.00	\$178.00	\$128.00
Public Sewer Construction Permit (per 100 lineal feet)	\$50.00	\$241.00	\$191.00
Additional Trip Fee (if applicant not ready for inspection)	\$50.00	\$57.00	\$7.00

¹Residential inspections for single-family dwellings have a current fee of \$50 per residential building sewer installation. The proposed fee would be \$178.00 per residential building inspection.

²Applies to Commercial, Industrial, Church, School, Multiple Dwelling, Public, and Other Users, per 3.05.690 (2). Commercial inspection fees are charged based on a rate of \$50 per 100 lineal feet of sewer line installed, with a minimum inspection fee of \$100. Inspections spanning greater than 100 lineal feet are charged at a current rate of \$50.00 per 100 lineal feet. The proposed fee would be \$178.00 per 100 lineal feet of sewer line installed for Commercial customers and would be pro-rated.

APPENDIX A

FIXED ASSET LIST

**SANITARY DISTRICT
of MARIN COUNTY**



DESCRIPTION	ACQUIRED	COST	Asset Category	LIFE	Accumulated Dep	Annual Depr.	Book Value	Current Age	ENR CCI Index	ENR CCI Ratio	RCN	Useful Life	RCNLD
Sewer line - Buckeye, Golden gate, Eucalyptus, Beach	6/30/2017	\$78,579	Sewer Lines	75	6,817	1,048	71,762	7	12014.72	1.29	\$101,472	68	\$92,668
Sewer line rehab - Beach Road, Between Eucalypts/Golden Gate,	12/21/2017	\$195,440	Sewer Lines	75	15,714	2,606	179,726	6	12014.72	1.29	\$252,378	69	\$232,086
Belv PP#2: 6.8.18-6.30.18:	6/30/2018	\$45,604	Sewer Lines	75	3,348	608	42,256	6	12115.37	1.28	\$58,401	69	\$54,113
PP#2	9/20/2018	\$134,831	Sewer Lines	75	9,496	1,798	125,335	5	12115.37	1.28	\$172,665	70	\$160,504
PP#3	2/14/2019	\$113,533	Sewer Lines	75	7,386	1,514	106,147	5	12764.52	1.22	\$137,997	70	\$129,019
PP#4	6/30/2019	\$50,474	Sewer Lines	75	3,033	673	47,441	5	12764.52	1.22	\$61,350	70	\$57,663
Cove Road force main	6/30/2019	\$19,260	Sewer Lines	75	1,157	257	18,103	5	12764.52	1.22	\$23,410	70	\$22,003
Underground utility assessment	9/20/2018	\$23,578	Sewer Lines	75	1,661	314	21,917	5	12115.37	1.28	\$30,194	70	\$28,067
Sewer Line	5/18/2020	\$891,836	Sewer Lines	75	43,069	11,891	848,767	4	13168.76	1.18	\$1,050,732	71	\$999,990
Cove Road force main	2/1/2021	\$2,268,139	Sewer Lines	75	88,074	30,242	2,180,065	3	14228.24	1.09	\$2,473,263	72	\$2,377,224
Sewer Line	3/15/2023		Sewer Lines	75	4,242	5,321	394,811	1	15515	1.00	\$399,053	74	\$394,811

APPENDIX B

CAPITAL IMPROVEMENT PROJECTS

**SANITARY DISTRICT
of MARIN COUNTY**



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Sanitary District No. 5 of Marin County														
2		Capacity Fees														
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
79		Belvedere Zone Pumps & Lines CIP														
80		Sewer Line Rehabilitation Program		\$100,000	\$0	\$500,000	\$250,000	\$250,000	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$2,250,000	
81		Pump & Valve Replacement Program		\$20,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$500,000	
82		Force Main Rehabilitation - Multiple sites		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
83		BPS#1 Control Panel Replacement		\$500,000	\$600,000	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200,000	
84		CCTV and I&I Inspection			\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$200,000	
85		BPS#2 Force Main&Wet Well Rehab		\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000	
86		BPS#3 Force Main&Wet Well Rehab		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$510,000	\$0	\$0	\$0	\$510,000	
87		BPS#7 Wet Well Rehab		\$75,000	\$0	\$0	\$420,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$420,000	
88		BPS#9, 10, 11 Wet Well Rehab		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
89		BPS#5, 8, 12 Wet Well Rehab		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
90		BPS#13 Force Main&Wet Well Rehab		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
91		BPS#14 Force Main&Wet Well Rehab		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
92		Power Feed Improvement Project (BPS#9, 10, 11)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
93		San Rafael Ave Diverter Line Install		\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	
94		Man Hole Rehabilitation		\$11,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$250,000	
95		Undesignated Cap Projects		\$68,500	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$250,000	
96		Subtotal, Belvedere		\$774,500	\$825,000	\$1,200,000	\$770,000	\$350,000	\$350,000	\$800,000	\$810,000	\$300,000	\$300,000	\$400,000	\$6,105,000	
97		Construction Cost Index		1.00	1.05	1.09	1.13	1.17	1.22	1.27	1.31	1.36	1.42	1.47		
98		Escalated Subtotal, Belvedere		\$774,500	\$865,943	\$1,307,702	\$871,186	\$411,131	\$426,848	\$1,012,948	\$1,064,817	\$409,452	\$425,105	\$588,474	\$7,383,606	
99																
100		Total Planned Capital Spending		\$2,269,500	\$1,950,000	\$6,870,000	\$2,655,000	\$1,625,000	\$1,950,000	\$2,385,000	\$2,305,000	\$1,500,000	\$1,200,000	\$1,460,000	\$23,900,000	
101																
102		Construction Cost Index		1.00	1.05	1.09	1.13	1.17	1.22	1.27	1.31	1.36	1.42	1.47		CCI from 2023-24 sewer rate study
103																
104		Escalated Total Planned Capital Spending		\$2,269,500	\$2,046,774	\$7,486,597	\$3,003,894	\$1,908,824	\$2,378,152	\$3,019,853	\$3,030,126	\$2,047,262	\$1,700,419	\$2,147,929	\$28,769,830	

APPENDIX C
SCHEDULE OF CAPACITY FEE CHARGES

**SANITARY DISTRICT
of MARIN COUNTY**



Appendix C
Schedule of Connection Fee Charges

Fixture Units	Charge
1	\$914
2	\$1,828
3	\$2,742
4	\$3,656
5	\$4,570
6	\$5,484
7	\$6,398
8	\$7,312
9	\$8,226
10	\$9,140
11	\$10,054
12	\$10,968
13	\$11,882
14	\$12,796
15	\$13,710
16	\$14,624
17	\$15,538
18	\$16,452
19	\$17,366
20	\$18,280
21	\$19,194
22	\$20,108
23	\$21,022
24	\$21,936
25	\$22,850
26	\$23,764
27	\$24,678
28	\$25,592
29	\$26,506
30	\$27,420
31	\$28,334
32	\$29,248
33	\$30,162
34	\$31,076
35	\$31,990
36	\$32,904
37	\$33,818
38	\$34,732
39	\$35,646
40	\$36,560
41	\$37,474
42	\$38,388
43	\$39,302
44	\$40,216
45	\$41,130
46	\$42,044
47	\$42,958
48	\$43,872
49	\$44,786
50	\$45,700
51	\$46,614
52	\$47,528
53	\$48,442
54	\$49,356
55	\$50,270
56	\$51,184
57	\$52,098
58	\$53,012
59	\$53,926
60	\$54,840

Over 60 The cost per fixture unit multiplied by the total number of fixture units

Accessory Dwelling Units charged at a rate of \$10.98 per square foot