

**NOTICE AND AGENDA
Regular Board Meeting
at Sanitary District No. 5 of Marin County Meeting Room
2001 Paradise Drive, Tiburon, CA 94920
Thursday, April 18, 2019**

5:00 P.M. REGULAR BOARD MEETING

CALL TO ORDER

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 March 21, 2019, Regular Board Meeting Minutes (Dohrmann)
2. Review and Receive all Electronic Fund Transfers (EFT) and Approve Warrants for March 15th through April 11th, 2019; JP Morgan Chase Bank Check No. 6828 through Check No. 6872, all transactions totaling in the amount of \$164,858.97; and, Review and Receive March 2019 Payroll, in the amount of \$101,903.50 (Dohrmann)
3. Receipt of Financial Reports for March 2019 (Dohrmann)

MANAGEMENT REPORTS:

4. District Management Summary Report (Rubio)

NEW BUSINESS:

5. Review & Discuss Draft SD5 Succession Plan (Rubio)

UNFINISHED BUSINESS:

- 6 Discussion re Zero Property Tax Exchange Master Agreement for Jurisdictional Changes for Annexation Filed with LAFCO, Involving Special Districts and the County of Marin (Rubio)

COMMITTEE REPORTS:

7. Capital Improvement Program Committee (Lasky/Carapiet)
8. Governance Committee (Snyder/Benediktsson)
9. Finance & Fiscal Oversight Committee (Benediktsson/Carapiet)
10. Personnel Committee (Moody/Snyder)

OTHER BUSINESS:

ENVIRONMENTAL:

CORRESPONDENCE:

INFORMATIONAL ITEMS:

ADJOURNMENT

The Board will be asked to adjourn the meeting to a Regular Board Meeting on May 16th, 2019, 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. Requests are to be submitted in writing to the District at P.O. Box 227, Tiburon, CA 94920 or rdohrmann@sani5.org at least two days prior to the meeting.*

5:00 P.M. REGULAR BOARD MEETING

Others present: Omar Arias, Tiburon Resident

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. Review and Approval of Resolution No. 2019-01: A Resolution Approving and Ratifying Expenditures Used, in the Amount of \$14,508.23, for Emergency Repairs Made at the Vistazo West Slide, On February 14th through February 28th, 2019 – Action, Rubio

Discussion by the Board. Motion (Snyder/Lasky) to approve Resolution No. 2019-01: A Resolution Approving and Ratifying Expenditures Used, in the Amount of \$14,508.23, for Emergency Repairs Made at the Vistazo West Slide, On February 14th through February 28th, 2019. Passed 4-0-0-1.

6. Election for LAFCO Special District Member – Action, Dohrmann

Discussion by the Board. Motion (Benediktsson/Lasky) to elect candidate Moody for the LAFCO Regular Seat, followed by a second choice of Lou Kious, and thirdly, Jack Baker. Passed 4-0-0-1.

7. Discussion re Zero Property Tax Exchange Master Agreement for Jurisdictional Changes for Annexation Filed with LAFCO, Involving Special Districts and the County of Marin - Discussion Item, No Action, Rubio

Discussion by the Board. General consensus to revisit the subject at the next Regular Board Meeting.

UNFINISHED BUSINESS:

8. Review and Discuss Letter from Caprice Restaurant (February 13, 2019), re Valet Parking – Action, Rubio

Direction given to Counsel, no action taken.

COMMITTEE REPORTS:

9. Capital Improvement Program Committee (Lasky/Carapiet) – Written & verbal report provided

10. Governance Committee (Snyder/Benediktsson) – Verbal report provided

11. Finance & Fiscal Oversight Committee (Benediktsson/Carapiet) – Verbal report provided

12. Personnel Committee (Moody/Snyder) – Verbal report provided

OTHER BUSINESS: None

ENVIRONMENTAL: None

CORRESPONDENCE: None

INFORMATIONAL ITEMS:

13. California Sanitation Risk Management Authority (CSRMA) 2018 Annual Report

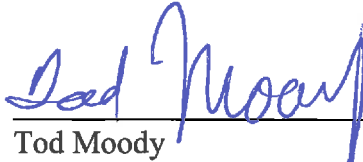
14. California Sanitation Risk Management Authority (CSRMA) FY2017-2018 Comprehensive Annual Financial Report

15. 2019 Revised Nute Hourly Rate Schedule

ADJOURNMENT

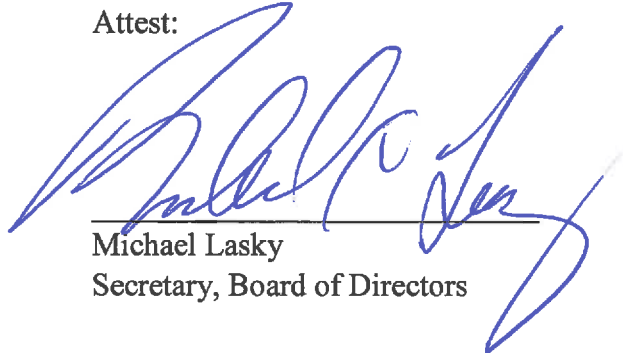
The Board adjourned at 5:44 p.m. to a Regular Board Meeting on April 18, at 5:00 p.m. at the Main Plant of Sanitary District No. 5 of Marin County, located at 2001 Paradise Drive, Tiburon, California.

Approved:



Tod Moody
President, Board of Directors

Attest:



Michael Lasky
Secretary, Board of Directors

Sanitary Distr. No.5 of Marin Co.

Item #2

02/11/19

Warrant List Summary

January 16 through February 14, 2019

| Date | Num | Name | Memo | Amount |
|---------------------------------------|------|---|---|--------------------|
| JP Morgan Chase - Primary 7399 | | | | |
| 02/05/19 | EFT | CalPERS | EFT Health Premium, Feb '19, Cust #4163206459 | -12,087.72 |
| 02/05/19 | EFT | PERS | EFT PERS Retirement, Spec Comp for NYD, 2019 | -410.29 |
| 02/05/19 | EFT | PERS | EFT PERS Retirement, Jan '19 | -15,011.14 |
| 01/17/19 | 6730 | Comcast Business | Acct# 8155 30 11 0149465, Bus. Voice, Internet & Cable, Jan '19 - Feb '19 | -487.57 |
| 01/17/19 | 6731 | Staples, Inc. | Acct #801110007147010, Mmbshp, Office & Mtg supplies, Dec '18 | -42.16 |
| 01/17/19 | 6732 | Michael Lasky | Brd Mtg Attendance, Jul - Dec '18 | -600.00 |
| 01/17/19 | 6733 | Richard Snyder | Brd Mtg Attendance, Jul - Dec '18 | -600.00 |
| 01/17/19 | 6734 | John Caraplet | Brd Mtg Attendance, Jul - Dec '18 | -600.00 |
| 01/17/19 | 6735 | Tod Moody | Brd Mtg Attendance, Jul - Dec '18 | -400.00 |
| 01/17/19 | 6736 | Catharine Benediktsson | Brd Mtg Attendance, Jul - Dec '18 | -300.00 |
| 01/17/19 | 6737 | Verizon Wireless | Acct #0342125502-00001: Phones, Dec '18 - Jan '19 | -315.86 |
| 02/14/19 | 6739 | Access Answering Service | Acct #4080C, Answering Service, Feb '19 | -60.00 |
| 02/14/19 | 6740 | Alhambra | Acct #547945611762129, Water, Dec '18 - Jan '19 | -72.02 |
| 02/14/19 | 6741 | AT&T | Acct #960732-76375559, Jan '19 - Feb '18 | -854.99 |
| 02/14/19 | 6742 | Bay Alarm | Acct #274428, Service call, Jan '19 | -100.00 |
| 02/14/19 | 6743 | Breije and Race Laboratories, Inc. | M.P. & P.C. Plant Samples, Jan '19 | -2,892.00 |
| 02/14/19 | 6744 | Burke, Williams & Sorensen, LLP | Legal Advice, Dec '18 | -2,920.50 |
| 02/14/19 | 6745 | Burlingame Engineers, Inc. | M.P. Parts & Svc., Jan '19 | -7,672.30 |
| 02/14/19 | 6746 | Caltest Analytical Laboratory | M.P. Lab Sampling, Dec '18 - Jan '19 | -3,595.15 |
| 02/14/19 | 6747 | Caltronics Business Systems, Inc. | Acct #SD15, Multi-purpose Copier Contract Fee, Jan '19 | -280.01 |
| 02/14/19 | 6748 | Cintas Corporation #626 | Acct #626-00821, PPE/Safetywear + Service, Jan - Feb '19 | -1,408.59 |
| 02/14/19 | 6749 | CWEA | Mbrshp Renewals, J Triola, ID#0000634361, Feb '19 (AJE FY19-20) | -87.00 |
| 02/14/19 | 6750 | DKF Solutions Group, LLC | My Safety Officer Monthly Subscription, Feb '19 | -350.00 |
| 02/14/19 | 6751 | Goodman Building Supply Co. | Acct #20070, P&L, MP Parts & Svc, Dec '18 | -80.90 |
| 02/14/19 | 6752 | Home Depot Credit Services | Acct #6035 3220 0516 4334, M.P. Maint., Jan '19 | -51.64 |
| 02/14/19 | 6753 | Jackson's Hardware, Inc. | Acct #7601, M.P. Grounds + Safetywear/PPE, Jan-Feb '19 | -715.52 |
| 02/14/19 | 6754 | Larry Walker Associates, Inc. | Tech Support for M.P. NPDES Reg. Assistance, Feb '19 | -490.00 |
| 02/14/19 | 6755 | Marin County Dept of Public Works | CoM Project #2011-04, Paradise Dr. Milepost 6.55 Wall, Feb '19 | -8,902.30 |
| 02/14/19 | 6756 | Marin Recycling HHW | M.P. Haz. Mat. Disposal, Florescent Lamp Disposal, Jan '19 | -243.40 |
| 02/14/19 | 6757 | Medical Center of Marin, ES A/R | Acct #SDN5_B1, HR Reqs, Jan '19 | -550.00 |
| 02/14/19 | 6758 | MidAmerica | HRA Retiree Health Reimbursements, T O'Day (Trust Funding), 2019 Rates... | -4,201.50 |
| 02/14/19 | 6759 | Nute Engineering Corp. | Consulting & Engr. Svcs - Cove Rd Force Main Implementation, Jan '19 | -6,824.00 |
| 02/14/19 | 6760 | Pacific Gas & Electric | Acct #2908031411-4, Utilities, Dec '18 - Jan '19 | -16,344.30 |
| 02/14/19 | 6761 | Perotti & Carrade | Client #19017 - Field Audit Services, Jan '19 | -1,600.00 |
| 02/14/19 | 6762 | Recology Sonoma Marin | Cust #A1810470401, Cust ID: SANI#5, Sludge Disposal, Jan '19 | -1,050.00 |
| 02/14/19 | 6763 | Roy's Sewer Service, Inc. | Belv. P&L & P.C. Sludge Disposal, Dec '18 - Jan '19 | -2,575.00 |
| 02/14/19 | 6764 | Solenis, LLC | Pyr #: 441488, M.P. Chemicals, Jan '19 | -4,115.02 |
| 02/14/19 | 6765 | Southwest Valve, LLC | M.P. Parts & Svc, Jan '19 | -495.79 |
| 02/14/19 | 6766 | Special District Risk Management Authorit | Member #7665, Life, Vision, DDS & LTD Ins., Feb '19 | -1,324.17 |
| 02/14/19 | 6767 | Town of Tiburon | Fuel, Jan '19 | -553.69 |
| 02/14/19 | 6768 | U.S. Bank | Acct# 4246-0441-0158-3635, Jan '19 | -2,247.68 |
| 02/14/19 | 6769 | Verizon Wireless | Acct #0342125502-00001: iPhones, Jan '19 - Feb '19 | -315.85 |
| 02/14/19 | 6770 | Waste Management of Redwood Landfill | Acct #507-0000190-1507-2, Sludge Disposal, Jan '19 | -1,867.07 |
| 02/14/19 | 6771 | Westland Contractors, Inc. | FY17-18 Sewer Rehab Project, PP#3, Sept - Oct '18 | -187,739.48 |
| 02/14/19 | 6772 | Christopher Shipp | 2457 Mar East Overcharge Refund, Feb '19 | -1,034.00 |
| 02/14/19 | 6773 | Cottrell, Rulon | Con't Ed Reimb., SRJC, WTRIII Class, Jan '19 | -351.50 |
| 02/14/19 | 6774 | Driscoll, Stephen | Reimb. for CWEA Collections Syst. Maint., Grade II Cert Renewal., Jan '19 | -92.00 |
| 02/14/19 | 6775 | La Torre, Daniel P. | Standby Mileage Reimb. thru Dec '18 | -98.10 |
| 02/14/19 | 6776 | Rosser, John | Standby Mi. Reimb., thru Dec '18 | -152.38 |
| 02/14/19 | 6777 | Triola, Joseph | Standby Reimb, Jan - Feb '19 | -168.78 |
| Total JP Morgan Chase - Primary 7399 | | | | -295,331.37 |
| TOTAL | | | | -295,331.37 |

02/11/19

Sanitary Distr. No.5 of Marin Co.
Warrant List Detail
 January 16 through February 14, 2019

| Date | Num | Name | Memo | Account | Class | Paid Amount |
|----------|------|------------------|---|--|-----------------------|-------------|
| 02/05/19 | EFT | CalPERS | EFT Health Premium, Feb '19, Cust #4163206459 | JP Morgan Chase - Primary 7399 | | |
| | | | Active Employee Health Premium - Feb '19 | 8020.05 · Employee Health | Belvedere | -4,103.47 |
| | | | Active Employee Health Premium - Feb '19 | 8020.05 · Employee Health | Tiburon:Paradise Cove | -243.32 |
| | | | Active Employee Health Premium - Feb '19 | 8020.05 · Employee Health | Tiburon | -7,023.31 |
| | | | Retiree Health Premium - Feb '19 | 8022.05 · Retiree Health | Belvedere | -245.41 |
| | | | Retiree Health Premium - Feb '19 | 8022.05 · Retiree Health | Tiburon:Paradise Cove | -14.55 |
| | | | Retiree Health Premium - Feb '19 | 8022.05 · Retiree Health | Tiburon | -420.04 |
| | | | Active Employee Health Premium - Feb '19 - Admin Fee | 8020.05 · Employee Health | Belvedere | -9.44 |
| | | | Active Employee Health Premium - Feb '19 - Admin Fee | 8020.05 · Employee Health | Tiburon:Paradise Cove | -0.56 |
| | | | Active Employee Health Premium - Feb '19 - Admin Fee | 8020.05 · Employee Health | Tiburon | -16.15 |
| | | | Retiree Health Premium - Feb '19 - Admin Fee | 8022.05 · Retiree Health | Belvedere | -4.14 |
| | | | Retiree Health Premium - Feb '19 - Admin Fee | 8022.05 · Retiree Health | Tiburon:Paradise Cove | -0.25 |
| | | | Retiree Health Premium - Feb '19 - Admin Fee | 8022.05 · Retiree Health | Tiburon | -7.08 |
| TOTAL | | | | | | -12,087.72 |
| 02/05/19 | EFT | PERS | EFT PERS Retirement, Spec Comp for NYD, 2019 | JP Morgan Chase - Primary 7399 | | |
| | | | Special Comp - Holiday Pay: New Year's Day, 2019 (Classic 1600 Rate) | 8019.05 · PERS Retirement | Belvedere | -113.20 |
| | | | Special Comp - Holiday Pay: New Year's Day, 2019 (Classic 1600 Rate) | 8019.05 · PERS Retirement | Tiburon:Paradise Cove | -6.71 |
| | | | Special Comp - Holiday Pay: New Year's Day, 2019 (Classic 1600 Rate) | 8019.05 · PERS Retirement | Tiburon | -193.75 |
| | | | Special Comp - Holiday Pay: New Year's Day, 2019 (PEPRA Rate) | 8019.05 · PERS Retirement | Belvedere | -34.87 |
| | | | Special Comp - Holiday Pay: New Year's Day, 2019 (PEPRA Rate) | 8019.05 · PERS Retirement | Tiburon:Paradise Cove | -2.07 |
| | | | Special Comp - Holiday Pay: New Year's Day, 2019 (PEPRA Rate) | 8019.05 · PERS Retirement | Tiburon | -59.69 |
| TOTAL | | | | | | -410.29 |
| 02/05/19 | EFT | PERS | EFT PERS Retirement, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Retirement January 2019 (Classic 1600 Rate) | 8019.05 · PERS Retirement | Belvedere | -4,611.52 |
| | | | Retirement January 2019 (Classic 1600 Rate) | 8019.05 · PERS Retirement | Tiburon:Paradise Cove | -273.45 |
| | | | Retirement January 2019 (Classic 1600 Rate) | 8019.05 · PERS Retirement | Tiburon | -7,892.86 |
| | | | Retirement January 2019 (PEPRA Rate) | 8019.05 · PERS Retirement | Belvedere | -806.01 |
| | | | Retirement January 2019 (PEPRA Rate) | 8019.05 · PERS Retirement | Tiburon:Paradise Cove | -47.79 |
| | | | Retirement January 2019 (PEPRA Rate) | 8019.05 · PERS Retirement | Tiburon | -1,379.51 |
| TOTAL | | | | | | -15,011.14 |
| 01/17/19 | 6730 | Comcast Business | Acct# 8155 30 11 0149465, Bus. Voice, Internet & Cable, Jan '19 - Feb '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Bundle: Internet & Cable, 1.12.19 - 2.11.19 | 8510 · Data/Alarms/IT Supp & Licensing | Belvedere | -81.28 |
| | | | Bundle: Internet & Cable, 1.12.19 - 2.11.19 | 8510 · Data/Alarms/IT Supp & Licensing | Tiburon:Paradise Cove | -4.82 |
| | | | Bundle: Internet & Cable, 1.12.19 - 2.11.19 | 8510 · Data/Alarms/IT Supp & Licensing | Tiburon | -139.14 |
| | | | Bundle: Land Line Phones, 1.12.19 - 2.11.19 | 8531 · Main Plant Telephones | Belvedere | -94.68 |
| | | | Bundle: Land Line Phones, 1.12.19 - 2.11.19 | 8532 · Paradise Cove Telephones | Tiburon:Paradise Cove | -5.62 |
| | | | Bundle: Land Line Phones, 1.12.19 - 2.11.19 | 8531 · Main Plant Telephones | Tiburon | -162.03 |
| TOTAL | | | | | | -487.57 |
| 01/17/19 | 6731 | Staples, Inc. | Acct #601110007147010, Mmbshp, Office & Mtg supplies, Dec '18 | JP Morgan Chase - Primary 7399 | | |

02/11/19

Sanitary Distr. No.5 of Marin Co.
Warrant List Detail
 January 16 through February 14, 2019

| Date | Num | Name | Memo | Account | Class | Paid Amount |
|----------|------|------------------------|---|--------------------------------|-----------------------|-------------|
| | | | Inv #2214189191, Office Supplies, Dec '18 | 6047 · Office Supplies | Belvedere | -9.99 |
| | | | Inv #2214189191, Office Supplies, Dec '18 | 6047 · Office Supplies | Tiburon:Paradise Cove | -0.59 |
| | | | Inv #2214189191, Office Supplies, Dec '18 | 6047 · Office Supplies | Tiburon | -17.09 |
| | | | Inv #2214189191, Mtg Supplies, Dec '18 | 6018.1 · Meetings & Travel | Belvedere | -5.23 |
| | | | Inv #2214189191, Mtg Supplies, Dec '18 | 6018.1 · Meetings & Travel | Tiburon:Paradise Cove | -0.31 |
| | | | Inv #2214189191, Mtg Supplies, Dec '18 | 6018.1 · Meetings & Travel | Tiburon | -8.95 |
| TOTAL | | | | | | -42.16 |
| 01/17/19 | 6732 | Michael Lasky | Brd Mtg Attendance, Jul - Dec '18 | JP Morgan Chase - Primary 7399 | | |
| | | | Brd Mtg Attendance (6), Jul - Dec '18 | 6024 · Director Fees | Belvedere | -216.54 |
| | | | Brd Mtg Attendance (6), Jul - Dec '18 | 6024 · Director Fees | Tiburon:Paradise Cove | -12.84 |
| | | | Brd Mtg Attendance (6), Jul - Dec '18 | 6024 · Director Fees | Tiburon | -370.62 |
| TOTAL | | | | | | -600.00 |
| 01/17/19 | 6733 | Richard Snyder | Brd Mtg Attendance, Jul - Dec '18 | JP Morgan Chase - Primary 7399 | | |
| | | | Brd Mtg Attendance (6), Jul - Dec '18 | 6024 · Director Fees | Belvedere | -216.54 |
| | | | Brd Mtg Attendance (6), Jul - Dec '18 | 6024 · Director Fees | Tiburon:Paradise Cove | -12.84 |
| | | | Brd Mtg Attendance (6), Jul - Dec '18 | 6024 · Director Fees | Tiburon | -370.62 |
| TOTAL | | | | | | -600.00 |
| 01/17/19 | 6734 | John Caraplet | Brd Mtg Attendance, Jul - Dec '18 | JP Morgan Chase - Primary 7399 | | |
| | | | Brd Mtg Attendance (6), Jul - Dec '18 | 6024 · Director Fees | Belvedere | -216.54 |
| | | | Brd Mtg Attendance (6), Jul - Dec '18 | 6024 · Director Fees | Tiburon:Paradise Cove | -12.84 |
| | | | Brd Mtg Attendance (6), Jul - Dec '18 | 6024 · Director Fees | Tiburon | -370.62 |
| TOTAL | | | | | | -600.00 |
| 01/17/19 | 6735 | Tod Moody | Brd Mtg Attendance, Jul - Dec '18 | JP Morgan Chase - Primary 7399 | | |
| | | | Brd Mtg Attendance (4), Jul - Dec '18 | 6024 · Director Fees | Belvedere | -144.36 |
| | | | Brd Mtg Attendance (4), Jul - Dec '18 | 6024 · Director Fees | Tiburon:Paradise Cove | -8.56 |
| | | | Brd Mtg Attendance (4), Jul - Dec '18 | 6024 · Director Fees | Tiburon | -247.08 |
| TOTAL | | | | | | -400.00 |
| 01/17/19 | 6736 | Catharine Benediktsson | Brd Mtg Attendance, Jul - Dec '18 | JP Morgan Chase - Primary 7399 | | |
| | | | Brd Mtg Attendance (3), Jul - Dec '18 | 6024 · Director Fees | Belvedere | -108.27 |
| | | | Brd Mtg Attendance (3), Jul - Dec '18 | 6024 · Director Fees | Tiburon:Paradise Cove | -6.42 |
| | | | Brd Mtg Attendance (3), Jul - Dec '18 | 6024 · Director Fees | Tiburon | -185.31 |
| TOTAL | | | | | | -300.00 |
| 01/17/19 | 6737 | Verizon Wireless | Acct #0342125502-00001: Phones, Dec '18 - Jan '19 | JP Morgan Chase - Primary 7399 | | |

02/11/19

Sanitary Distr. No.5 of Marin Co.

Warrant List Detail

January 16 through February 14, 2019

| Date | Num | Name | Memo | Account | Class | Paid Amount |
|----------|------|------------------------------------|--|--|-----------------------|-------------|
| | | | Inv #9821805795: Equipment charges(w/ data plan \$55.41), 12.9.18 - 1.8.19 | 8531 · Main Plant Telephones | Belvedere | -20.00 |
| | | | Inv #9821805795: Equipment charges(w/ data plan \$55.41), 12.9.18 - 1.8.19 | 8532 · Paradise Cove Telephones | Tiburon:Paradise Cove | -1.19 |
| | | | Inv #9821805795: Equipment charges(w/ data plan \$55.41), 12.9.18 - 1.8.19 | 8531 · Main Plant Telephones | Tiburon | -34.23 |
| | | | Inv #9821805795: Monthly Charges | 8531 · Main Plant Telephones | Belvedere | -87.92 |
| | | | Inv #9821805795: Monthly Charges | 8532 · Paradise Cove Telephones | Tiburon:Paradise Cove | -5.21 |
| | | | Inv #9821805795: Monthly Charges | 8531 · Main Plant Telephones | Tiburon | -150.47 |
| | | | Inv #9821805795: Taxes, Gov't Surcharges & Fees | 8531 · Main Plant Telephones | Belvedere | -6.08 |
| | | | Inv #9821805795: Taxes, Gov't Surcharges & Fees | 8532 · Paradise Cove Telephones | Tiburon:Paradise Cove | -0.36 |
| | | | Inv #9821805795: Taxes, Gov't Surcharges & Fees | 8531 · Main Plant Telephones | Tiburon | -10.40 |
| | | | TOTAL | | | -315.86 |
| 02/14/19 | 6739 | Access Answering Service | Acct #4080C, Answering Service, Feb '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #19355, Answering Service, February '19 - SSO & Alarm Notifications | 8510 · Data/Alarms/IT Supp & Licensing | Belvedere | -21.65 |
| | | | Inv #19355, Answering Service, February '19 - SSO & Alarm Notifications | 8510 · Data/Alarms/IT Supp & Licensing | Tiburon:Paradise Cove | -1.28 |
| | | | Inv #19355, Answering Service, February '19 - SSO & Alarm Notifications | 8510 · Data/Alarms/IT Supp & Licensing | Tiburon | -37.07 |
| | | | TOTAL | | | -60.00 |
| 02/14/19 | 6740 | Alhambra | Acct #547945611762129, Water, Dec '18 - Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #12012314 011119, Water, 12.12.18 - 01.09.19 | 7023 · Janitorial Supplies & Service | Belvedere | -25.99 |
| | | | Inv #12012314 011119, Water, 12.12.18 - 01.09.19 | 7042 · Paradise Supplies & Chemicals | Tiburon:Paradise Cove | -1.54 |
| | | | Inv #12012314 011119, Water, 12.12.18 - 01.09.19 | 7023 · Janitorial Supplies & Service | Tiburon | -44.49 |
| | | | TOTAL | | | -72.02 |
| 02/14/19 | 6741 | AT&T | Acct #960732-76375559, Jan '19 - Feb '18 | JP Morgan Chase - Primary 7399 | | |
| | | | PC Plant Telephones, 1.28.19 - 2.27.19 | 8532 · Paradise Cove Telephones | Tiburon:Paradise Cove | -376.21 |
| | | | PC Pumps & Lines Telephones, 1.28.19 - 2.27.19 | 8533 · Pumps & Lines Telephones | Tiburon:Paradise Cove | -173.46 |
| | | | Tib Pumps & Lines Telephones, 1.28.19 - 2.27.19 | 8533 · Pumps & Lines Telephones | Tiburon | -305.32 |
| | | | TOTAL | | | -854.99 |
| 02/14/19 | 6742 | Bay Alarm | Acct #274428, Service call, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #2744281901311, Service call, 1.24.19 | 8510 · Data/Alarms/IT Supp & Licensing | Belvedere | -36.09 |
| | | | Inv #2744281901311, Service call, 1.24.19 | 8510 · Data/Alarms/IT Supp & Licensing | Tiburon:Paradise Cove | -2.14 |
| | | | Inv #2744281901311, Service call, 1.24.19 | 8510 · Data/Alarms/IT Supp & Licensing | Tiburon | -61.77 |
| | | | TOTAL | | | -100.00 |
| 02/14/19 | 6743 | Brelje and Race Laboratories, Inc. | M.P. & P.C. Plant Samples, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #117426, M.P. samples for Jan '19 | 7051 · Main Plant Lab Monitoring | Belvedere | -605.57 |
| | | | Inv #117426, #117473, M.P. samples for Jan '19 | 7052 · Paradise Cove Monitoring | Tiburon:Paradise Cove | -1,250.00 |
| | | | Inv #117426, M.P. samples for Jan '19 | 7051 · Main Plant Lab Monitoring | Tiburon | -1,036.43 |

02/11/19

Sanitary Distr. No.5 of Marin Co.
Warrant List Detail
 January 16 through February 14, 2019

| Date | Num | Name | Memo | Account | Class | Paid Amount |
|----------|------|-----------------------------------|---|--|-----------------------|-------------|
| TOTAL | | | | | | -2,892.00 |
| 02/14/19 | 6744 | Burke, Williams & Sorensen, LLP | Legal Advice, Dec '18 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #236688, SD5 DCS, Dec '18 | 6039 · Legal | Belvedere | -357.29 |
| | | | Inv #236688, SD5 DCS, Dec '18 | 6039 · Legal | Tiburon:Paradise Cove | -21.19 |
| | | | Inv #236688, SD5 DCS, Dec '18 | 6039 · Legal | Tiburon | -611.52 |
| | | | Inv #236688, TPS#4, Dec '18 | 6039 · Legal | Tiburon | -567.00 |
| | | | Inv #236688, CoM Annxn, Dec '18 | 6039 · Legal | Tiburon:Paradise Cove | -1,363.50 |
| TOTAL | | | | | | -2,920.50 |
| 02/14/19 | 6745 | Burlingame Engineers, Inc. | M.P. Parts & Srv., Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | SD5: Inv #BER8043, M.P. Parts & Srv., Pump Heads,1.15.18 | 7022 · Plant Maint. Parts & Service | Belvedere | -1,414.77 |
| | | | SD5: Inv #BER8043, M.P. Parts & Srv., Pump Heads,1.15.18 | 7022 · Plant Maint. Parts & Service | Tiburon | -2,421.38 |
| | | | SASM: Inv #BER8043, M.P. Parts & Srv., Pump Heads,1.15.18 | 5900.5 · SASM Expense Reimb. | Belvedere | -1,414.77 |
| | | | SASM: Inv #BER8043, M.P. Parts & Srv., Pump Heads,1.15.18 | 5900.5 · SASM Expense Reimb. | Tiburon | -2,421.38 |
| TOTAL | | | | | | -7,672.30 |
| 02/14/19 | 6746 | Caltest Analytical Laboratory | M.P. Lab Sampling, Dec '18 - Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | #4790, #4890, #5217, #5036, #5248, #4527, #4492, M.P. Testing, 12.31.18, ... | 7051 · Main Plant Lab Monitoring | Belvedere | -840.55 |
| | | | Inv #5291, #5323, P.C. Testing, 1.22.19 | 7052 · Paradise Cove Monitoring | Tiburon:Paradise Cove | -1,316.00 |
| | | | #4790, #4890, #5217, #5036, #5248, #4527, #4492, M.P. Testing, 12.31.18, ... | 7051 · Main Plant Lab Monitoring | Tiburon | -1,438.60 |
| TOTAL | | | | | | -3,595.15 |
| 02/14/19 | 6747 | Caltronics Business Systems, Inc. | Acct #SD15, Multi-purpose Copier Contract Fee, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #2700055, Konica Multi-purpose copier, 1.2.19 - 2.1.19 | 6047 · Office Supplies | Belvedere | -101.06 |
| | | | Inv #2700055, Konica Multi-purpose copier, 1.2.19 - 2.1.19 | 6047 · Office Supplies | Tiburon:Paradise Cove | -5.99 |
| | | | Inv #2700055, Konica Multi-purpose copier, 1.2.19 - 2.1.19 | 6047 · Office Supplies | Tiburon | -172.96 |
| TOTAL | | | | | | -280.01 |
| 02/14/19 | 6748 | Cintas Corporation #626 | Acct #626-00821, PPE/Safetywear + Service, Jan - Feb '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #71088, #8829, #2400, #0384, #4891, #4813, PPE/Safetywear, 1.10.19, 1... | 8520 · Personal Protection/Safety Wear | Belvedere | -508.36 |
| | | | Inv #71088, #8829, #2400, #0384, #4891, #4813, PPE/Safetywear, 1.10.19, 1... | 8520 · Personal Protection/Safety Wear | Tiburon:Paradise Cove | -30.14 |
| | | | Inv #71088, #8829, #2400, #0384, #4891, #4813, PPE/Safetywear, 1.10.19, 1... | 8520 · Personal Protection/Safety Wear | Tiburon | -870.09 |
| TOTAL | | | | | | -1,408.59 |
| 02/14/19 | 6749 | CWEA | Mbrshp Renewals, J Triola, ID#000063436I, Feb '19 (AJE FY19-20) | JP Morgan Chase - Primary 7399 | | |
| | | | ID#000063436I, Collxn Sys. Maint., Grade 1 Renewal, 4.1.19-6.30.19 | 6025 · Dues & Subscriptions | Belvedere | -5.23 |
| | | | ID#000063436I, Collxn Sys. Maint., Grade 1 Renewal, 4.1.19-6.30.19 | 6025 · Dues & Subscriptions | Tiburon:Paradise Cove | -0.31 |
| | | | ID#000063436I, Collxn Sys. Maint., Grade 1 Renewal, 4.1.19-6.30.19 | 6025 · Dues & Subscriptions | Tiburon | -8.95 |
| | | | ID#000063436I, Collxn Sys. Maint., Grade 1 Renewal, 7.1.19 - 3.31.20 (AJE ... | 6025 · Dues & Subscriptions | Belvedere | -26.17 |

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| | | | ID#000063436I, Collxn Sys. Maint., Grade 1 Renewal, 7.1.19 - 3.31.20 (AJE ... | 6025 · Dues & Subscriptions | Tiburon:Paradise Cove | -1.57 |
| | | | ID#000063436I, Collxn Sys. Maint., Grade 1 Renewal, 7.1.19 - 3.31.20 (AJE ... | 6025 · Dues & Subscriptions | Tiburon | -44.77 |
| TOTAL | | | | | | -87.00 |
| 02/14/19 | 6750 | DKF Solutions Group, LLC | My Safety Officer Monthly Subscription, Feb '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #14285, My Safety Officer Monthly Subscription Fee, Feb '19 | 8515 · Safety | Belvedere | -126.32 |
| | | | Inv #14285, My Safety Officer Monthly Subscription Fee, Feb '19 | 8515 · Safety | Tiburon:Paradise Cove | -7.49 |
| | | | Inv #14285, My Safety Officer Monthly Subscription Fee, Feb '19 | 8515 · Safety | Tiburon | -216.19 |
| TOTAL | | | | | | -350.00 |
| 02/14/19 | 6751 | Goodman Building Supply Co. | Acct #20070, P&L, MP Parts & Srvc, Dec '18 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #767106, BPS#12 - Fence Boards, 12.28.18 | 7011 · Pumps & Lines Maintenance | Belvedere | -35.62 |
| | | | Inv #767106, MP Parts & Srvc, Boiler Repair, 12.28.18 | 7022 · Plant Maint. Parts & Service | Belvedere | -16.70 |
| | | | Inv #767106, MP Parts & Srvc, Boiler Repair, 12.28.18 | 7022 · Plant Maint. Parts & Service | Tiburon | -28.58 |
| TOTAL | | | | | | -80.90 |
| 02/14/19 | 6752 | Home Depot Credit Services | Acct #6035 3220 0516 4334, M.P. Maint., Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | M.P. Parts & Service, M.P. Boiler Repair parts, 1.11.19 | 7022 · Plant Maint. Parts & Service | Belvedere | -19.04 |
| | | | M.P. Parts & Service, M.P. Boiler Repair parts, 1.11.19 | 7022 · Plant Maint. Parts & Service | Tiburon | -32.60 |
| TOTAL | | | | | | -51.64 |
| 02/14/19 | 6753 | Jackson's Hardware, Inc. | Acct #7601, M.P. Grounds + Safetywear/PPE, Jan-Feb '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #18377, #20299, #20297, Personal Protection/Safety Wear, Incl. D Swett ... | 8520 · Personal Protection/Safety Wear | Belvedere | -258.23 |
| | | | Inv #18377, #20299, #20297, Personal Protection/Safety Wear, Incl. D Swett ... | 8520 · Personal Protection/Safety Wear | Tiburon:Paradise Cove | -15.31 |
| | | | Inv #18377, #20299, #20297, Personal Protection/Safety Wear, Incl. D Swett ... | 8520 · Personal Protection/Safety Wear | Tiburon | -441.98 |
| TOTAL | | | | | | -715.52 |
| 02/14/19 | 6754 | Larry Walker Associates, Inc. | Tech Support for M.P. NPDES Reg. Assistance, Feb '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #00113.10-10, Regulatory Assistance, thru 12.31.18 | 7061 · Main Plant NPDES Renewal | Belvedere | -180.71 |
| | | | Inv #00113.10-10, Regulatory Assistance, thru 12.31.18 | 7061 · Main Plant NPDES Renewal | Tiburon | -309.29 |
| TOTAL | | | | | | -490.00 |
| 02/14/19 | 6755 | Marin County Dept of Public Works | CoM Project #2011-04, Paradise Dr. Milepost 6.55 Wall, Feb '19 | JP Morgan Chase - Primary 7399 | | |
| | | | CoM Project #2011-04, Paradise Dr. Milepost 6.55 Wall, Feb '19 | 9540 · Undesignated Cap - Tiburon | Tiburon:Paradise Cove | -8,902.30 |
| TOTAL | | | | | | -8,902.30 |
| 02/14/19 | 6756 | Marin Recycling HHW | M.P. Haz. Mat. Disposal, Florescent Lamp Disposal, Jan '19 | JP Morgan Chase - Primary 7399 | | |

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| | | | Inv #8510, M.P. Haz. Mat. Disposal (Flourescent lamps), 1.22.19 | 7028 · Grounds Maintenance | Belvedere | -89.77 |
| | | | Inv #8510, M.P. Haz. Mat. Disposal (Flourescent lamps), 1.22.19 | 7028 · Grounds Maintenance | Tiburon | -153.63 |
| | | TOTAL | | | | -243.40 |
| 02/14/19 | 6757 | Medical Center of Marin, ES A/R | Acct #:SDN5_B1, HR Reqs, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #111960-00, Employee Health: 2 Pre-screenings + 1 DMV/DOT, Jan '19 | 8020.05 · Employee Health | Belvedere | -198.50 |
| | | | Inv #111960-00, Employee Health: 2 Pre-screenings + 1 DMV/DOT, Jan '19 | 8020.05 · Employee Health | Tiburon:Paradise Cove | -11.76 |
| | | | Inv #111960-00, Employee Health: 2 Pre-screenings + 1 DMV/DOT, Jan '19 | 8020.05 · Employee Health | Tiburon | -339.74 |
| | | TOTAL | | | | -550.00 |
| 02/14/19 | 6758 | MidAmerica | HRA Retiree Health Reimbursements, T O'Day (Trust Funding), 2019 Rat... | JP Morgan Chase - Primary 7399 | | |
| | | | (2019 Rates) HRA Retiree Health Reimbursements T O'Day (Trust Funding), ... | 8022.05 · Reitree Health | Belvedere | -1,516.32 |
| | | | (2019 Rates) HRA Retiree Health Reimbursements T O'Day (Trust Funding), ... | 8022.05 · Reitree Health | Tiburon:Paradise Cove | -89.91 |
| | | | (2019 Rates) HRA Retiree Health Reimbursements T O'Day (Trust Funding), ... | 8022.05 · Reitree Health | Tiburon | -2,595.27 |
| | | TOTAL | | | | -4,201.50 |
| 02/14/19 | 6759 | Nute Engineering Corp. | Consulting & Engr. Svcs - Cove Rd Force Main Implementation, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #20161, Cove Rd Force Main Implementation, 1.14.19 | 6017 · Consulting Fees | Belvedere | -6,824.00 |
| | | TOTAL | | | | -6,824.00 |
| 02/14/19 | 6760 | Pacific Gas & Electric | Acct #2908031411-4, Utilities, Dec '18 - Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Acct #2908031411-4, Main Plant Utilities, 12.22.18 - 1.21.19 | 8542 · Main Plant Utilities | Belvedere | -4,396.77 |
| | | | Acct #2908031411-4, P.C. Plant Utilities, 12.22.18 - 1.21.19 | 8543 · Paradise Cove Utilities | Tiburon:Paradise Cove | -1,216.00 |
| | | | Acct #2908031411-4, Main Plant Utilities, 12.22.18 - 1.21.19 | 8542 · Main Plant Utilities | Tiburon | -7,525.06 |
| | | | Acct #2908031411-4, Belv Pump St Utilities, 12.22.18 - 1.21.19 | 8544 · Pump Station Utilities | Belvedere | -1,420.87 |
| | | | Acct #2908031411-4, P.C. Pump St Utilities, 12.22.18 - 1.21.19 | 8544 · Pump Station Utilities | Tiburon:Paradise Cove | -245.89 |
| | | | Acct #2908031411-4, Tib Pump St Utilities, 12.22.18 - 1.21.19 | 8544 · Pump Station Utilities | Tiburon | -1,539.71 |
| | | TOTAL | | | | -16,344.30 |
| 02/14/19 | 6761 | Perotti & Carrade | Client #19017 - Field Audit Services, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | PP#7 for FY17-18 Audit Services: Inv #88692, Field Audit svcs, Jan '19 | 6008 · Audit & Accounting | Belvedere | -577.44 |
| | | | PP#7 for FY17-18 Audit Services: Inv #88692, Field Audit svcs, Jan '19 | 6008 · Audit & Accounting | Tiburon:Paradise Cove | -34.24 |
| | | | PP#7 for FY17-18 Audit Services: Inv #88692, Field Audit svcs, Jan '19 | 6008 · Audit & Accounting | Tiburon | -988.32 |
| | | TOTAL | | | | -1,600.00 |
| 02/14/19 | 6762 | Recology Sonoma Marin | Cust #A1810470401, Cust ID: SANI#5, Sludge Disposal, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #15422, 3 loads/20 Yrd Debris Box/Sludge Disposal - Balance as of 1.31.19 | 7029 · Main Plant Sludge Disposal | Belvedere | -378.95 |
| | | | Inv #15422, 3 loads/20 Yrd Debris Box/Sludge Disposal - Balance as of 1.31.19 | 7043 · Paradise Sludge Disposal | Tiburon:Paradise Cove | -22.47 |

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| | | | Inv #15422, 3 loads/20 Yrd Debris Box/Sludge Disposal - Balance as of 1.31.19 | 7029 · Main Plant Sludge Disposal | Tiburon | -648.58 |
| TOTAL | | | | | | -1,050.00 |
| 02/14/19 | 6763 | Roy's Sewer Service, Inc. | Belv. P&L & P.C. Sludge Disposal, Dec '18 - Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #203584, Clear line at sewer main, Tib, 12.22.18 | 7011 · Pumps & Lines Maintenance | Tiburon | -480.00 |
| | | | Inv #203577, Clear storm drain at 99 Mt. Tiburon, Tib. 1.8.19 | 7011 · Pumps & Lines Maintenance | Tiburon | -185.00 |
| | | | Inv #203888: Clear line at Santa Ana Ct, Tib, 1.27.19 | 7011 · Pumps & Lines Maintenance | Tiburon | -800.00 |
| | | | Inv #203837, Clear line at 1875 Mtn View, Tib, 1.28.19 | 7011 · Pumps & Lines Maintenance | Tiburon:Paradise Cove | -370.00 |
| | | | Inv #203799, clear digester line @ SD5 MP, 1.31.19 | 7011 · Pumps & Lines Maintenance | Belvedere | -272.91 |
| | | | Inv #203799, clear digester line @ SD5 MP, 1.31.19 | 7011 · Pumps & Lines Maintenance | Tiburon | -467.09 |
| TOTAL | | | | | | -2,575.00 |
| 02/14/19 | 6764 | Solenis, LLC | Pyr #: 441488, M.P. Chemicals, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #131403149, M.P. Maint, Chemicals - Praestol for Screwpress & Rotary D... | 7024 · Main Plant Chemicals | Belvedere | -1,517.62 |
| | | | Inv #131403149, M.P. Maint, Chemicals - Praestol for Screwpress & Rotary D... | 7024 · Main Plant Chemicals | Tiburon | -2,597.40 |
| TOTAL | | | | | | -4,115.02 |
| 02/14/19 | 6765 | Southwest Valve, LLC | M.P. Parts & Svc, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #5020, M.P. Parts & Svc, Handwheel for Hydrogate, 1.14.19 | 7011 · Pumps & Lines Maintenance | Belvedere | -182.85 |
| | | | Inv #5020, M.P. Parts & Svc, Handwheel for Hydrogate, 1.14.19 | 7011 · Pumps & Lines Maintenance | Tiburon | -312.94 |
| TOTAL | | | | | | -495.79 |
| 02/14/19 | 6766 | Special District Risk Management... | Member #7665, Life, Vision, DDS & LTD Ins., Feb '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Employee Life Insurance - Inv #28195, Feb '19 | 8020.05 · Employee Health | Belvedere | -55.98 |
| | | | Employee Life Insurance - Inv #28195, Feb '19 | 8020.05 · Employee Health | Tiburon:Paradise Cove | -3.32 |
| | | | Employee Life Insurance - Inv #28195, Feb '19 | 8020.05 · Employee Health | Tiburon | -95.81 |
| | | | Employee DDS Insurance - Inv #28195, Feb '19 | 8020.05 · Employee Health | Belvedere | -261.62 |
| | | | Employee DDS Insurance - Inv #28195, Feb '19 | 8020.05 · Employee Health | Tiburon:Paradise Cove | -15.51 |
| | | | Employee DDS Insurance - Inv #28195, Feb '19 | 8020.05 · Employee Health | Tiburon | -447.76 |
| | | | Employee Vision Insurance - Inv #28195, Feb '19 | 8020.05 · Employee Health | Belvedere | -114.24 |
| | | | Employee Vision Insurance - Inv #28195, Feb '19 | 8020.05 · Employee Health | Tiburon:Paradise Cove | -8.77 |
| | | | Employee Vision Insurance - Inv #28195, Feb '19 | 8020.05 · Employee Health | Tiburon | -195.53 |
| | | | Employee LTD Insurance - Inv #28195, Feb '19 | 8020.05 · Employee Health | Belvedere | -46.06 |
| | | | Employee LTD Insurance - Inv #28195, Feb '19 | 8020.05 · Employee Health | Tiburon:Paradise Cove | -2.73 |
| | | | Employee LTD Insurance - Inv #28195, Feb '19 | 8020.05 · Employee Health | Tiburon | -78.84 |
| TOTAL | | | | | | -1,324.17 |
| 02/14/19 | 6767 | Town of Tiburon | Fuel, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Fuel, January '19 | 7071 · Fuel | Belvedere | -199.83 |
| | | | Fuel, January '19 | 7071 · Fuel | Tiburon:Paradise Cove | -11.85 |
| | | | Fuel, January '19 | 7071 · Fuel | Tiburon | -342.01 |

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| TOTAL | | | | | | -553.69 |
| 02/14/19 | 6768 | U.S. Bank | Acct#:4246-0441-0158-3635, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | #9545: Staples: 1099 MISC forms, 1.20.19 | 6047 · Office Supplies | Belvedere | -12.58 |
| | | | #9545: Staples: 1099 MISC forms, 1.20.19 | 6047 · Office Supplies | Tiburon:Paradise Cove | -0.75 |
| | | | #9545: Staples: 1099 MISC forms, 1.20.19 | 6047 · Office Supplies | Tiburon | -21.54 |
| | | | #9545: Edible Arrangments (RS), 1.7.19 | 6018.1 · Meetings & Travel | Belvedere | -50.28 |
| | | | #9545: Edible Arrangments (RS), 1.7.19 | 6018.1 · Meetings & Travel | Tiburon:Paradise Cove | -2.98 |
| | | | #9545: Edible Arrangments (RS), 1.7.19 | 6018.1 · Meetings & Travel | Tiburon | -86.06 |
| | | | #0822: Lodging, WEF Tech Seminar (TR), 3.5.19 - 3.10.19 | 6018.1 · Meetings & Travel | Belvedere | -348.26 |
| | | | #0822: Lodging, WEF Tech Seminar (TR), 3.5.19 - 3.10.19 | 6018.1 · Meetings & Travel | Tiburon:Paradise Cove | -20.65 |
| | | | #0822: Lodging, WEF Tech Seminar (TR), 3.5.19 - 3.10.19 | 6018.1 · Meetings & Travel | Tiburon | -596.08 |
| | | | #9545: USPO, Stamps (3 rolls), 1.16.19 | 6056 · Postage | Belvedere | -54.14 |
| | | | #9545: USPO, Stamps (3 rolls), 1.16.19 | 6056 · Postage | Tiburon:Paradise Cove | -3.21 |
| | | | #9545: USPO, Stamps (3 rolls), 1.16.19 | 6056 · Postage | Tiburon | -92.66 |
| | | | #9545: Pratt Electric, M.P. Parts & Srv, WW Pumps, 1.9.19, 1.17.19 | 7022 · Plant Maint. Parts & Service | Belvedere | -353.49 |
| | | | #9545: Pratt Electric, M.P. Parts & Srv, WW Pumps, 1.9.19, 1.17.19 | 7011 · Pumps & Lines Maintenance | Tiburon:Paradise Cove | -605.00 |
| TOTAL | | | | | | -2,247.68 |
| 02/14/19 | 6769 | Verizon Wireless | Acct #0342125502-00001: iPhones, Jan '19 - Feb '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #9821805795: Equipment charges(w/ data plan \$55.41), 1.9.18 - 2.8.19 | 8531 · Main Plant Telephones | Belvedere | -20.00 |
| | | | Inv #9821805795: Equipment charges(w/ data plan \$55.41), 1.9.18 - 2.8.19 | 8532 · Paradise Cove Telephones | Tiburon:Paradise Cove | -1.19 |
| | | | Inv #9821805795: Equipment charges(w/ data plan \$55.41), 1.9.18 - 2.8.19 | 8531 · Main Plant Telephones | Tiburon | -34.22 |
| | | | Inv #9821805795: Monthly Charges | 8531 · Main Plant Telephones | Belvedere | -87.92 |
| | | | Inv #9821805795: Monthly Charges | 8532 · Paradise Cove Telephones | Tiburon:Paradise Cove | -5.21 |
| | | | Inv #9821805795: Monthly Charges | 8531 · Main Plant Telephones | Tiburon | -150.47 |
| | | | Inv #9821805795: Taxes, Gov't Surcharges & Fees | 8531 · Main Plant Telephones | Belvedere | -6.08 |
| | | | Inv #9821805795: Taxes, Gov't Surcharges & Fees | 8532 · Paradise Cove Telephones | Tiburon:Paradise Cove | -0.36 |
| | | | Inv #9821805795: Taxes, Gov't Surcharges & Fees | 8531 · Main Plant Telephones | Tiburon | -10.40 |
| TOTAL | | | | | | -315.85 |
| 02/14/19 | 6770 | Waste Management of Redwood ... | Acct #507-0000190-1507-2, Sludge Disposal, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Inv #0096536-1507-9 Sludge Disposal - 7 pick-ups, 47.78 tons, Jan '19 | 7029 · Main Plant Sludge Disposal | Belvedere | -673.83 |
| | | | Inv #0096536-1507-9 Sludge Disposal - 7 pick-ups, 47.78 tons, Jan '19 | 7043 · Paradise Sludge Disposal | Tiburon:Paradise Cove | -39.96 |
| | | | Inv #0096536-1507-9 Sludge Disposal - 7 pick-ups, 47.78 tons, Jan '19 | 7029 · Main Plant Sludge Disposal | Tiburon | -1,153.28 |
| TOTAL | | | | | | -1,867.07 |
| 02/14/19 | 6771 | Westland Contractors, Inc. | FY17-18 Sewer Rehab Project, PP#3, Sept - Oct '18 | JP Morgan Chase - Primary 7399 | | |
| | | | PP#3: FY17-18 Sewer Rehab Project - Belvedere (57.45%), 9.8.18 - 10.24.18 | 9304 · Belvedere Sewer Line Rehab Prog | Belvedere | -113,532.98 |
| | | | PP#2: FY17-18 Sewer Rehab Project - Belvedere (57.45%), 9.8.18 - 10.24.18... | Retainage Payable | Belvedere | 5,676.65 |
| | | | PP#2: FY17-18 Sewer Rehab Project - Tiburon (42.55%), 9.8.18 - 10.24.18 | 9301 · Tiburon Sewer Line Rehab Prog | Tiburon | -84,087.52 |
| | | | PP#2: FY17-18 Sewer Rehab Project - Tiburon (42.55%), 9.8.18 - 10.24.18: 5... | Retainage Payable | Tiburon | 4,204.37 |
| TOTAL | | | | | | -187,739.48 |

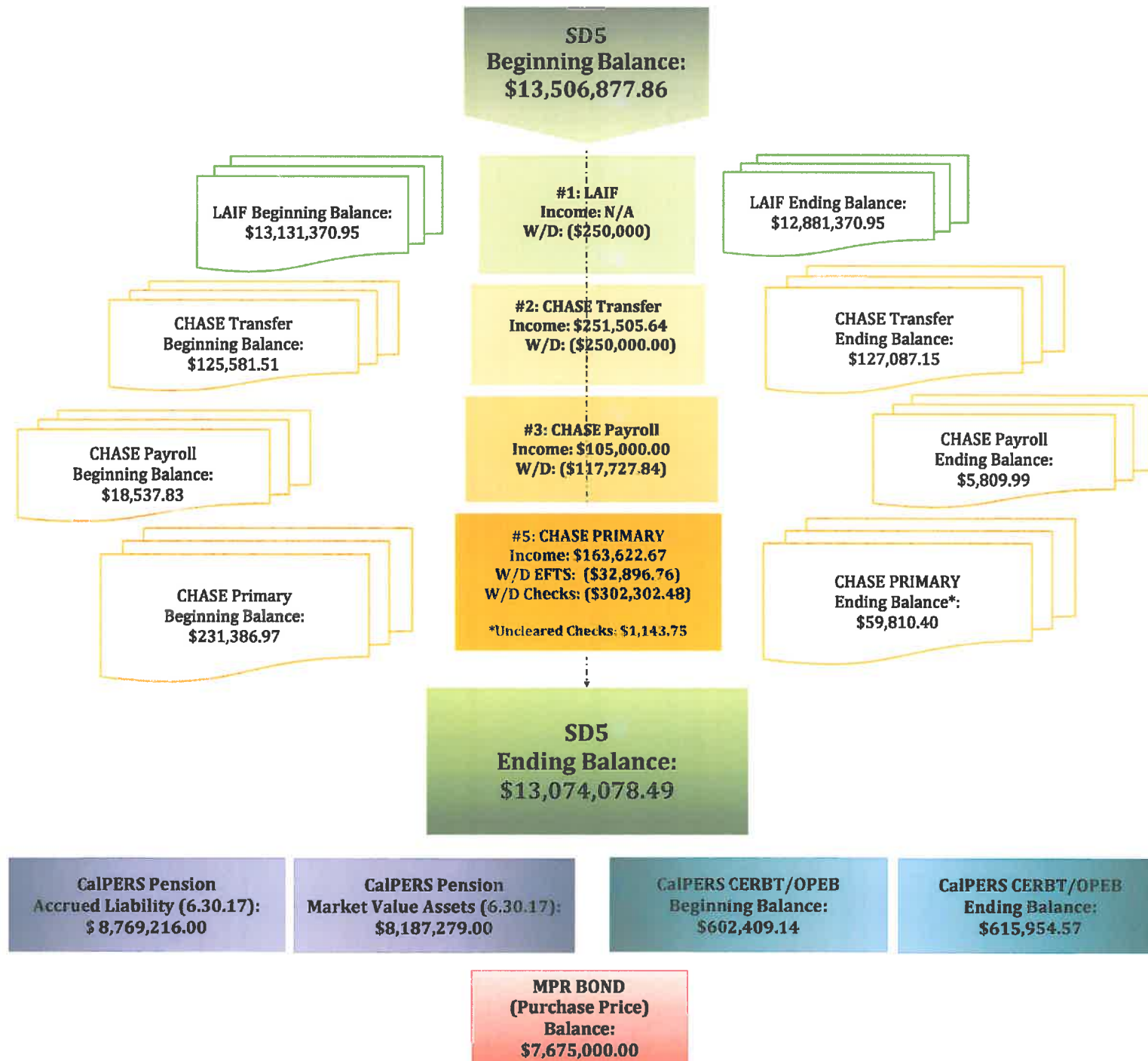
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|----------|------|---------------------|--|--|-----------------------|-------------|
| 02/14/19 | 6772 | Christopher Shipp | 2457 Mar East Overcharge Refund, Feb '19 | JP Morgan Chase - Primary 7399 | | |
| | | | 2457 Mar East Overcharge Refund, 2.14.19 | 5007.1 · Sewer Service - Tiburon Ops | Belvedere | -839.47 |
| | | | 2457 Mar East Overcharge Refund, 2.14.19 | 5007.5 · Sewer Service - Tiburon Cap | Tiburon | -194.53 |
| TOTAL | | | | | | -1,034.00 |
| 02/14/19 | 6773 | Cottrell, Rulon | Con't Ed Reimb., SRJC, WTRIII Class, Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Con't Ed: SRJC WTRIII Class, 1.14.19 - 5.13.19 | 6020 · Continuing Education | Belvedere | -126.86 |
| | | | Con't Ed: SRJC WTRIII Class, 1.14.19 - 5.13.19 | 6020 · Continuing Education | Tiburon | -7.52 |
| | | | Con't Ed: SRJC WTRIII Class, 1.14.19 - 5.13.19 | 6020 · Continuing Education | Belvedere | -217.12 |
| TOTAL | | | | | | -351.50 |
| 02/14/19 | 6774 | Driscoll, Stephen | Reimb. for CWEA Collections Syst, Maint., Grade II Cert Renewal., Jan '19 | JP Morgan Chase - Primary 7399 | | |
| | | | CWEA Collections Syst, Maint., Grade II Cert Renewal Reimb., 1.1.19 - 6.30.19 | 6025 · Dues & Subscriptions | Belvedere | -16.60 |
| | | | CWEA Collections Syst, Maint., Grade II Cert Renewal Reimb., 1.1.19 - 6.30.19 | 6025 · Dues & Subscriptions | Tiburon:Paradise Cove | -0.98 |
| | | | CWEA Collections Syst, Maint., Grade II Cert Renewal Reimb., 1.1.19 - 6.30.19 | 6025 · Dues & Subscriptions | Tiburon | -28.42 |
| | | | CWEA Collections Syst, Maint., Grade II Cert Renewal Reimb., 7.1.19 - 12.31... | 6025 · Dues & Subscriptions | Belvedere | -16.60 |
| | | | CWEA Collections Syst, Maint., Grade II Cert Renewal Reimb., 7.1.19 - 12.31... | 6025 · Dues & Subscriptions | Tiburon:Paradise Cove | -0.98 |
| | | | CWEA Collections Syst, Maint., Grade II Cert Renewal Reimb., 7.1.19 - 12.31... | 6025 · Dues & Subscriptions | Tiburon | -28.42 |
| TOTAL | | | | | | -92.00 |
| 02/14/19 | 6775 | La Torre, Daniel P. | Standby Mileage Reimb, thru Dec '18 | JP Morgan Chase - Primary 7399 | | |
| | | | Belvedere Standby Mileage Reimb, thru 12.31.18 | 6018.2 · Standby Mileage Expense Reimb | Belvedere | -32.70 |
| | | | Tiburon Standby Mileage Reimb., thru 12.31.18 | 6018.2 · Standby Mileage Expense Reimb | Tiburon:Paradise Cove | -65.40 |
| TOTAL | | | | | | -98.10 |
| 02/14/19 | 6776 | Rosser, John | Standby Mi. Reimb., thru Dec '18 | JP Morgan Chase - Primary 7399 | | |
| | | | Standby Mileage Reimb., thru 1.7.19 | 6018.2 · Standby Mileage Expense Reimb | Belvedere | -18.73 |
| | | | Standby Mileage Reimb., thru 1.7.19 | 6018.2 · Standby Mileage Expense Reimb | Tiburon | -133.65 |
| TOTAL | | | | | | -152.38 |
| 02/14/19 | 6777 | Triola, Joseph | Standby Reimb, Jan - Feb '19 | JP Morgan Chase - Primary 7399 | | |
| | | | Standby Mileage thru 1.13.19, Belv P&L | 6018.2 · Standby Mileage Expense Reimb | Belvedere | -56.26 |
| | | | Standby Mileage thru 2.3.19, Belv P&L | 6018.2 · Standby Mileage Expense Reimb | Belvedere | -56.26 |
| | | | Standby Mileage thru 2.3.19, Tib P&L | 6018.2 · Standby Mileage Expense Reimb | Tiburon | -56.26 |
| TOTAL | | | | | | -168.78 |

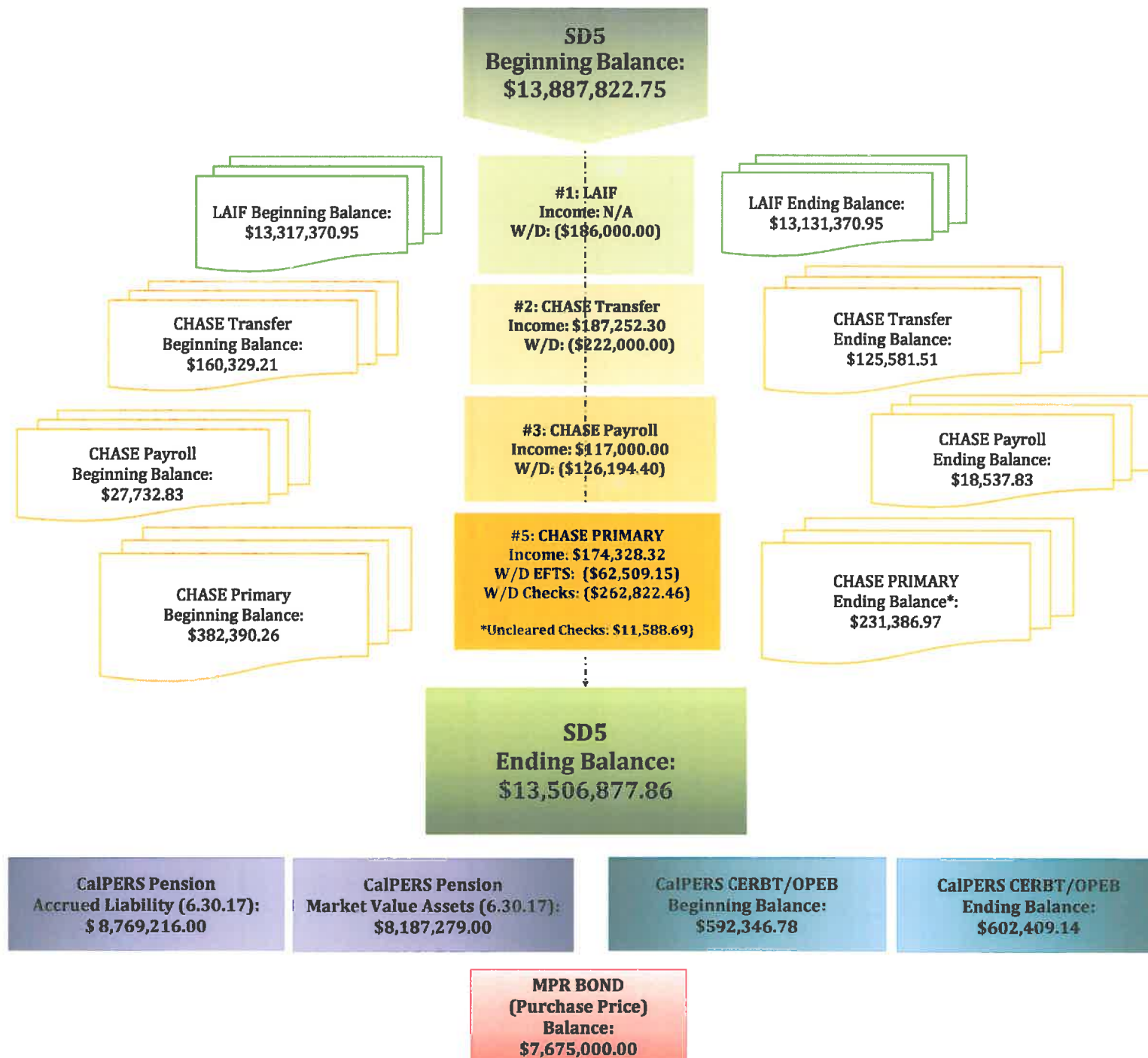
CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: March, 2019



CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: February, 2019



MAR 12, 2019

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

CHECK DATE : 03/15/2019 WEEK 11
PERIOD BEGIN : 03/01/2019
PERIOD END : 03/15/2019

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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 03/15/2019. 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 | 35736.93 | | |
| READYCHEX DEBITED FROM YOUR ACCOUNT | 0.00 | NUMBER OF PAYROLL CHECKS | 16 |
| TOTAL NET PAYROLL | 35736.93 | | |
| BILLING PAYMENT | 230.15 ✓ | Withdrawal made by PAYCHEX INC. on above check date. | |
| AMOUNT DEBITED FROM TAX ACCOUNT | 17668.16 | | |
| TOTAL TAX LIABILITY DUE BY CLIENT | 0.00 | | |
| TOTAL TAX LIABILITY | 17668.16 ✓ | NUMBER OF CHECKS PRINTED | 16 |
| TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES | 53405.09 | | |
| TOTAL COST OF PAYROLL | 53635.24 | NUMBER OF MANUAL/VOID TRANSACTIONS | 0 |

TAX DEPOSITS DUE

| TAX AGENCY | TAXPAY | NON-TAXPAY | DUE DATE |
|------------|----------|------------|---|
| FEDERAL | 14780.66 | | 03/20/2019 Deposit made by PAYCHEX INC. on your behalf. |
| STATE - CA | 2625.01 | | 03/20/2019 Deposit made by PAYCHEX INC. on your behalf. |

NEXT PERIOD DATES

CHECK DATE : 03/29/2019 WEEK 13 TRANSMIT DATE : 03/04/2019
PERIOD BEGIN : 03/16/2019
PERIOD END : 03/31/2019

MAR 26, 2019

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

CHECK DATE : 03/29/2019 WEEK 13
PERIOD BEGIN : 03/16/2019
PERIOD END : 03/31/2019

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 03/29/2019. 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 | 32112.46 | | |
| READYCHEX DEBITED FROM YOUR ACCOUNT | 0.00 | NUMBER OF PAYROLL CHECKS | 15 |
| TOTAL NET PAYROLL | 32112.46 | | |
| BILLING PAYMENT | 224.64 ✓ | Withdrawal made by PAYCHEX INC. on above check date. | |

| | | | |
|---|-------------------|---|-----------|
| AMOUNT DEBITED FROM TAX ACCOUNT | 15931.16 | | |
| TOTAL TAX LIABILITY DUE BY CLIENT | 0.00 | | |
| TOTAL TAX LIABILITY | 15931.16 ✓ | NUMBER OF CHECKS PRINTED | 15 |
| TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES | 48043.62 | | |
| TOTAL COST OF PAYROLL | 48268.26 Ⓟ | NUMBER OF MANUAL/VOID TRANSACTIONS | 0 |

TAX DEPOSITS DUE

| TAX AGENCY | TAXPAY | NON-TAXPAY | DUE DATE |
|------------|----------|------------|---|
| FEDERAL | 13484.37 | | 04/03/2019 Deposit made by PAYCHEX INC. on your behalf. |
| STATE - CA | 2446.79 | | 04/03/2019 Deposit made by PAYCHEX INC. on your behalf. |

NEXT PERIOD DATES

CHECK DATE : 04/12/2019 WEEK 15 TRANSMIT DATE : 03/19/2019
PERIOD BEGIN : 04/01/2019
PERIOD END : 04/15/2019

Sanitary Distr. No.5 of Marin Co.
Comparative Balance Sheet - Abbreviated
As of February 28, 2019

| | <u>Feb 28, 19</u> | <u>Jan 31, 19</u> | <u>\$ Change</u> |
|---|-----------------------------|-----------------------------|---------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| Local Agency Investment Fund | | | |
| Belvedere | | | |
| Belvedere Operating | 3,370,359.47 | 3,457,589.81 | -87,230.34 |
| Belvedere Operating Reserve | 284,923.05 | 284,923.05 | 0.00 |
| Belvedere Capital & CIP Reserve | 2,790,667.00 | 2,900,365.98 | -109,698.98 |
| Belvedere PERS Retirement Trust | 152,530.00 | 152,530.00 | 0.00 |
| Belvedere Disaster Recovery Fnd | 356,250.00 | 356,250.00 | 0.00 |
| Total Belvedere | <u>6,954,729.52</u> | <u>7,151,658.84</u> | <u>-196,929.32</u> |
| Tiburon | | | |
| Tiburon Operating | 1,883,602.60 | 1,781,754.23 | 101,848.37 |
| Tiburon Operating Reserve | 414,430.00 | 414,430.00 | 0.00 |
| Tiburon Capital & CIP Reserve | 2,959,238.83 | 3,050,157.88 | -90,919.05 |
| Tiburon PERS Retirement Trust | 275,620.00 | 275,620.00 | 0.00 |
| Tiburon Disaster Recovery Fund | 643,750.00 | 643,750.00 | 0.00 |
| Total Tiburon | <u>6,176,641.43</u> | <u>6,165,712.11</u> | <u>10,929.32</u> |
| Total Local Agency Investment Fund | <u>13,131,370.95</u> | <u>13,317,370.95</u> | <u>-186,000.00</u> |
| JP Morgan Chase - Primary 7399 | 220,608.48 | 381,287.33 | -160,678.85 |
| JP Morgan Chase - Payroll 7506 | 5,625.66 | 27,732.23 | -22,106.57 |
| JP Morgan Chase - Transfer 7522 | 125,581.51 | 160,329.21 | -34,747.70 |
| Total Checking/Savings | <u>13,483,186.60</u> | <u>13,886,719.72</u> | <u>-403,533.12</u> |
| Accounts Receivable | | | |
| Accounts Receivable | -1,261.89 | 23,022.21 | -24,284.10 |
| Total Accounts Receivable | <u>-1,261.89</u> | <u>23,022.21</u> | <u>-24,284.10</u> |
| Other Current Assets | | | |
| Petty Cash | 881.92 | 881.92 | 0.00 |
| Total Other Current Assets | <u>881.92</u> | <u>881.92</u> | <u>0.00</u> |
| Total Current Assets | <u>13,482,806.63</u> | <u>13,910,623.85</u> | <u>-427,817.22</u> |
| Fixed Assets | <u>19,641,712.20</u> | <u>19,641,712.20</u> | <u>0.00</u> |
| TOTAL ASSETS | <u>33,124,518.83</u> | <u>33,552,336.05</u> | <u>-427,817.22</u> |
| LIABILITIES & EQUITY | <u>33,124,518.83</u> | <u>33,552,336.05</u> | <u>-427,817.22</u> |

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses
July 2018 through January 2019

| | <u>Jul '18 - Jan 19</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Bu...</u> |
|--|-------------------------|---------------------|-----------------------|-------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 5000 · Property Taxes | | | | |
| 5001.2 · Prop Tax Current Secured - Cap | 437,948.24 | 700,000.00 | -262,051.76 | 62.6% |
| 5002 · Prop Tax Current Unsec | 14,602.17 | 13,000.00 | 1,602.17 | 112.3% |
| 5003 · Prop Tax Prior Unsec | 577.23 | 0.00 | 577.23 | 100.0% |
| 5006 · Suppl Unsec | 71.33 | 100.00 | -28.67 | 71.3% |
| 5041 · Suppl Sec Assmnt - Current | 4,464.39 | 15,000.00 | -10,535.61 | 29.8% |
| 5043 · Suppl Sec Assmnt - Redemption | 4,205.83 | 500.00 | 3,705.83 | 841.2% |
| 5046 · Excess ERAF | 199,372.87 | 250,000.00 | -50,627.13 | 79.7% |
| 5280 · HOPTR | 1,874.19 | 3,333.00 | -1,458.81 | 56.2% |
| Total 5000 · Property Taxes | 663,116.25 | 981,933.00 | -318,816.75 | 67.5% |
| 5007 · Sewer Service Charge | | | | |
| 5007.1 · Sewer Service - Tiburon Ops | 1,219,859.60 | 2,223,002.68 | -1,003,143.08 | 54.9% |
| 5007.5 · Sewer Service - Tiburon Cap | 277,982.08 | 507,742.01 | -229,759.93 | 54.7% |
| 5007.2 · Sewer Service-Belv Ops | 748,987.09 | 1,346,023.72 | -597,036.63 | 55.6% |
| 5007.3 · Sewer Service-Belv Cap | 528,820.80 | 950,357.28 | -421,536.48 | 55.6% |
| Total 5007 · Sewer Service Charge | 2,775,649.57 | 5,027,125.69 | -2,251,476.12 | 55.2% |
| 5201 · Interest | | | | |
| 5201.2 · Interest LAIF | 131,549.20 | 25,000.00 | 106,549.20 | 526.2% |
| Total 5201 · Interest | 131,549.20 | 25,000.00 | 106,549.20 | 526.2% |
| 5900.3 · Connection Fees | | | | |
| 5900.30 · Connection Permit Fees | 5,150.00 | 5,000.00 | 150.00 | 103.0% |
| 5900.31 · Collection | 201,906.00 | 80,000.00 | 121,906.00 | 252.4% |
| 5900.34 · Treatment | 324,134.00 | 80,000.00 | 244,134.00 | 405.2% |
| Total 5900.3 · Connection Fees | 531,190.00 | 165,000.00 | 366,190.00 | 321.9% |
| 5900.4 · Inspection Permit Fees | 12,167.50 | 7,500.00 | 4,667.50 | 162.2% |
| 5900.5 · SASM Expense Reimb. | 42,609.25 | 65,000.00 | -22,390.75 | 65.6% |
| 5900.9 · Other Income | 0.00 | 100.00 | -100.00 | 0.0% |
| 5900.10 · Paradise Sewer Line Ext. Fees | 0.00 | 12,863.00 | -12,863.00 | 0.0% |
| Total Income | 4,156,281.77 | 6,284,521.69 | -2,128,239.92 | 66.1% |
| Expense | | | | |
| 6000 · Administrative Expenses | | | | |
| 6001 · Advertising | 878.76 | 1,000.00 | -121.24 | 87.9% |
| 6002 · Outreach & Newsletter | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 6008 · Audit & Accounting | 23,504.37 | 32,500.00 | -8,995.63 | 72.3% |
| 6017 · Consulting Fees | 20,532.51 | 100,000.00 | -79,467.49 | 20.5% |
| 6018 · Travel & Meetings | | | | |
| 6018.1 · Meetings & Travel | 3,266.00 | 7,000.00 | -3,734.00 | 46.7% |
| 6018.2 · Standby Mileage Expense Reimb | 3,312.38 | 8,000.00 | -4,687.62 | 41.4% |
| Total 6018 · Travel & Meetings | 6,578.38 | 15,000.00 | -8,421.62 | 43.9% |
| 6020 · Continuing Education | 1,030.00 | 10,000.00 | -8,970.00 | 10.3% |
| 6021 · County Fees | 11,107.65 | 16,500.00 | -5,392.35 | 67.3% |
| 6024 · Director Fees | 2,500.00 | 9,000.00 | -6,500.00 | 27.8% |
| 6025 · Dues & Subscriptions | 14,050.10 | 12,000.00 | 2,050.10 | 117.1% |
| 6026 · Elections | 0.00 | 7,000.00 | -7,000.00 | 0.0% |
| 6033 · Insurance Property & Liability | | | | |
| 6033.1 · PLP Public Entity Phys Damage | 12,984.00 | 14,980.00 | -1,996.00 | 86.7% |
| 6033.2 · General Liability | 51,025.00 | 47,966.00 | 3,059.00 | 106.4% |
| 6033.3 · Physical Property Damage - Auto | 1,342.00 | 1,368.00 | -26.00 | 98.1% |
| Total 6033 · Insurance Property & Liability | 65,351.00 | 64,314.00 | 1,037.00 | 101.6% |

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses
July 2018 through January 2019

| | Jul '18 - Jan 19 | Budget | \$ Over Budget | % of Bu... |
|--|-------------------|-------------------|--------------------|---------------|
| 6039 · Legal | 26,941.88 | 70,000.00 | -43,058.12 | 38.5% |
| 6047 · Office Supplies | 1,739.41 | 7,000.00 | -5,260.59 | 24.8% |
| 6056 · Postage | 279.24 | 1,000.00 | -720.76 | 27.9% |
| 6059 · Pollution Prevention/Public Edu | 3,647.40 | 4,000.00 | -352.60 | 91.2% |
| 6065 · Miscellaneous Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 6000 · Administrative Expenses | 178,140.70 | 350,314.00 | -172,173.30 | 50.9% |
| 7000 · Ops & Maintenance Expenses | | | | |
| 7010 · Pumps & Lines Maintenance | | | | |
| 7011 · Pumps & Lines Maintenance | 24,042.53 | 200,000.00 | -175,957.47 | 12.0% |
| 7013 · Emergency Line Repair | 11,750.01 | 50,000.00 | -38,249.99 | 23.5% |
| Total 7010 · Pumps & Lines Maintenance | 35,792.54 | 250,000.00 | -214,207.46 | 14.3% |
| 7020 · Main Plant Maintenance | | | | |
| 7021 · Plant Maintenance Supplies | 1,614.52 | 10,000.00 | -8,385.48 | 16.1% |
| 7022 · Plant Maint. Parts & Service | 9,715.07 | 50,000.00 | -40,284.93 | 19.4% |
| 7023 · Janitorial Supplies & Service | 3,441.16 | 5,000.00 | -1,558.84 | 68.8% |
| 7024 · Main Plant Chemicals | 46,759.49 | 100,000.00 | -53,240.51 | 46.8% |
| 7025 · Lab Supplies & Chemicals | 14,267.39 | 10,000.00 | 4,267.39 | 142.7% |
| 7027 · Electrical & Instrument | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 7028 · Grounds Maintenance | 3,096.13 | 5,000.00 | -1,903.87 | 61.9% |
| 7029 · Main Plant Sludge Disposal | 11,066.63 | 30,000.00 | -18,933.37 | 36.9% |
| 7030 · Main Plant Outfall | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 7020 · Main Plant Maintenance | 89,960.39 | 215,000.00 | -125,039.61 | 41.8% |
| 7040 · Paradise Cove Plant Maint | | | | |
| 7041 · Paradise Parts & Service | 3,013.55 | 10,000.00 | -6,986.45 | 30.1% |
| 7042 · Paradise Supplies & Chemicals | 1,651.20 | 5,000.00 | -3,348.80 | 33.0% |
| 7043 · Paradise Sludge Disposal | 6,114.15 | 6,000.00 | 114.15 | 101.9% |
| Total 7040 · Paradise Cove Plant Maint | 10,778.90 | 21,000.00 | -10,221.10 | 51.3% |
| 7050 · Monitoring | | | | |
| 7051 · Main Plant Lab Monitoring | 23,600.02 | 45,000.00 | -21,399.98 | 52.4% |
| 7052 · Paradise Cove Monitoring | 8,548.00 | 10,000.00 | -1,452.00 | 85.5% |
| 7053 · Chronic Toxicity Program Eval | 0.00 | | | |
| Total 7050 · Monitoring | 32,148.02 | 55,000.00 | -22,851.98 | 58.5% |
| 7060 · Permits/Fees | | | | |
| 7061 · Main Plant NPDES Renewal | 10,072.56 | 0.00 | 10,072.56 | 100.0% |
| 7062 · Permits/Fees - General | 33,083.71 | 40,000.00 | -6,916.29 | 82.7% |
| 7063 · Paradise Cove Permits/Fees | 3,457.55 | 0.00 | 3,457.55 | 100.0% |
| 7064 · Paradise Cove NPDES Renewal | 2,428.00 | 0.00 | 2,428.00 | 100.0% |
| Total 7060 · Permits/Fees | 49,041.82 | 40,000.00 | 9,041.82 | 122.6% |
| 7070 · Truck Maintenance | | | | |
| 7071 · Fuel | 3,729.94 | 8,000.00 | -4,270.06 | 46.6% |
| 7072 · Truck Maintenance | 7,961.38 | 4,000.00 | 3,961.38 | 199.0% |
| Total 7070 · Truck Maintenance | 11,691.32 | 12,000.00 | -308.68 | 97.4% |
| Total 7000 · Ops & Maintenance Expenses | 229,412.99 | 593,000.00 | -363,587.01 | 38.7% |
| 8000 · Salaries and Benefits Expenses | | | | |
| 8001 · Salaries | 547,858.25 | 996,691.40 | -448,833.15 | 55.0% |
| 8003 · Overtime | 74,146.43 | 100,000.00 | -25,853.57 | 74.1% |
| 8004 · Standby Pay | 41,938.47 | 67,080.00 | -25,141.53 | 62.5% |
| 8006 · Vacation Buyout | 17,912.68 | 25,000.00 | -7,087.32 | 71.7% |
| 8013 · Payroll Taxes | 52,949.86 | 88,000.00 | -35,050.14 | 60.2% |
| 8015 · Payroll/Bank Fees | 862.18 | 5,500.00 | -4,637.82 | 15.7% |
| 8016 · Car Allowance | 6,000.00 | 6,000.00 | 0.00 | 100.0% |

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses
 July 2018 through January 2019

| | <u>Jul '18 - Jan 19</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Bu...</u> |
|--|-------------------------|---------------------|-----------------------|-------------------|
| 8019 · PERS Retirement | | | | |
| 8019.05 · PERS Retirement | 78,233.15 | 201,134.11 | -122,900.96 | 38.9% |
| 8019.10 · PERS Retirement Trust | 0.00 | 294,400.00 | -294,400.00 | 0.0% |
| 8019 · PERS Retirement - Other | 17,816.32 | | | |
| Total 8019 · PERS Retirement | 96,049.47 | 495,534.11 | -399,484.64 | 19.4% |
| 8020 · Employee Health | | | | |
| 8020.05 · Employee Health | 98,129.42 | 174,282.98 | -76,153.56 | 56.3% |
| 8021 · Employee Health Deductions | -3,097.85 | -8,000.00 | 4,902.15 | 38.7% |
| Total 8020 · Employee Health | 95,031.57 | 166,282.98 | -71,251.41 | 57.2% |
| 8022 · Retiree Health | | | | |
| 8022.05 · Retiree Health | 46,431.41 | 58,626.86 | -12,195.45 | 79.2% |
| 8022.10 · CERBT/OPEB Annual Arc Contribtn | 0.00 | 67,900.00 | -67,900.00 | 0.0% |
| Total 8022 · Retiree Health | 46,431.41 | 126,526.86 | -80,095.45 | 36.7% |
| 8023 · Workers Comp Insurance | 21,935.00 | 23,138.50 | -1,203.50 | 94.8% |
| Total 8000 · Salaries and Benefits Expenses | 1,001,115.32 | 2,099,753.85 | -1,098,638.53 | 47.7% |
| 8500 · Other Operating Expenses | | | | |
| 8510 · Data/Alarms/IT Supp & Licensing | 43,210.24 | 75,000.00 | -31,789.76 | 57.6% |
| 8515 · Safety | 3,389.41 | 20,000.00 | -16,610.59 | 16.9% |
| 8520 · Personal Protection/Safety Wear | 6,395.18 | 15,000.00 | -8,604.82 | 42.6% |
| 8530 · Telephone | | | | |
| 8531 · Main Plant Telephones | 4,547.62 | 11,000.00 | -6,452.38 | 41.3% |
| 8532 · Paradise Cove Telephones | 2,175.56 | 4,000.00 | -1,824.44 | 54.4% |
| 8533 · Pumps & Lines Telephones | 3,343.28 | 7,000.00 | -3,656.72 | 47.8% |
| Total 8530 · Telephone | 10,066.46 | 22,000.00 | -11,933.54 | 45.8% |
| 8540 · Utilities | | | | |
| 8541 · Water | 2,056.39 | 3,500.00 | -1,443.61 | 58.8% |
| 8542 · Main Plant Utilities | 88,685.01 | 180,000.00 | -91,314.99 | 49.3% |
| 8543 · Paradise Cove Utilities | 6,507.15 | 13,500.00 | -6,992.85 | 48.2% |
| 8544 · Pump Station Utilities | 15,259.83 | 35,000.00 | -19,740.17 | 43.6% |
| Total 8540 · Utilities | 112,508.38 | 232,000.00 | -119,491.62 | 48.5% |
| Total 8500 · Other Operating Expenses | 175,569.67 | 364,000.00 | -188,430.33 | 48.2% |
| Total Expense | 1,584,238.68 | 3,407,067.85 | -1,822,829.17 | 46.5% |
| Net Ordinary Income | 2,572,043.09 | 2,877,453.84 | -305,410.75 | 89.4% |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| 9100 · Capital Expenditures | | | | |
| 9200 · Main Plant Equipment Capital | | | | |
| 9201 · LED Lighting Upgrades | 25,571.38 | 0.00 | 25,571.38 | 100.0% |
| 9209 · Screw Press Blend Redundancy | 15,733.84 | 15,000.00 | 733.84 | 104.9% |
| 9211 · Odor Control Upgrades | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| 9212 · Headworks Grinder Replacement | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| Total 9200 · Main Plant Equipment Capital | 41,305.22 | 85,000.00 | -43,694.78 | 48.6% |

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses
 July 2018 through January 2019

| | <u>Jul '18 - Jan 19</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Bu...</u> |
|--|-------------------------|----------------------|-----------------------|-------------------|
| 9300 - Pumps & Lines Capital | | | | |
| 9301 - Tiburon Sewer Line Rehab Prog | 224,032.74 | 325,000.00 | -100,967.26 | 68.9% |
| 9302 - PS Control Panel Upgrades | 59,971.35 | 60,000.00 | -28.65 | 100.0% |
| 9303 - Lateral Camera | 10,935.98 | 25,000.00 | -14,064.02 | 43.7% |
| 9304 - Belvedere Sewer Line Rehab Prog | 180,434.86 | 250,000.00 | -69,565.14 | 72.2% |
| 9306 - PS Pump & Valve Replacements | 4,546.50 | 75,000.00 | -70,453.50 | 6.1% |
| 9307 - PS Generator Replacement | 218.00 | | | |
| 9310 - BPS #13 Communication Proj | 22,104.99 | 20,000.00 | 2,104.99 | 110.5% |
| 9311 - Cove Road Force Main Replacemen | 0.00 | 100,000.00 | -100,000.00 | 0.0% |
| 9313 - Manholes/Rodholes | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| 9314 - Portable Emergency Generators | 0.00 | | | |
| 9315 - TPS Comm/Radio Upgrade Proj | 41,747.19 | 20,000.00 | 21,747.19 | 208.7% |
| Total 9300 - Pumps & Lines Capital | 543,991.61 | 925,000.00 | -381,008.39 | 58.8% |
| 9400 - Paradise Cove Capital | | | | |
| 9405 - P.C. Generator Replacement | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 9400 - Paradise Cove Capital | 0.00 | 0.00 | 0.00 | 0.0% |
| 9500 - Undesignated Capital | | | | |
| 9510 - Undesignated Cap - M.P. | 18,829.83 | 25,000.00 | -6,170.17 | 75.3% |
| 9520 - Undesignated Cap - P.C. Plant | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 9550 - Undesignated Cap - Belvedere | 24,000.62 | | | |
| Total 9500 - Undesignated Capital | 42,830.45 | 35,000.00 | 7,830.45 | 122.4% |
| Total 9100 - Capital Expenditures | 628,127.28 | 1,045,000.00 | -416,872.72 | 60.1% |
| 9700 - Debt Service | | | | |
| 9730 - Debt Service - MPR Project | | | | |
| 9731 - Debt Service MPR Bond Principal | 460,000.00 | 460,000.00 | 0.00 | 100.0% |
| 9732 - Debt Service MPR Bond Interest | 172,275.00 | 341,000.00 | -168,725.00 | 50.5% |
| Total 9730 - Debt Service - MPR Project | 632,275.00 | 801,000.00 | -168,725.00 | 78.9% |
| Total 9700 - Debt Service | 632,275.00 | 801,000.00 | -168,725.00 | 78.9% |
| Total Other Expense | 1,260,402.28 | 1,846,000.00 | -585,597.72 | 68.3% |
| Net Other Income | -1,260,402.28 | -1,846,000.00 | 585,597.72 | 68.3% |
| Net Income | 1,311,640.81 | 1,031,453.84 | 280,186.97 | 127.2% |

02/11/19

Sanitary Distr. No.5 of Marin Co.
Zone Report
January 2019

| | Paradise ... (Tiburon) | Tiburon - Oth... (Tiburon) | Total Tiburon | Belvedere | TOTAL |
|--|---------------------------|-------------------------------|------------------|------------------|-------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 5000 · Property Taxes | | | | | |
| 5001.2 · Prop Tax Current Secured - Cap | 1.83 | 52.65 | 54.48 | 0.00 | 54.48 |
| 5002 · Prop Tax Current Unsec | 43.78 | 1,262.98 | 1,306.76 | 0.00 | 1,306.76 |
| 5003 · Prop Tax Prior Unsec | 3.18 | 91.72 | 94.90 | 0.00 | 94.90 |
| 5041 · Suppl Sec Assmnt - Current | 60.29 | 1,739.30 | 1,799.59 | 0.00 | 1,799.59 |
| 5043 · Suppl Sec Assmnt - Redemption | 128.62 | 3,710.77 | 3,839.39 | 0.00 | 3,839.39 |
| 5280 · HOPTR | 43.95 | 1,267.98 | 1,311.93 | 0.00 | 1,311.93 |
| 5483 · Other tax | 116.89 | 3,372.58 | 3,489.47 | 0.00 | 3,489.47 |
| Total 5000 · Property Taxes | 398.54 | 11,497.98 | 11,896.52 | 0.00 | 11,896.52 |
| 5201 · Interest | | | | | |
| 5201.2 · Interest LAIF | 0.00 | 25,492.07 | 25,492.07 | 40,211.80 | 65,703.87 |
| Total 5201 · Interest | 0.00 | 25,492.07 | 25,492.07 | 40,211.80 | 65,703.87 |
| 5900.3 · Connection Fees | | | | | |
| 5900.31 · Collection | 0.00 | 0.00 | 0.00 | 5,201.00 | 5,201.00 |
| 5900.34 · Treatment | 0.00 | 0.00 | 0.00 | 3,745.00 | 3,745.00 |
| 5900.3 · Connection Fees - Other | 0.00 | 0.00 | 0.00 | 300.00 | 300.00 |
| Total 5900.3 · Connection Fees | 0.00 | 0.00 | 0.00 | 9,246.00 | 9,246.00 |
| 5900.4 · Inspection Permit Fees | 0.00 | 500.00 | 500.00 | 300.00 | 800.00 |
| 5900.5 · SASM Expense Reimb. | 0.00 | 13,878.96 | 13,878.96 | 8,109.25 | 21,988.21 |
| Total Income | 398.54 | 51,369.01 | 51,767.55 | 57,867.05 | 109,634.60 |
| Expense | | | | | |
| 6000 · Administrative Expenses | | | | | |
| 6001 · Advertising | 15.41 | 444.74 | 460.15 | 259.85 | 720.00 |
| 6008 · Audit & Accounting | 41.64 | 1,201.90 | 1,243.54 | 702.22 | 1,945.76 |
| 6017 · Consulting Fees | 71.93 | 1,744.37 | 1,816.30 | 1,545.05 | 3,361.35 |
| 6018 · Travel & Meetings | | | | | |
| 6018.1 · Meetings & Travel | 31.23 | 901.30 | 932.53 | 526.60 | 1,459.13 |
| 6018.2 · Standby Mileage Expense Reimb | 4.87 | 140.65 | 145.52 | 82.18 | 227.70 |
| Total 6018 · Travel & Meetings | 36.10 | 1,041.95 | 1,078.05 | 608.78 | 1,686.83 |
| 6024 · Director Fees | 53.50 | 1,544.25 | 1,597.75 | 902.25 | 2,500.00 |
| 6025 · Dues & Subscriptions | 4.03 | 116.12 | 120.15 | 67.85 | 188.00 |
| 6033 · Insurance Property & Liability | | | | | |
| 6033.2 · General Liability | 707.46 | 20,419.92 | 21,127.38 | 11,930.62 | 33,058.00 |
| Total 6033 · Insurance Property & Liability | 707.46 | 20,419.92 | 21,127.38 | 11,930.62 | 33,058.00 |
| 6039 · Legal | 14.62 | 421.84 | 436.46 | 246.47 | 682.93 |
| 6047 · Office Supplies | 6.49 | 187.36 | 193.85 | 109.49 | 303.34 |
| 6056 · Postage | 0.15 | 4.27 | 4.42 | 2.49 | 6.91 |
| Total 6000 · Administrative Expenses | 951.33 | 27,126.72 | 28,078.05 | 16,375.07 | 44,453.12 |
| 7000 · Ops & Maintenance Expenses | | | | | |
| 7010 · Pumps & Lines Maintenance | | | | | |
| 7011 · Pumps & Lines Maintenance | 0.00 | 3,565.24 | 3,565.24 | 442.56 | 4,007.80 |
| 7013 · Emergency Line Repair | 0.00 | 1,893.60 | 1,893.60 | 1,106.40 | 3,000.00 |
| Total 7010 · Pumps & Lines Maintenance | 0.00 | 5,458.84 | 5,458.84 | 1,548.96 | 7,007.80 |
| 7020 · Main Plant Maintenance | | | | | |
| 7022 · Plant Maint. Parts & Service | 0.00 | -327.60 | -327.60 | -191.42 | -519.02 |
| 7023 · Janitorial Supplies & Service | 0.00 | 225.22 | 225.22 | 131.85 | 357.07 |
| 7024 · Main Plant Chemicals | 0.00 | 1,839.99 | 1,839.99 | 1,074.87 | 2,914.86 |
| 7025 · Lab Supplies & Chemicals | 0.00 | 2,500.13 | 2,500.13 | 1,460.80 | 3,960.93 |
| 7026 · SASM Supplies & Chem | 0.00 | 8,722.96 | 8,722.96 | 5,096.68 | 13,819.64 |
| 7029 · Main Plant Sludge Disposal | 0.00 | 1,242.04 | 1,242.04 | 725.68 | 1,967.72 |
| Total 7020 · Main Plant Maintenance | 0.00 | 14,202.74 | 14,202.74 | 8,298.46 | 22,501.20 |

02/11/19

Sanitary Distr. No.5 of Marin Co.
Zone Report
January 2019

| | Paradise ... (Tiburon) | Tiburon - Oth... (Tiburon) | Total Tiburon | Belvedere | TOTAL |
|--|---------------------------|-------------------------------|-------------------|-------------------|-------------------|
| 7040 · Paradise Cove Plant Maint | | | | | |
| 7042 · Paradise Supplies & Chemicals | 368.89 | 0.00 | 368.89 | 0.00 | 368.89 |
| 7043 · Paradise Sludge Disposal | 1,268.03 | 0.00 | 1,268.03 | 0.00 | 1,268.03 |
| Total 7040 · Paradise Cove Plant Maint | 1,636.92 | 0.00 | 1,636.92 | 0.00 | 1,636.92 |
| 7050 · Monitoring | | | | | |
| 7051 · Main Plant Lab Monitoring | 0.00 | 3,374.39 | 3,374.39 | 1,971.61 | 5,346.00 |
| 7052 · Paradise Cove Monitoring | 968.00 | 0.00 | 968.00 | 0.00 | 968.00 |
| Total 7050 · Monitoring | 968.00 | 3,374.39 | 4,342.39 | 1,971.61 | 6,314.00 |
| 7070 · Truck Maintenance | | | | | |
| 7071 · Fuel | 19.20 | 554.28 | 573.48 | 323.84 | 897.32 |
| Total 7070 · Truck Maintenance | 19.20 | 554.28 | 573.48 | 323.84 | 897.32 |
| Total 7000 · Ops & Maintenance Expenses | 2,624.12 | 23,590.25 | 26,214.37 | 12,142.87 | 38,357.24 |
| 8000 · Salaries and Benefits Expenses | | | | | |
| 8001 · Salaries | 2,152.24 | 56,967.36 | 59,119.60 | 33,283.87 | 92,403.47 |
| 8030 · Salaries Reimbursed by SASM | 0.00 | 5,156.00 | 5,156.00 | 3,012.57 | 8,168.57 |
| 8003 · Overtime | 215.60 | 6,223.26 | 6,438.86 | 3,636.04 | 10,074.90 |
| 8004 · Standby Pay | 134.16 | 3,872.33 | 4,006.49 | 2,262.46 | 6,268.95 |
| 8006 · Vacation Buyout | 76.41 | 2,205.48 | 2,281.89 | 1,288.59 | 3,570.48 |
| 8007 · Voluntary Deductions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8008 · Deferred Comp 457 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8013 · Payroll Taxes | 278.63 | 8,042.65 | 8,321.28 | 4,699.03 | 13,020.31 |
| 8015 · Payroll/Bank Fees | 12.02 | 346.76 | 358.78 | 202.61 | 561.39 |
| 8019 · PERS Retirement | | | | | |
| 8019.05 · PERS Retirement | 282.16 | 8,144.37 | 8,426.53 | 4,758.48 | 13,185.01 |
| 8019 · PERS Retirement - Other | 366.29 | 10,572.75 | 10,939.04 | 6,177.28 | 17,116.32 |
| Total 8019 · PERS Retirement | 648.45 | 18,717.12 | 19,365.57 | 10,935.76 | 30,301.33 |
| 8020 · Employee Health | | | | | |
| 8020.05 · Employee Health | 272.21 | 7,824.56 | 8,096.77 | 4,590.81 | 12,687.58 |
| 8021 · Employee Health Deductions | -0.66 | -19.22 | -19.88 | -11.22 | -31.10 |
| Total 8020 · Employee Health | 271.55 | 7,805.34 | 8,076.89 | 4,579.59 | 12,656.48 |
| 8022 · Retiree Health | | | | | |
| 8022.05 · Retiree Health | 14.80 | 427.12 | 441.92 | 249.55 | 691.47 |
| Total 8022 · Retiree Health | 14.80 | 427.12 | 441.92 | 249.55 | 691.47 |
| Total 8000 · Salaries and Benefits Expenses | 3,803.86 | 109,763.42 | 113,567.28 | 64,150.07 | 177,717.35 |
| 8500 · Other Operating Expenses | | | | | |
| 8510 · Data/Alarms/IT Supp & Licensing | 151.73 | 4,379.68 | 4,531.41 | 2,558.86 | 7,090.27 |
| 8515 · Safety | 7.49 | 216.19 | 223.68 | 126.32 | 350.00 |
| 8520 · Personal Protection/Safety Wear | 15.00 | 432.97 | 447.97 | 252.98 | 700.95 |
| 8530 · Telephone | | | | | |
| 8531 · Main Plant Telephones | 0.00 | 357.13 | 357.13 | 208.68 | 565.81 |
| 8532 · Paradise Cove Telephones | 325.57 | 0.00 | 325.57 | 0.00 | 325.57 |
| 8533 · Pumps & Lines Telephones | 173.46 | 305.32 | 478.78 | 0.00 | 478.78 |
| Total 8530 · Telephone | 499.03 | 662.45 | 1,161.48 | 208.68 | 1,370.16 |
| 8540 · Utilities | | | | | |
| 8541 · Water | 0.00 | 424.87 | 424.87 | 311.85 | 736.72 |
| 8542 · Main Plant Utilities | 0.00 | 7,570.34 | 7,570.34 | 4,423.23 | 11,993.57 |
| 8543 · Paradise Cove Utilities | 1,048.39 | 0.00 | 1,048.39 | 0.00 | 1,048.39 |
| 8544 · Pump Station Utilities | 214.41 | 1,387.24 | 1,601.65 | 1,228.93 | 2,830.58 |
| Total 8540 · Utilities | 1,262.80 | 9,382.45 | 10,645.25 | 5,964.01 | 16,609.26 |
| Total 8500 · Other Operating Expenses | 1,936.05 | 15,073.74 | 17,009.79 | 9,110.85 | 26,120.64 |
| Total Expense | 9,315.36 | 175,554.13 | 184,869.49 | 101,778.86 | 286,648.35 |

02/11/19

Sanitary Distr. No.5 of Marin Co.
Zone Report
January 2019

| | Paradise ... (Tiburon) | Tiburon - Oth... (Tiburon) | Total Tiburon | Belvedere | TOTAL |
|---|---------------------------|-------------------------------|--------------------|-------------------|--------------------|
| Net Ordinary Income | -8,916.82 | -124,185.12 | -133,101.94 | -43,911.81 | -177,013.75 |
| Other Income/Expense | | | | | |
| Other Expense | | | | | |
| 9100 · Capital Expenditures | | | | | |
| 9200 · Main Plant Equipment Capital | | | | | |
| 9209 · Screw Press Blend Redundancy | 0.00 | 9,931.20 | 9,931.20 | 5,802.64 | 15,733.84 |
| 9225.95 · SCADA Upgrade & Replacement | 0.00 | 88.94 | 88.94 | 4,067.31 | 4,156.25 |
| Total 9200 · Main Plant Equipment Capital | 0.00 | 10,020.14 | 10,020.14 | 9,869.95 | 19,890.09 |
| 9300 · Pumps & Lines Capital | | | | | |
| 9310 · BPS #13 Communication Proj | 0.00 | 0.00 | 0.00 | 15,164.23 | 15,164.23 |
| 9315 · TPS Comm/Radio Upgrade Proj | 0.00 | 2,082.52 | 2,082.52 | 0.00 | 2,082.52 |
| Total 9300 · Pumps & Lines Capital | 0.00 | 2,082.52 | 2,082.52 | 15,164.23 | 17,246.75 |
| Total 9100 · Capital Expenditures | 0.00 | 12,102.66 | 12,102.66 | 25,034.18 | 37,136.84 |
| Total Other Expense | 0.00 | 12,102.66 | 12,102.66 | 25,034.18 | 37,136.84 |
| Net Other Income | 0.00 | -12,102.66 | -12,102.66 | -25,034.18 | -37,136.84 |
| Net Income | <u>-8,916.82</u> | <u>-136,287.78</u> | <u>-145,204.60</u> | <u>-68,945.99</u> | <u>-214,150.59</u> |

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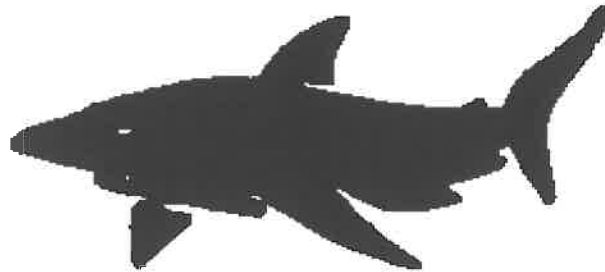
02/11/19

Accrual Basis

Sanitary Distr. No.5 of Marin Co.
Monthly O.T. Report
January 2019

| Type | Date | Num | Name | Memo | Amount | Balance |
|----------------------------|----------|-----------|---------------------|------------------------|------------------|------------------|
| Cottrell, Rulon | | | | | | |
| Check | 01/31/19 | 0331-3081 | Cottrell, Rulon | 2.0 5 Hrs. O.T. @ 1.5x | 334.73 | 334.73 |
| Check | 01/31/19 | 0331-3081 | Cottrell, Rulon | 0 Hrs. O.T. @ 2.0x | | 334.73 |
| Total Cottrell, Rulon | | | | | 334.73 | 334.73 |
| Dohrmann, Robin | | | | | | |
| Check | 01/15/19 | 0151-3069 | Dohrmann, Robin | 7.0 Hrs. O.T. @ 1.5x | 516.66 | 516.66 |
| Check | 01/31/19 | 0331-3083 | Dohrmann, Robin | 15.0 Hrs. O.T. @ 1.5x | 1,107.13 | 1,623.79 |
| Check | 01/31/19 | 0331-3083 | Dohrmann, Robin | 0.5 Hrs. O.T. @ 2.0x | 49.21 | 1,673.00 |
| Total Dohrmann, Robin | | | | | 1,673.00 | 1,673.00 |
| Driscoll, Stephen | | | | | | |
| Check | 01/15/19 | 0151-3071 | Driscoll, Stephen | 10.0 Hrs. O.T. @ 1.5x | 813.74 | 813.74 |
| Check | 01/31/19 | 0331-3085 | Driscoll, Stephen | 12.0 Hrs. O.T. @ 1.5x | 976.49 | 1,790.23 |
| Check | 01/31/19 | 0331-3085 | Driscoll, Stephen | 0.5 Hrs. O.T. @ 2.0x | 54.25 | 1,844.48 |
| Total Driscoll, Stephen | | | | | 1,844.48 | 1,844.48 |
| La Torre, Daniel P. | | | | | | |
| Check | 01/15/19 | 0151-3073 | La Torre, Daniel P. | 10.0 Hrs. O.T. @ 1.5x | 738.09 | 738.09 |
| Check | 01/15/19 | 0151-3073 | La Torre, Daniel P. | 3.0 Hrs. O.T. @ 2.0x | 295.23 | 1,033.32 |
| Total La Torre, Daniel P. | | | | | 1,033.32 | 1,033.32 |
| O'Day, Tim | | | | | | |
| Check | 01/15/19 | 0151-3075 | O'Day, Tim | 11.0 Hrs. O.T. @ 1.5x | 895.11 | 895.11 |
| Check | 01/15/19 | 0151-3075 | O'Day, Tim | 5.0 Hrs. O.T. @ 2.0x | 542.49 | 1,437.60 |
| Check | 01/31/19 | 0331-3088 | O'Day, Tim | 15.5 Hrs. O.T. @ 1.5x | 1,261.30 | 2,698.90 |
| Check | 01/31/19 | 0331-3088 | O'Day, Tim | 7.0 Hrs. O.T. @ 2.0x | 759.49 | 3,458.39 |
| Total O'Day, Tim | | | | | 3,458.39 | 3,458.39 |
| Rosser, John | | | | | | |
| Check | 01/31/19 | 0331-3090 | Rosser, John | 16.0 Hrs. O.T. @ 1.5x | 1,124.70 | 1,124.70 |
| Check | 01/31/19 | 0331-3090 | Rosser, John | 4.5 Hrs. O.T. @ 2.0x | 421.76 | 1,546.46 |
| Total Rosser, John | | | | | 1,546.46 | 1,546.46 |
| Triola, Joseph | | | | | | |
| Check | 01/31/19 | 0331-3093 | Triola, Joseph | 2.5 Hrs. O.T. @ 1.5x | 184.52 | 184.52 |
| Check | 01/31/19 | 0331-3093 | Triola, Joseph | 0.0 Hrs. O.T. @ 2.0x | 0.00 | 184.52 |
| Total Triola, Joseph | | | | | 184.52 | 184.52 |
| TOTAL | | | | | 10,074.90 | 10,074.90 |

Sanitary District No. 5 of Marin County



District Management Report March 2019

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: April 18, 2019
To: Board of Directors
From: Tony Rubio, District Manager/ Chief Plant Operator
Subject: Management Report for March 2019

Fiscal Status

Period Covered: July 1, 2018 –March 31, 2019
Percent of Fiscal Year: 75%
Percent of Budgeted Income to Date: 66.5%
Percent of Budgeted Expenditures to Date: 59.8% (operating only)

Personnel

Separations: 1
New Hires: 2
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 March 2019 Include:

Financial/Budgetary/Business Administration

- Received Final Draft of District Code for Codification. To review one final time at Governance Committee before recommending to the full board for approval.
- Fiscal year19-20 budget preparations currently underway.
- Calculated upcoming 2019/2020 Salaries based off of 3.5% COLA
- Reviewing different salary scenarios based off of initial feed-back from the draft succession plan.

HR and Personnel

- Completed draft succession plan. To present to full board for comments and possible adoption prior to end of fiscal year.

Continuing Education and Safety Training

- Fire Extinguisher Inspection and Recharging

Collection System Performance

Belvedere:

- Sewer line cleaning with Rodder truck under way
- Evaluating pumping trends for scheduling of smoke testing this upcoming summer

Tiburon:

- Sewer line cleaning with Rodder truck under way
- Evaluating pumping trends for scheduling of smoke testing this upcoming summer

Paradise Cove:

- Evaluating pumping trends for scheduling of smoke testing this upcoming summer
- Submitted No Spill report to RWQCB on CIWQS

Treatment Plant Performance

Paradise Cove:

- Looking at replacing P.Cove flow meters- standardization and upsizing current flow restriction on effluent pipe line.

Main Plant:

- Submitted February 2019 SMR and DMR to the RWQCB
- Work Orders being performed
- QA/QC developed by Cassie Pruhdel (consultant) regarding lab analysis.
- Annual Flow meter calibrations scheduled

Pollution Prevention Activities

- KC attended P2 Monthly Meeting.

Capital Improvement Projects

- 18/19 Sewer Rehabilitation Project being put together by Nute Engineers. Estimated to go out to bid in late April.
- Worked with staff regarding upcoming projects and other potential projects that may be added to the CIP project list. Will be presented at Budget workshop.
- Will be working to get a proposal from Nute for the generator replacement project at Cove Road pump station.

BOARD OF DIRECTORS
JOHN CARAPIET, PRESIDENT
CATHARINE BENEDIKTSSON
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

Item #5

ANTONIO RUBIO
DISTRICT MANAGER
ROBIN DOHRMANN
OFFICE MANAGER

District Overview

Sanitary District No.5 of Marin County (District) operates and maintains the Main Treatment Plant and its associated collection system. The Main Plant serves a current population of 8,400. The District owns and operates the Main Treatment Plant, which provides secondary treatment of domestic and commercial wastewater collected from the Town of Tiburon and the City of Belvedere. The Main Plants collection system consists of 28.5 miles of gravity sewer line, 2.4 miles of force main and 22 pump stations within its service area. The treatment plant has an average dry weather design treatment capacity of .98 MGD and can treat up to 2.3 MGD through Secondary Treatment and a peak wet weather treatment capacity of 6.7MGD. Treated wastewater is discharged from Discharge Point 001 to the Central San Francisco Bay 850ft off shore at a depth of 85ft.

The District also operates and maintains the Paradise Cove collection system and the Paradise Cove Treatment Plant (Plant). The collection system serves 109 homes north of the town of Tiburon, and inputs to the sewer system are exclusively domestic. The system includes approximately 7,197 lf of gravity sewer line and 9,102 lf of Force main sewer line, 12 manholes and 2 pump stations. The Paradise Cove plant is an activated sludge plant using extended aeration and has a dry weather treatment capacity of 40,000 gal/day and a wet weather capacity of 100,000 gal/day. Treated wastewater is discharged from Discharge Point 001 to the Central San Francisco Bay 400 feet off shore at a depth of 20ft.

The District has a five member elect Board of Directors. The District Manager runs the day to day management of 1 unrepresented employee and 7 represented employees. The District currently employs a total of 9 Employees, District Manager included. The District has a minimum required staffing plan that lists a total of 9 employees District Manager included.

The Districts MOU was recently renegotiated in 2017 and will expire in 2022.

Approach

Why is succession planning important and required?

- Regulatory requirements require qualified personnel be appointed to certain positions per SWRCB requirements as back up personnel.
- District Ordinance requires that an engineer review and approve plans
- Between 20-30% of the national wastewater workforce are expected to retire in the next 5-10 years.

- With the current economic environment that we are in, competition for qualified employees has increased making it harder to recruit and keep qualified workers.
- The need to ensure a reliable, well trained work force will become more and more of a challenge

Succession planning is most successful when it is done from the point of view of Risk Assessment and Mitigation, which was the approach taken in this evaluation.

Each position and classification was examined for risks such as:

- Mission critical positions. What are the jobs that the agency absolutely has to get done in order to protect human health and the environment?
- The concentration of critical skills and knowledge. Does one person have specialized knowledge and or experience that is only acquired over time or through specialized education and training. Are there employees that could step in and perform the critical work with little training? Does one employee have specialized skills in several areas?
- Risk of retirement. Which current employees in each critical position are planning to retire in the near future, are eligible to retire now, or will be eligible to retire in the next 5 years.
- Risk of attrition. Are there individuals that are at risk of leaving the agency due to lack of development and or promotional opportunities? Are there high performers or critical functions that are at risk of leaving due to role dissatisfaction or high demand for their skill sets?
- Availability of qualified internal and external candidates, based on historical recruitments. How hard would it be to replace someone who leaves? How long would it take?

Develop Strategies to Address Risk & Ensure Compliance with all Regulations

After meeting with all staff and reviewing current federal and state regulations and current work load which has not been done since 2010 it is apparent that development of a customized succession plan is warranted and new positions be created with the addition of some staffing positions. The District is currently operating at its minimum staffing requirements which is a total of 9 employees, District Manager included.

Each position will have a customized succession plan based on the results of employee feedback and requirements to ensure public health is always protected. As it was stated earlier, Risk assessment being the driver in these decisions.

The goal of each succession plan may vary by position and will focus on one or more of these areas:

- Prepare current staff for promotion
- Prepare to train a newly hired or promoted employee
- Cover critical tasks in the short term
- Prepare to recruit for this position

Analysis and Recommendations

Sanitary District No.5 of Marin County has implemented several policies that address staffing risks.

- Investment in training and continuing education
- Established a culture of willingness to work across departments that exposes employees to a variety of work processes
- A formal training program for Maintenance Interns
- Relationships with reliable consultants and contractors that can step in and perform some business functions when needed (Safety, Sewer Maintenance, Engineering, Finance, HR)
- Established certification incentive program that supports professional development and cross training

Sanitary District No.5 of Marin County has barriers to its ability to adequately address staffing issues, those barriers include:

- Because of the Districts small size and minimal staffing, we often do not have time to adequately cross train and provide staff development.
- New Employees tend to start as Maintenance Collection system Technicians that require up to a year of training to be productive. This exasperates the problem of lack of time for staff development, as staff must assist in training the new employees and cover their duties until they can work independently
- There is no formal system of leadership development, leaving Sanitary District No.5 of Marin County vulnerable when Managers retire.
- Currently the District does not have a formal designated operator in charge and a secondary legally responsible official as required by the SWRCB
- Currently the District does not have an engineer on staff to review and approve plans as required by Ordinance 2014-02. (currently outsourced to consultant engineers)
- The Financial and Administrative side of the District has one employee handling the majority of the functions with no long term back up.
- The District lacks updated SOP's for day to day activities and tasks in Collections and in the office

Recommendations:

In addition to implementing the individual succession plans, the District should look at making appropriate organization wide improvements. These changes will require management to work with the Board.

Develop current employees and prepare them for promotion

- Create a system to identify and develop employees that indicate interest in higher positions. See attachment E for an example interest form that could be used in conjunction with the employee's evaluation and development plans.

- Ensure that HR policies are in alignment with staffing goals (education reimbursement, out of class pay, etc.) Encourage Manager to talk to their employees about opportunities. Include adequate money in the training budget.
- Create appropriate positions for adequate coverage and back-up and also for regulatory compliance in order to minimize the Districts potential for risk exposure.

Prepare to recruit and train new employees

- Update recruitment materials now in order to avoid delay in the event of unexpected separations. Ensure that Job Descriptions are current. Know what knowledge, skills and abilities you need in new hires. Prepare effective testing materials. Determine most cost effective advertising.
- Become more visible in the community. Participate in job fairs at the local high schools and colleges, perform community outreach and participate in professional organizations such as the California Water Environment Association (CWEA), the California Association of Sanitation Agencies (CASA) and the Water Environment Federation (WEF) to protect the image of an organization people would want to work for. Emphasize the environment aspect of positions in recruitment materials.
- Plan to overlap exiting employee with the new employee for several months to allow time for training.
- Ensure process and systems are well documented. Up to date Standard Operating Procedures, manuals, as-built drawings etc. will allow employees to perform duties as back up and shorten the time needed to train new employees.

Next steps:

Create 3 new positions, 2 to be filled with current employees through promotion and 1 to be filled through recruitment.

1. Operations Superintendent (Designated Operator In Charge- NPDES requirement)
2. Maintenance and Collections System Superintendent (Legally Responsible Official WDR - requirement)
3. Administrative Assistant (Backup for Office Manager or Permits)

Follow through with individual plans.

- Once each position has been reviewed ensure management and staff agree on the individual succession plan per position.
- Review individual plans at least every two years or whenever the situation changes due to a new hire or promotion

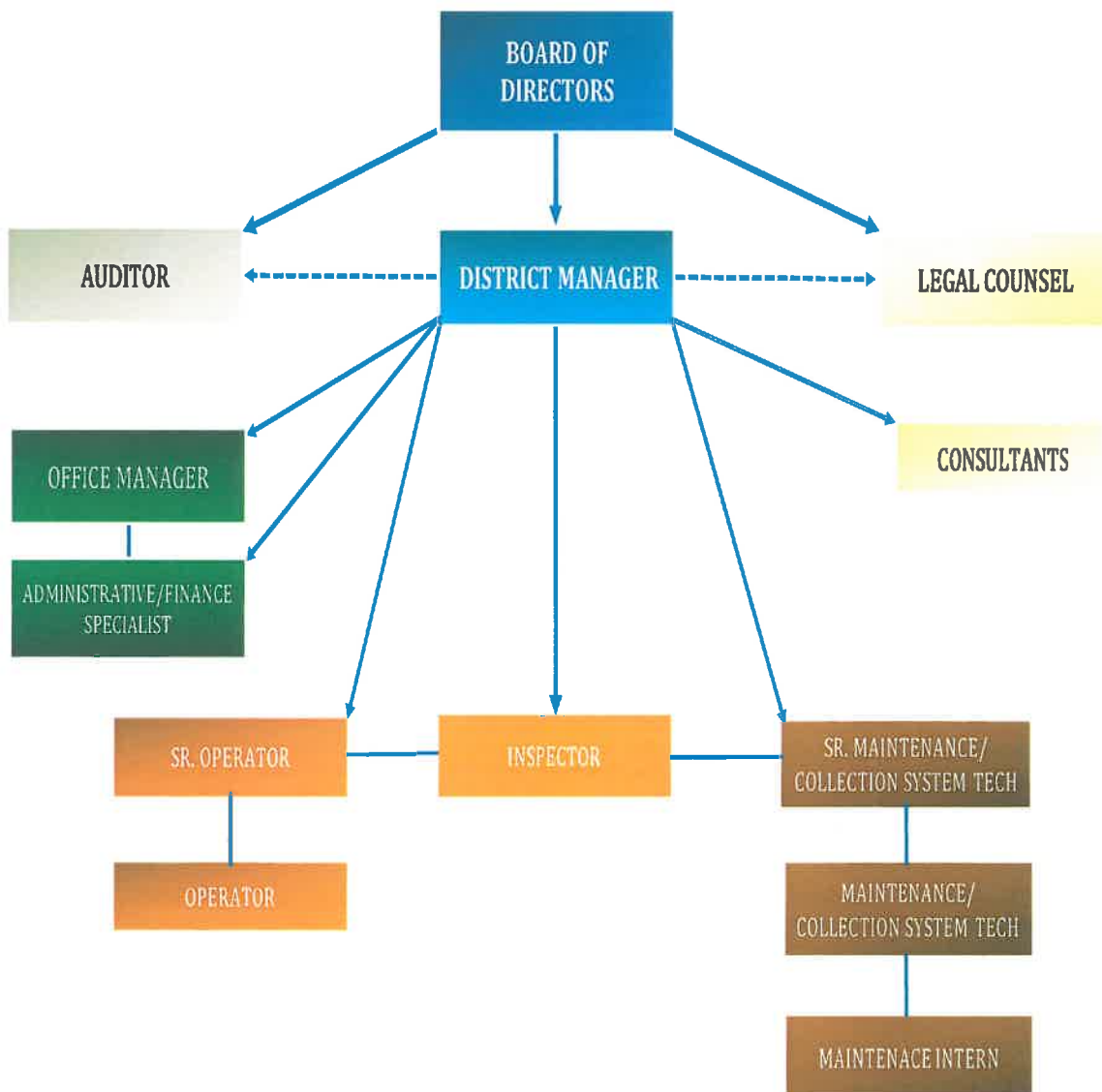
Identify staff development opportunities

- Roll out the Interest Card and work with employees to develop individual professional development plans
- Where appropriate, incorporate goals in the employee's annual performance evaluation.

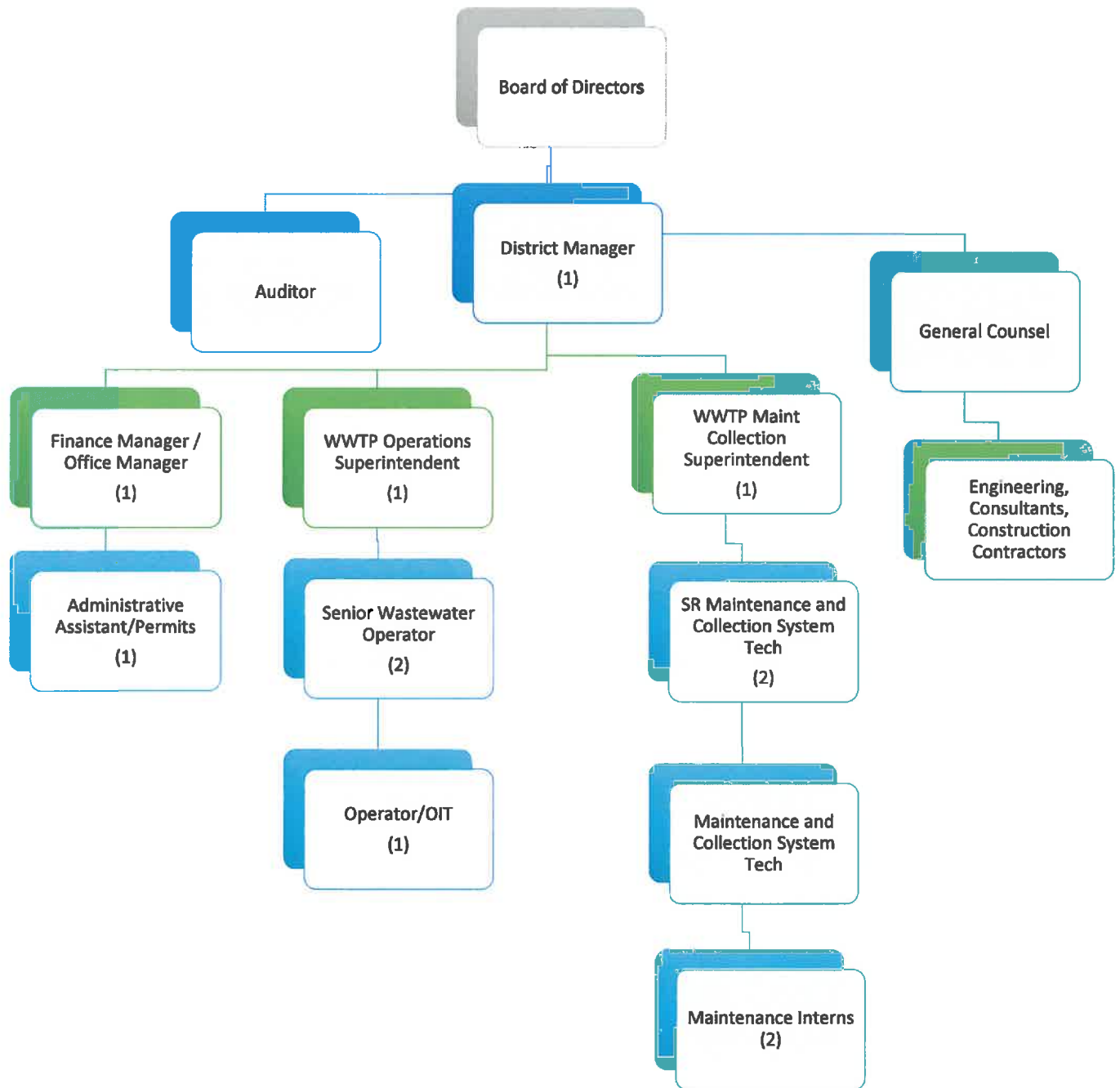
Organizational Improvements

- Prioritize the recommendations listed above and plan to work with the board, the represented employees and management on implementation.

Current Org Chart (9 Employees – Admin Specialist Vacant, Maint Intern Vacant)



Proposed Org Chart (10 Employees + 2 Part time Maint Interns (July-Dec)



Attachment A: Risk Table and Comments

Table1: Each "X" indicates a risk for that position in that area. Eligibility to retire was based on the age of the employee, with 55 years old assumed as the minimum retirement age. Positions were selected as "high priority" if they exhibited any of the following characteristics.

- There is a concentration of critical skills and knowledge in one person
- There is a risk of separation for reason other than retirement
- There may be a lack of qualified internal and external candidates for the position

Positions with one or more risk factors are highlighted.

| Job Title Bold=Mgmt | Years W/District | Eligible to Retire 2018 | Eligible to Retire 2022 | High Priority (Manager) |
|--------------------------------------|-----------------------------|------------------------------------|------------------------------------|------------------------------------|
| District Manager | 11 | | | X |
| Office Manager | 5 | | | X |
| Senior Operator/Lab Director | 13 | X | | |
| Senior Operator/Safety Crdtr | 13 | | X | |
| Senior Operator/ P2 Crdtr | 4 | | | |
| Senior Maint/Collections Tech | 13 | | | |

| | | | | |
|-------------------------------|----|--|---|--|
| Senior Maint/Collections Tech | 5 | | X | |
| Maint/Collections Tech | 2 | | | |
| Inspector | 18 | | | |

Attachment B: Succession Planning Worksheet

Complete this worksheet prior to meeting with your Manager to develop your individual plan. Refer to the attached example (Attachment D).

| | |
|-----------|--|
| Date: | |
| Position: | |

If this position were to become vacant, it would most likely be filled

- Internally (assuming qualified internal candidates)
- Externally
- Would not be filled

The goal of this plan is to (check all that apply)

- Prepare current staff for promotion
- Prepare to train a newly hired or promoted employee
- Cover critical tasks in the short term
- Prepare to recruit for this position
- Other:

Critical tasks: List tasks for which you are responsible that are critical to the functioning of the District:

| | |
|---|--|
| 1 | |
| 2 | |
| 3 | |

| | |
|---|--|
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |

Attachment B: Succession Planning Worksheet

Potential strategies:

Check all strategies that would be appropriate for this position: See Matching Strategies to Risks (Attachment C)

| | |
|--|---|
| | Create training programs that prepare current employees for promotion through technical and leadership training |
| | Encourage employee to take advantage of opportunities to advance their education |
| | Create opportunities for employees to gain experience through more challenging assignments |
| | Cross train employees in critical skills and give them experience by rotating work or making temporary assignments |
| | Capture knowledge of experienced employees and design a training program to transfer knowledge |
| | Create promotional paths that allow you to hire employees with basic skills/attributes and promote them as they demonstrate additional competencies |
| | Be ready to recruit. Update recruitment materials. Know what knowledge, skills and abilities you need in new hires. Prepare effective testing materials |
| | Plan to overlap exiting employee with new employee for several months to allow time for training |
| | Improve onboarding processes so new employees are effective faster |
| | Improve and automate processes to make them easier to document and train |

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

Organizational Support Needed. List support you would need from outside your immediate work area in order to implement your plan.

Attachment C: Matching Strategies to Risks

To be used with the Succession Plan Worksheet. For each at-risk position, identify potential strategies based on 1) the particular risks you've identified and 2) the needs of the position.

| Risk | Strategy |
|--|---|
| Concentration of skills and knowledge in one employee | Document and test work process through Standard Operating Procedures, process maps, O&M manuals, etc. |
| | Cross train one or more additional employees in critical tasks |
| | Plan to overlap exiting employee with new employee for several months to allow time for training |
| | Update recruitment materials. Know what knowledge, skills and abilities you need in new hires. Prepare effective testing material. Pick cost effective advertising. |
| High percentage of Employees in a Classification Eligible to retire | Document and test work process through Standard Operating Procedures, process maps, O&M manuals, etc. |
| | Update recruitment materials. Know what knowledge, skills and abilities you need in new hires. Prepare effective testing material. Pick cost effective advertising |
| | Capture knowledge of experienced employees and design a training program to transfer knowledge |
| | Improve on-boarding processes so new employees are effective faster. |
| | Create opportunities to retain experienced employee and keep them engaged. |
| Low availability of Qualified internal candidates | Focus training programs on preparing current employees for promotion through technical and leadership training |
| | Encourage employees to take advantage of opportunities to advance there education |
| | Create opportunities for employees to gain experience through more challenging assignments |

| | |
|--|---|
| Low availability of Qualified external candidates | Partner with community colleges to offer courses and advertise positions |
| | Emphasize environmental careers in recruitment materials |
| | Offer competitive pay and benefits to attract skilled candidates |
| | Create programs and promotional paths that allow you to hire employees with basic skills and attributes you need and train them in specific jobs. |
| | Become more visible in the community. Participate in job fairs, community outreach and professional organizations to project the image of an organization people would want to work for |

Attachment D: Example Plan

Sanitary District No.5 of Marin County - Individual Succession Plan

| | |
|------------------|------------------|
| Employee: | Tony Rubio |
| Position: | District Manager |

If this position were to become vacant, it would most likely be filled internally assuming qualified internal candidates exist otherwise it would need to be filled externally through the recruitment process

The goal of this plan is to

- Prepare current staff for promotion
- Prepare to train a newly hired or promoted employee
- Cover critical tasks in the short term
- Prepare to recruit for this position

Critical tasks: List tasks for which you are responsible that are critical to the functioning of the District:

| | |
|---|---|
| 1 | NPDES Permit Compliance: Main Plant, Paradise Cove Plant, Main Plant Collection System, Paradise Cove Plant Collection System, CIWQS, SSMP, BAAQMD |
| 2 | SAFETY: OSHA compliance, Employee Safety and training, insurance coverage, CSRMA, |
| 3 | Customer Service: District representative, field comments questions and concerns, liability, claims, complaints, etc |

| | |
|---|--|
| 4 | Finance: Sewer rates, connection fees, commercial accounts, budget, reserves, O&M costs |
| 5 | HR: Personnel, MOU, scheduling, guidance, training |
| 6 | CIP: construction, rehabilitation, I&I reduction, permit compliance, |
| 7 | Governance: Policy and Procedures, rules and regulations, enforcement, legal |
| 8 | |

Attachment D: Example Plan

Sanitary District No.5 of Marin County - Individual Succession Plan

| | |
|-----------------------------|-----------------------------------|
| Employee: Tony Rubio | Position: District Manager |
|-----------------------------|-----------------------------------|

Check all strategies that would be appropriate for this position: *See Matching Strategies to Risks (Attachment C)*

| | |
|---|---|
| X | Create training programs that prepare current employees for promotion through technical and leadership training |
| X | Encourage employee to take advantage of opportunities to advance their education |
| X | Create opportunities for employees to gain experience through more challenging assignments |
| X | Cross train employees in critical skills and give them experience by rotating work or making temporary assignments |
| | Capture knowledge of experienced employees and design a training program to transfer knowledge |
| | Create promotional paths that allow you to hire employees with basic skills/attributes and promote them as they demonstrate additional competencies |
| X | Be ready to recruit. Update recruitment materials. Know what knowledge, skills and abilities you need in new hires. Prepare effective testing materials |
| X | Plan to overlap exiting employee with new employee for several months to allow time for training |
| X | Improve onboarding processes so new employees are effective faster |

| | |
|---|---|
| X | Improve and automate processes to make them easier to document and train |
| X | Document and test work process through standard operating procedures, process maps, desk manuals, etc. |
| X | Create inter agency agreements for emergency back-up of critical functions |
| X | Use a contractor or consultant to cover key tasks |
| X | Other: Immediate assistance can be acquired through neighboring agency GM's or recruitment firm agency (CPS HR, Koff Associates, Bob Murray Associates, Ralph Anderson Associates) |

Attachment D: Example Plan

Sanitary District No.5 of Marin County - Individual Succession Plan

Action Plan: *Because this position would most likely be filled externally, the action plan focuses on recruitment activities. It also provides backing up critical tasks in the event the position could be filled internally.*

The main back-up for all tasks is currently split between multiple employees. On the Ops side of the organization the Operators back up for high level tasks same goes for maintenance and Finance and HR.

The DM has created a comprehensive list of key tasks and how they are backed up

| Critical Task | Action (be specific) | Affected employee (s) | By when? |
|-------------------------|---|----------------------------|-----------|
| NPDES Permit Compliance | Plan to train OPS and Maint Superintendents with CIWQS reporting on NPDES permit and WDR reporting requirements | DM, Ops Super, Maint Super | On Going |
| Safety | Safety Consultant could perform most duties until filled | | |
| Finance | Plan to train Office Manager to calculate commercial sewer fees, Create SOP's for task, Ensure finances are adequate for operation. | DM, Office Manager | On Going |
| ALL | Have a plan and recruitment activity documents up to date for immediate recruiting. | DM | 6/30/2019 |

| | | | |
|-----|--|----------------------------------|-----------|
| ALL | Have an up to date list of recruitment firms and there contact information for the board of directors use (also include neighboring GM's contact info) | DM | 6/30/2019 |
| ALL | Plan to overlap exiting employee with new employee for some time for training | DM | |
| CIP | Plan to train OPS and Maint Superintendents with CIP activities and develop relationship with consultants. Engineer Consultant could fill as well | DM, Ops Super, Maint Super | On Going |

Sanitary District No.5 of Marin County

Interest Card

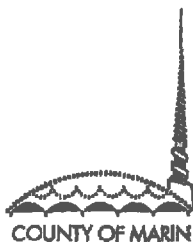
Name: _____ Date: _____

Current Position: _____

I am interested in the following positions to further my career at Sanitary District No.5 of Marin County (check no more than 2)

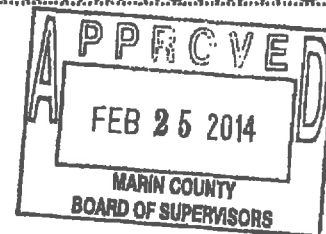
- ☐ District Manager
- ☐ Office Manager
- ☐ Operations Superintendent
- ☐ Maintenance/Collection System Superintendent
- ☐ Inspector
- ☐ Senior Wastewater Treatment Plant Operator
- ☐ Senior Wastewater Maintenance/Collection System Technician
- ☐ Wastewater Treatment Plant Operator
- ☐ Wastewater Maintenance/Collections System Technician
- ☐ Administrative Finance Specialist

Why I am interested in the checked positions (s):



OFFICE OF THE
COUNTY ADMINISTRATOR

February 25, 2014



Matthew H. Hymel
COUNTY ADMINISTRATOR

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

Marin County Civic Center
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415 473 4104 F
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SUBJECT: Zero Property Tax Exchange Master Agreement for Jurisdictional Changes for Annexation Filed with LAFCO Affecting Special Districts

Dear Supervisors,

RECOMMENDATION

Adopt attached resolution determining zero property tax exchange for jurisdictional changes for annexation filed with LAFCO involving special districts.

SUMMARY

The Local Agency Formation Commission (LAFCO) of Marin County periodically receives applications for jurisdictional changes to annex unincorporated land to a special district. For example, some private property owners desire permanent public sewer service to their existing single-family residence that is currently dependent on a private septic system. This can involve the County annexing unincorporated land to a sanitary district to accommodate the connection for sewer service.

State law requires that the County and the affected special district agree to a property tax exchange before LAFCO is authorized to consider the underlying action under Revenue and Taxation Code (RTC) Section 99(b)(5) and 99.01(a)(4). It came to our attention that the County does not have a master property tax exchange agreement affecting special districts, though one does exist for annexations impacting cities.

We are therefore proposing your Board's adoption of the attached resolution to establish County policy that future annexations involving unincorporated territory to special districts for any services to be provided be done so with "zero property tax exchange" to the special district. In other words, such exchanges will result in no loss of property tax revenues otherwise due to the County of Marin. Other jurisdictional changes involving special districts and unincorporated lands other than annexations – such as detachments and activation or divestiture of service powers – will be subject to their own negotiation proceedings.

Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Eilerman".

Daniel Eilerman
Deputy County Administrator

Reviewed by,

A handwritten signature in black ink, appearing to read "M. Hymel".

Matthew H. Hymel
County Administrator

RESOLUTION NO. 2014-13
RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS
DETERMINING PROPERTY TAX EXCHANGE FOR JURISDICTIONAL CHANGES FOR
ANNEXATION FILED WITH THE LOCAL AREA FORMATION COMMISSION (LAFCO) OF
MARIN INVOLVING SPECIAL DISTRICTS FOR ANY SERVICES PROVIDED

WHEREAS, Section 99 of the Revenue and Taxation Code requires local agencies affected by a jurisdictional change to negotiate the exchange of property taxes between and among themselves. Section 99.01 of the Revenue and Taxation Code provides that a jurisdictional change resulting from a special district providing one or more services to an area where such services have not been previously provided shall not become effective if one or more affected special districts involved in the property tax negotiation fails to adopt a resolution agreeing to a transfer; and

WHEREAS, with the exception of the annexing district, the Board of Supervisors shall determine the property tax exchange for each affected special district that fails to adopt a resolution agreeing to a property tax transfer; and

WHEREAS, the County now desires to adopt policy for all future annexations to a special district, involving the provision of any service, to determine that a "zero property tax exchange" shall apply to the special district to ensure that such exchanges result in no loss of property tax revenues otherwise due to the County of Marin.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Supervisors of the County of Marin, State of California that there shall be no property tax transfer to a special district as a result of jurisdictional changes to annex unincorporated land to a special district for any services provided. This resolution does not change the property tax revenue accruing to other agencies serving the subject territory or the affected district's right to collect taxes for existing bonded indebtedness. The property tax exchange agreement discussed above shall apply to affected territory as submitted or revised by the Local Agency Formation Commission.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Marin held on this 25th day of February, 2014, by the following vote:

AYES: SUPERVISORS Judy Arnold, Susan L. Adams, Steve Kinsey,
Katy Rice, Kathrin Sears

NOES: NONE

ABSENT: NONE



PRESIDENT, BOARD OF SUPERVISORS

ATTEST:



CLERK

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Annexation Procedures
POLICY NUMBER: 6030

6030.1 Property must be annexed to the District prior to receiving [service(s) provided]. Furthermore, unconditional commitments to provide service to property and/or proposed developments will not be granted until said property is annexed to the District.

6030.2 In conformance with Policy #6040, District approval of residential, commercial, industrial or other types of development projects will not be granted by the Board of Directors until the entire site has been annexed to the District, or will be granted with the condition that the entire project site be successfully annexed to the District.

6030.3 Annexation Procedures.

6030.3.1 Determine suitability. Property owners or project developers desiring annexation to the District should first determine several factors regarding their property's suitability for [service(s) provided]:

6030.3.1.1 Is the property presently not within the District's boundaries?

6030.3.1.2 Is the property within the sphere of influence established for the District by the Local Agency Formation Commission (LAFCo)?

6030.3.1.3 Where are the District's existing [service(s) provided] facilities relative to the property?

6030.3.1.4 Is the excess capacity in the District's existing facilities adequate for the property's proposed development density?

6030.3.1.5 Information regarding District annexation, sphere of influence, and the location of existing [service(s) provided] facilities and available excess capacity will be provided by District staff upon request. Determination of the property's suitability for development and/or connection to the [service(s) provided] is the responsibility for the property owner, and his/her use of professional engineering and/or development consultants is encouraged.

6030.3.2 Application to LAFCo. LAFCo has been established by the State Legislature to, among other duties, review and approve or disapprove proposals for annexation of territory to special districts. Approval by LAFCo of any annexation proposal is required before the District can approve the annexation and provide [service(s) provided].

6030.3.2.1 To initiate the LAFCo application procedure, owners of the property proposed for annexation, or the registered voters residing within the area proposed for annexation, shall submit a petition (§56704, Ca. Gov. Code) to LAFCo. The contents of the petition, itemized below, shall conform to §56700 of the California Government Code.

6030.3.2.2 With the petition, annexation proponents shall submit to LAFCo a map and legal description of the proposal. The contents of the map and legal description, itemized below, shall conform to LAFCo and the State Board of Equalization requirements.

6030.3.2.3 Also with the petition, annexation proponents shall submit to LAFCo a completed application form and appropriate filing and environmental review fees.

6030.3.3 Application to District. If annexation proponents desire to receive confirmation of District acceptance of their proposal prior to initiating the LAFCo application, the petition, map, legal description and LAFCo application form, discussed in 6030.3.2.3 above, should be submitted to the District office. A deposit of \$_____ must also accompany said submittal to cover LAFCo's filing and environmental review fees, State Board of Equalization fees, and District processing costs. When the annexation process is complete or terminated, cost overruns will be billed to the applicant, and underruns will be refunded.

6030.3.3.1 The Board of Directors will consider the annexation proposal at a regularly scheduled meeting. Acceptance by the Board of the proposed annexation shall be formalized by the adoption of a resolution. Said resolution shall contain the following:

- (a) all of the information required in the petition, as itemized below, excepting provisions regarding signatories and signatures;
- (b) the annexation map and legal description as attachments;
- (c) verification that the District desires to annex the subject territory;
- (d) authorization for the resolution to be submitted as an application for annexation approval by LAFCo; and,
- (e) a request that LAFCo approve and authorize the District to conduct proceedings for the annexation without notice and hearing and without an election (only if the petition has been signed by all of the owners of land within the boundaries of the proposed annexation).

6030.3.4 District Approval of Annexation. If LAFCo accepts the annexation proposal it will adopt a resolution and forward same to the District. After confirmation of LAFCo acceptance, and after the annexation proponent(s) tenders to the District applicable annexation fees (discussed below) and appropriate recording and State Board of Equalization fees, as determined by LAFCo, the District's Board of Directors, at a regularly scheduled meeting, will consider approval of the proposed annexation. Approval by the Board of the proposed annexation shall be formalized by the adoption of a resolution.

6030.3.4.1 Said resolution shall contain the following provisions:

- (a) That a description of the annexed lands shall be attached to said resolution;

- (b) The annexed land shall be subject to the District's policies, rules and regulations, charges made, and assessments levied pursuant to the provisions of the laws pertaining to [TYPE OF] districts to pay for outstanding obligations of said district, and also shall be subject to all and any combination of assessments, tolls and charges as may exist at the adoption of the resolution and as thereafter may be established and/or levied by the County of [NAME] and/or the District for any District purpose;
- (c) The District shall be under no obligation to install a [service(s) provided] system or any facilities in connection with the subject annexation and the owners of the land to be annexed shall install, as and when [service(s) provided] is desired, without cost, charge or obligation to the District, a complete [service(s) provided] system as may be specified by the District, in accordance with plans and specifications approved by the District Engineer [General Manager, Consulting Engineer, etc.], in a manner meeting his/her approval, and shall convey, at no cost to the District, all of said [service(s) provided] system, including rights of way over all parts thereof, to the District; and,
- (d) The project developers and/or owners of the annexed property, and their heirs, successors and assigns shall agree to abide by all Board policies, rules and regulations of the District presently established and as shall be established by the Board in the future.

6030.3.4.2 After adoption of said resolution of approval by the Board of Directors, it shall be sent to LAFCo along with necessary fees, for processing of State filings, local recordings, and filing with the State Board of Equalization.

6030.3.5 Annexation Petition. In accordance with §56700 of the California Government Code, the petition proposing annexation of property to the District shall do all of the following:

6030.3.5.1 State that the proposal is made pursuant to said §56700;

6030.3.5.2 State the nature of the proposal (i.e., annexation of property to [DISTRICT NAME]);

6030.3.5.3 Include a description of the boundaries of the affected territory accompanied by a map showing the boundaries;

6030.3.5.4 State any proposed terms and conditions;

6030.3.5.5 Explain the reason for the proposal (e.g., to receive [service(s) provided]);

6030.3.5.6 State whether the petition is signed by registered voters or owners of land;

6030.3.5.7 Designate no more than three persons as chief petitioners, including their names and mailing addresses;

6030.3.5.8 Request that proceedings be taken for the proposal pursuant to said §56700; and,

6030.3.5.9 State whether the proposal is consistent with the sphere of influence designated by LAFCo for the District.

6030.3.6 Descriptions and Maps. In accordance with State Board of Equalization and District requirements, annexation descriptions and maps shall conform to the following conditions:

6030.3.6.1 All documents must be capable of producing a readable photographic image;

6030.3.6.2 Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document, with references to deeds of record used only as a secondary reference;

6030.3.6.3 When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portion(s) of the boundary may be omitted, with the points of departure from the existing boundary clearly established;

6030.3.6.4 A specific parcel description in sectionalized land is permissible without a metes and bounds description of the perimeter boundary;

6030.3.6.5 A parcel description making reference only to a subdivision or a lot within a subdivision is not acceptable, unless all dimensions needed to plot the boundaries are given on an accompanying plat, and the relationship of lot lines with street rights of way must be clearly indicated;

6030.3.6.6 Every map must clearly indicate all existing streets, roads and highways within and adjacent to the lands to be annexed, together with the current names of these thoroughfares;

6030.3.6.7 Every map shall be a scale and a north point;

6030.3.6.8 The point of beginning of the legal description must be shown on the map;

6030.3.6.9 The boundaries of the lands to be annexed must be distinctively shown on the map without obliterating any essential geographic or political features;

6030.3.7 All maps must be professionally drawn or copies (rough sketches of maps or plats will not be accepted); and,

6030.3.7.1 All descriptions must be prepared by a surveyor or civil engineer licensed in the State of California, and his/her stamp and signature shall be affixed to said description.

6030.3.8 In addition to LAFCo filing, environmental review, State filing, recording, State Board of Equalization and any other applicable non-District fees, an annexation fee shall be paid to the District prior to adoption by the Board of Directors of the resolution approving any annexation. Said annexation fee is presently established at \$_____ per acre [or other appropriate rate], and may be adjusted from time to time by the Board of Directors.

DECISION/ACTION ITEM LOG

CIP Committe: April 9, 2019

Sanitary District No. 5 of Marin County

ACTIVE ITEMS SHEET

Item #7

| No. | Item | Submission Date | Responsible Party | DECISION ONLY Due / Completed | ACTION REQUIRED Due / Completed | Comment/Reference Document |
|-----|---|-----------------|-------------------|----------------------------------|------------------------------------|---|
| 27 | FY2017-2018 Sewer Rehab Project | 11.7.17 | Nute/TR/CIP | 1.31.18 | | Working on Design Drawings for new FY2017-2018 Sewer Rehab Project; CIP Recv'd & Approved Specs, Plans & Estimate for Bid, as of 2.13.18, Notice of Award to be decided at 3.15.18 Brd. Mtg.; Awarded to Westland Contractors, Inc.; NTP issued for 7.1.18; Work currently in progress, as of 7.10.18, 8.15.18, 9.15.18, 10.15.18; Work to be completed no later than Oct. 31st.2018 11 15; Project complete, as of 11.13.18; Waiting on final invoice from Westland, as of 2.12.19. |
| 28 | FY2018-2019 Sewer Rehab Project | 3.12.19 | Nute/TR/CIP | | | Recv'd Proposal for Project Eng. From Nute, 3.11.19 |
| 29 | Cove Rd. Force Main Replacement Project | 3.12.19 | Nute/TR/CIP | | | Nute Preparing Bid Docs, as of 3.12.19 |