

SANITARY DISTRICT NO.5 OF MARIN COUNTY ANNUAL BUDGET FY2021-2022



7/1/2021

Fiscal Year 2021-2022 Annual Budget July 1 -
June 30

Adopted by the Board of Directors on June 17, 2021

Sanitary District No.5 of Marin County Annual Budget FY2021-2022

Fiscal Year 2021-2022 Annual Budget July 1 - June 30

FISCAL YEAR 2021-2022 BUDGET ACKNOWLEDGEMENTS

Board of Directors

<i>Richard Snyder, President</i>	<i>Elected: November 2020-2024</i>
<i>John Carapiet, Vice President</i>	<i>Elected: November 2020-2024</i>
<i>Catherine Benediktsson, Secretary</i>	<i>Elected: November 2018-2022</i>
<i>Tod Moody, Director</i>	<i>Elected: November 2018-2022</i>
<i>Omar Arias Director</i>	<i>Elected: November 2020-2024</i>

EXECUTIVE TEAM

Tony Rubio, District Manager
Robin Dohrmann, Office Manager
Rulon K Cottrell, Operations Superintendent
Dan Latorre, Maintenance/Collection System Superintendent

1 TABLE OF CONTENTS

FISCAL YEAR 2021-2022 BUDGET ACKNOWLEDGEMENTS.....	1
Executive Team	1
2 SD5 MISSION STATEMENT, VALUES AND GOALS.....	3
2.1 SD5 Mission Statement.....	3
2.2 SD5 Values.....	3
2.3 SD5 Goals	3
3 SD5 GENERAL INFORMATION AND DESCRIPTION OF FACILITIES	4
3.1 SD5 General History	4
3.2 SD5 Facilities Description.....	4
4 BUDGET INTRODUCTION	5
4.1 Budget Guide	5
4.2 Budget Overview	6
4.3 Income Summary.....	7
4.4 Expense Summary	8
5 OPERATING BUDGET	10
5.1 Operating Income	10
5.2 Operating Expenses	11
6 SD5 HISTORICAL STAFF SUMMARY	17
7 FY 2021-2022 POSITION ALLOCATION	18
ORGANIZATION CHART	7-19
8 CAPITAL BUDGET	20
8.1 Capital Improvement Program (CIP) Income	20
8.2 Capital Improvement Program Expenses	21
9 RESERVE POLICY	23
10 APPENDIX.....	24
10.1 Appendix A Consolidated FY2021-2022 Budget.....	25
10.2 Appendix B Operating Income Budget FY2021-2022.....	26
10.3 Appendix C: Operating Expense Budget FY2021-2022.....	27
10.4 Appendix D: Capital Income Budget FY2021-2022.....	31
10.5 Appendix E: Capital Expense Budget FY2021-2022	32
10.6 Appendix F: Summary of Continuous 10 Year Capital Improvement Program	34
10.7 Appendix G: Five Year Historical Budget Summary- Detailed.....	40
10.8 Appendix H: Five (5) Year Historical - LAIF Fund Summary.....	47
10.9 Appendix I: Debt Service Summary – 2020-2031	48
10.10 Appendix J: SD5 Reserve Policy.....	49
10.10.1 Belvedere Zone Only Reserve Policy	50
10.10.2 Tiburon Zone Only Reserve Policy	51
10.11 Appendix I Income vs Expense Projection Graphs	52

2 SD5 MISSION STATEMENT, VALUES AND GOALS

2.1 SD5 MISSION STATEMENT

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

2.2 SD5 VALUES

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

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

2.3 SD5 GOALS

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

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

3 SD5 GENERAL INFORMATION AND DESCRIPTION OF FACILITIES

3.1 SD5 GENERAL HISTORY

- Sanitary District No.5 of Marin County was formed in 1922 primarily as a refuse district.
- 1960's a primary treatment plant was constructed at its current location at 2001 Paradise Drive.
- 1980's the District added on a secondary treatment portion to the plant to comply with new local and federal standards of the 1972 Clean Water Act
- The District shares an outfall with SASM (Sewerage Agency of Southern Marin) The District is responsible for dechlorinating SASM's effluent prior to discharge into the receiving waters of the state of California.
- 1980's, a smaller, secondary treatment package plant was constructed on the eastern side of the Tiburon peninsula to serve the unincorporated area of Tiburon, known as the Paradise Cove plant.
- In 2005 the City of Belvedere sewage collection system was annexed to the District.
- Sewer Rates as of 2021 the Belvedere Zone are \$1985 per EDU compared to \$1034 per EDU in the Tiburon zone.

3.2 SD5 FACILITIES DESCRIPTION

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

- The Paradise Cove Treatment plant has a capacity of up to 40,000 gallons per day, with a peak flow max of 100,000 gallons per day. It is an extended aeration activated sludge secondary treatment plant that serves the unincorporated portion of Tiburon.
- The Tiburon Main Treatment Plant has a capacity of up to 2.3 MGD with a peak flow max of 6.7MGD. It is a conventional activated sludge treatment plant, serving the Town of Tiburon east of Gilmartin and the City of Belvedere.
- There is a total of 24 pump stations in the Districts service area. 22 providing pumping to the Main Treatment Plant and 2 providing pumping to the Paradise Cove Plant
- Of those 24 pump stations 13 are in the City of Belvedere and 11 in the Tiburon service area
- There is a total of 153,120 linear feet (29 miles) of gravity sewer lines that range in size from 6'' to 24''
- There is a total of 26,400 lineal feet (5 miles) of pressure force main.
- There is a total of 2,230 residential connections and 86 commercial accounts. The estimated population for the Districts service area is 8,800 people.

4 BUDGET INTRODUCTION

Sanitary District No.5 of Marin County (“SD5” or “District”) is a special enterprise district that was formed under the Sanitary District Act of 1923 (California Health and Safety Code, Section 6400 et. Seq). The District was established on May 22, 1922 and serves approximately 2,326 residential and commercial connections over 6.4 square miles within the Town of Tiburon East of Gilmartin Drive and the City of Belvedere and the unincorporated area of Tiburon between 3150 Paradise Drive and 4200 Paradise Drive.

The Fiscal Year 2021-2022 Budget supports the following strategic plan goals:

- Ensure sewer rates are adequate for operation of the District
- Review CalPERS unfunded liabilities annually and ensure adequate funding is in place
- Ensure Achievable CIP Plan is in-line with current level of funding
- Review Sewer Rates (2021-2022)
- Ensure Adequate Sewer Reserves in-line with Reserve Policy
- Review California Employee Retirement Benefit Trust (CERBT) Trust Funding to ensure OPEB funding is on track
- Evaluate & Apply for Grant Funding when applicable
- Review MOU obligations regarding Classic and PEPRA and keeping pensions costs down

4.1 BUDGET GUIDE

The Fiscal Year 2021-2022 Budget document is organized into the following sections:

- Fiscal Year 2021-2022 Budget Overview
 - Income Summary
 - Expense Summary
- Operations and Maintenance Budget
 - Operating Income
 - Operating Expenses
 - Staff Summary and Organization Chart
- Capital Budget
 - Capital Improvement Income
 - Capital Improvement Expenses
- Reserve Policy
- Appendix A-I

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

4.2 BUDGET OVERVIEW

This segment presents a summary of the budget by income sources and expenses. They are split between Tiburon and Belvedere. Expenses are split between Operating Expenses and Capital Expenses. Fund balances are also shown on this overview. Each of these areas are broken down into greater detail in later sections of this report. Table 1 (below) shows the previous year budget, the actuals, and the proposed budget for FY2021-2022.

In summary, the FY2021-2022 budget includes \$6.44 million in total income, \$6.07 million in total expenses and an ending fiscal year balance of \$14 million.

Table 1- Budget Summary

Type	FY20-21 Budget	FY20-21 Actuals	FY21-22 Budget
<i>Income</i>			
Property Tax Tiburon	\$981,933	\$1,210,833	\$1,156,000
Tiburon Sewer Service	\$2,669,839	\$2,552,438	\$2,295,000
Belvedere Sewer Service	\$2,315,443	\$2,234,403	\$2,182,589
Interest	\$156,402	\$100,000	\$100,000
Connection Fees	\$200,000	\$185,000	\$200,000
PDSLE Fees	\$13,806	\$13,806	\$14,040
Other Income	\$100	\$100	\$100
Permit Fees/Inspection	\$22,124	\$27,000	\$27,000
SASM Reimbursement	\$101,680	\$109,000	\$100,000
Total Budgeted Income	\$6,436,501	\$6,432,479	6,074,862
<i>Expense</i>			
Operating Expense	\$3,902,346	\$3,941,379	\$3,980,842
Capital Expense	\$3,640,460	\$3,650,470	\$2,588,740
Total Budgeted Expense	\$7,542,806	\$7,591,849	\$6,569,582
Net Ordinary Income- Expenses	(\$1,106,306)	(\$1,159,370)	(\$494,720)
<i>Fund Balances</i>			
Operating Reserve	\$5,376,430	\$5,963,670	\$5,963,670
Capital Reserve	\$6,746,481	\$5,122,139	\$5,122,139
Emergency Reserve	\$1,000,000	\$1,000,000	\$1,000,000
Unfunded Accrued Liability Reserve	\$714,705	\$1,000,000	\$1,000,000
CERBT Fund	\$718,194	\$960,819	\$960,819
Total Cash Balance including reserves	\$14,555,810	\$14,046,628	\$14,046,628

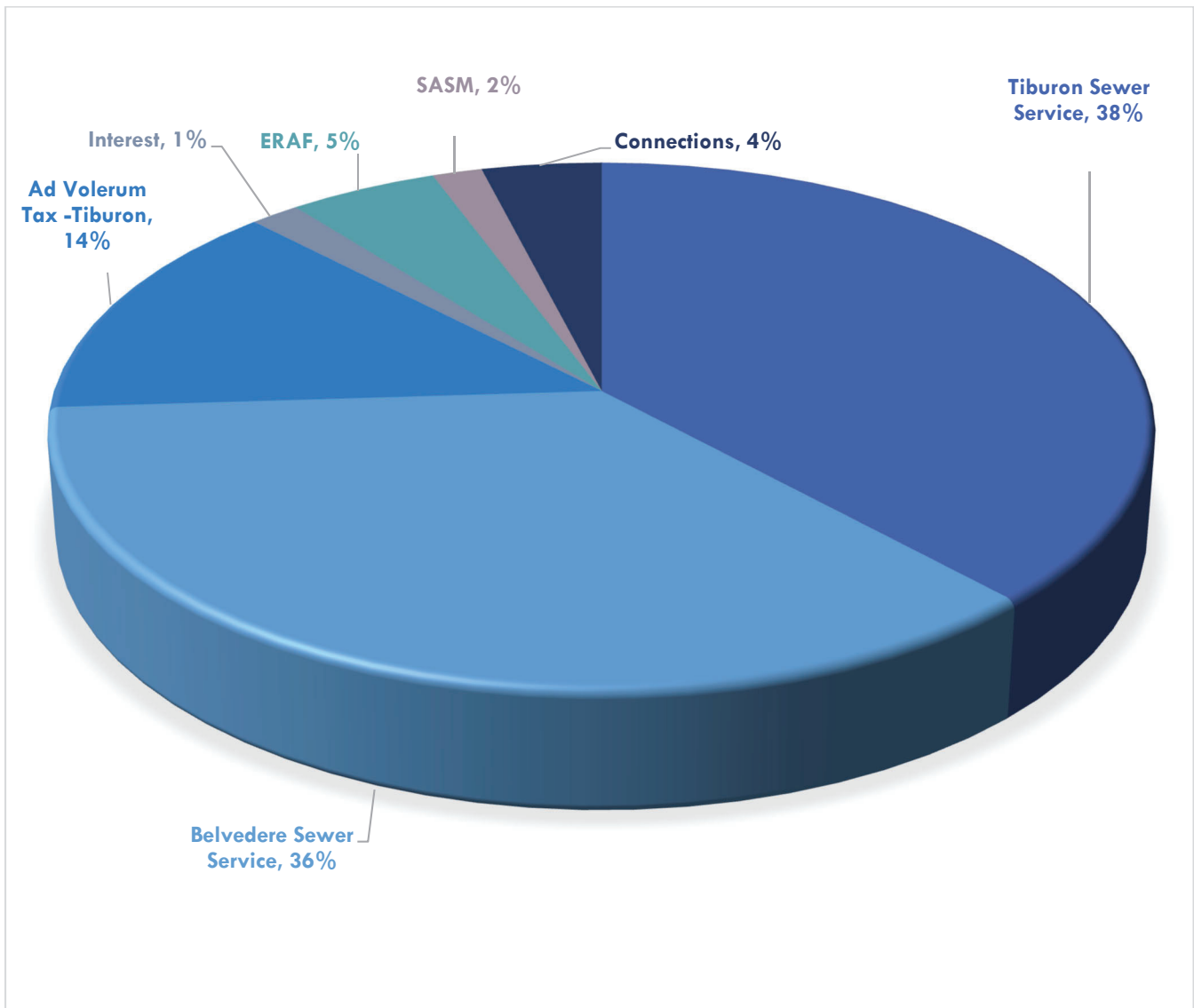
4.3 INCOME SUMMARY

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

Income Assumptions:

- \$1034 for the Tiburon Service Area per EDU (equivalent dwelling unit)
- \$1985 for the Belvedere Service Area per EDU (equivalent dwelling unit)
- Interest Revenue for LAIF accounts is estimated at 2.5% for FY2021-2022
- Ad Valorem (Property Tax) applies to Tiburon Zone only
- Excess ERAF (educational Revenue Augmentation Fund) is subject to CA tax shifts
- Other income: Outstanding accounts receivable, Private SSO Reimbursements, CAL- Card incentive payments and CSRMA PLP Dividends.

Chart 1- Budgeted Income by Source



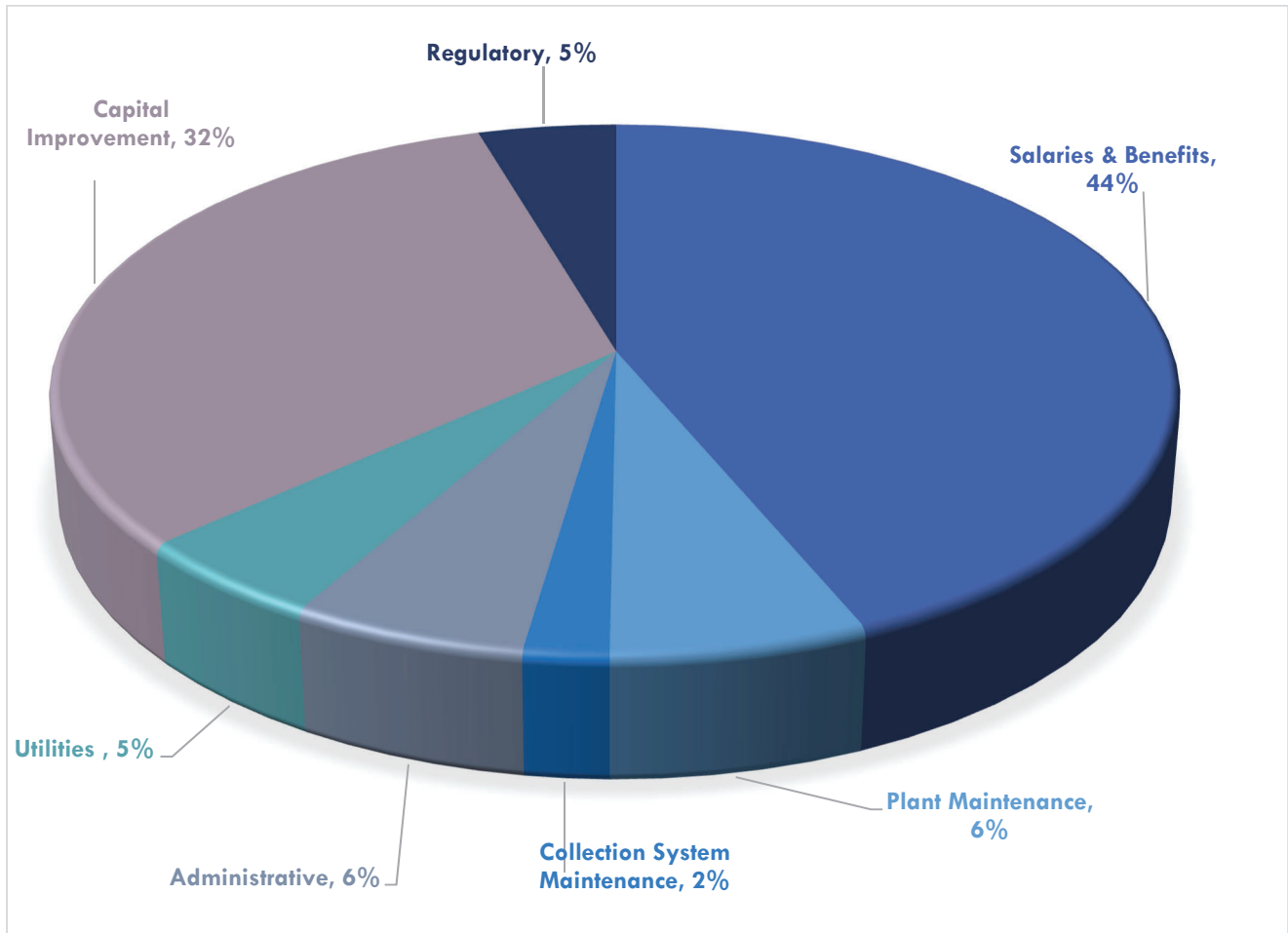
4.4 EXPENSE SUMMARY

Expenditures are split in two basic categories: Operations/Maintenance and Capital. Chart 2 shows the breakdown of major expenditure categories in FY2021-2022, with operations totaling 68% and Capital totaling 32%.

Expense Assumptions:

- Salary categories include a 2.5% COLA (cost of living) increase
- PERS Classic Members Employer Contribution rate is 14.76% and EPMC rate is 8.64% for FY21-22
- PEPRM Member Employer Contribution rate is 7.7%
- Classic Members are scheduled for 4% reimbursement to the District for Employer Paid Contribution rate.
- Workers compensation XMOD (experience modification) factor is 1.32%
- Zone Percentage Allocations are set by previous calendar year Influent Flow Totals
- Main Plant Split is: 62.95% Tiburon/37.05% Belvedere
- District Wide Split is: 61.1% Tiburon/35.96% Belvedere/2.92% Paradise Cove

Chart 2 Budgeted Expenditures by Type



Total salary and benefit costs include all direct wages/salaries, payroll taxes and benefits. It also includes retiree health payments, retiree health prefunding for current employees and CalPERS retirement reserve funding. Total Personnel Costs in FY 2020-2021 were 2.40 Million and personnel costs budgeted for FY 2021-2022 are estimated at \$2.54 Million. A 2.5% increase in COLA and the addition of 1 Full Time employee is projected for FY21-22.

Other operational expenditures are costs associated with general operations of the District and are categorized as Administrative Expense, Pumps and Lines Maintenance, Main Plant Maintenance, Paradise Cove Maintenance, Monitoring, Permits and Fees, Truck Maintenance, Utilities and other operating expenses (I.T. & Safety). Total Operating Costs for FY21-22 are estimated to be \$3.9 Million Dollars.

Capital expenditures includes costs incurred to purchase or build any capital asset, or to rehabilitate and extend the useful life of the Districts existing assets. Details of these expenditures can be found in Appendix E – Capital Improvement Program Expenses and Appendix F – Ongoing 10 year Capital Improvement Program Summary. Total capital costs including debt service are approximately \$2.5 million. Debt service accounts for \$760,000 for FY21-22.

5 OPERATING BUDGET

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

5.1 OPERATING INCOME

Total Operating Income is budgeted at approximately \$3.84 million. Sewer service charges are a primary and recurring source of income. Sewer service charge income will be \$204,000 less in FY21-22 as a result of the Covid-19 Pandemic that forced many local businesses to shut down and other factors. Other operating income includes: Inspection fees, Interest earned on Bank deposits and a SASM reimbursement for providing de-chlorination services for their agency.

Sewer Service Charges

Sewer Service Charges are the primary source of income for the District. Sewer service charge income of \$4.45 million provides 74% of the Districts total income in FY21-22. This income is primarily used for operational expenses, with any remaining balance allocated towards capital projects. Sewer service income will contribute \$878K towards capital improvement projects in FY21-22

District customers are charged a sewer service charge based on equivalent dwelling units (EDU), which is designed to reflect the average volume and strength of flows from single family residences. Commercial customers are assigned a calculated EDU values based off flow usage minus irrigation and multiplied by a strength factor depending on the type of use or a minimum of 1 EDU for no metered water usage.

The Districts rates were last adjusted in 2015. It was the last adjustment of a 5 consecutive year increase that was required as a result of the Districts 2010 Rate Study performed by HF&H Consultants. The rates have remained fixed at \$1,034/EDU in the Tiburon Zone and \$1985/EDU in the Belvedere Zone since FY2015-2016.

Rate Review in FY21-22

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

- 2014 Main Plant Rehabilitation Project
- Mar West Tiburon Station #5 Pump Station Improvements Project
- Cove Road Belvedere Station #1 Force Main Project
- Multiple Gravity Sewer Line Rehabilitation Projects
- Pump station control panel standardization and generator replacement projects
- Bio-Solids Management Master Plan
- SD5 Strategic Plan
- SD5 Succession Plan
- SD5 Pump Station Assessment Evaluation
- Collection System Master Plan

As a result of the completion of these project and reports, the District now has all the tools necessary to perform a rate study to accomplish the following objective:

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

5.2 OPERATING EXPENSES

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

Administrative Expenses

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

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

Pumps & Lines Maintenance

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

Main Plant Maintenance

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

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

Paradise Cove Plant Maintenance

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

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

Monitoring

Monitoring expenses are split between the Main Plant and the Paradise Cove Plan. Monitoring is used for the contracting of outside laboratories which perform our regulatory required NPDES sample analyses for the District. Those tests include, TSS, BOD, Ammonia, Nutrients, Mercury, Copper, Cyanide, Coliform, Enterococcus, Dioxin, PCB's, Acute Toxicity and Chronic Toxicity. Our Operations crew are only permitted to perform pH and Chlorine analyses. We are also able to perform non-regulatory process control sampling and testing.

Permits & Fees

Permits and fees expenses are used to renew our annual permits that are required by the handful of agencies that have regulatory authority over the District or non-profit agencies that we work with to ensure compliance with the regulatory agencies. The regulatory organizations include: State Water Resources Control Board (SWRCB), Regional Water Quality Control Board (RWQCB), Bay Area Air Quality Management District (BAAQMD), State of California Department of Industrial Relations, United States Environmental Protection Authority (USEPA), County of Marin (COM). The non-profit organizations include: Bay Area Clean Water Association (BACWA) and the San Francisco Estuary Institute (SFEI)

Truck Maintenance

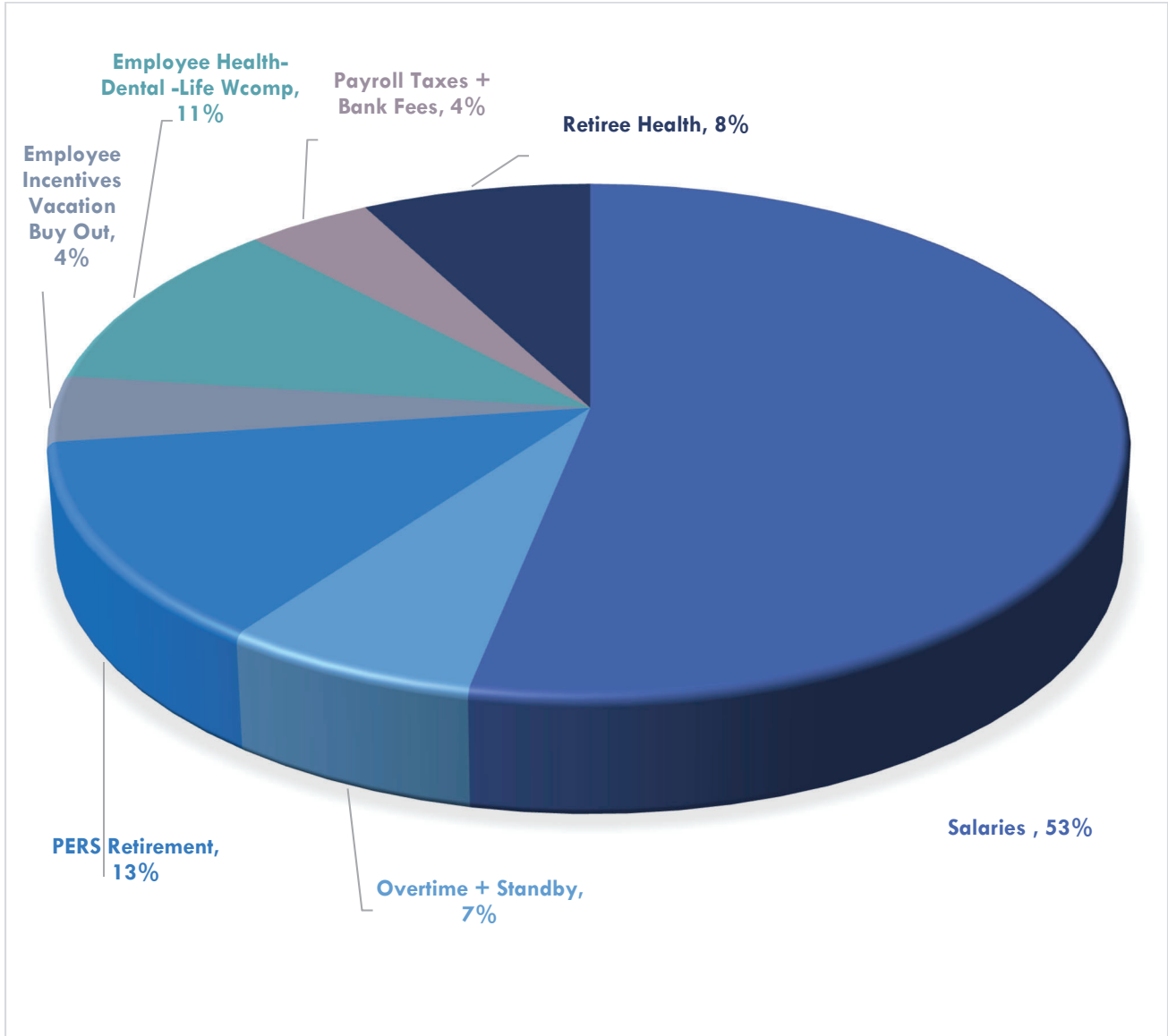
Truck maintenance expenses are split between actual maintenance and fuel. We track how much fuel is used per year and the maintenance line item is for actual planned maintenance and corrective maintenance that occurs during the course of the year. The District owns 8 total vehicles. A Vactor, Rodder, Utility Truck, Service Truck, 2 mid-size trucks, 1 small truck and small hatchback that is used for inspections.

Salaries & Benefits

Salaries & Benefits expenses are one of the Districts largest expense right after capital improvement project expenses. FY21-22 is estimated at \$2.6 million. This includes a 2.5% Cost of Living increase as established in the Memorandum of Understanding between the District and Staff. It also includes an additional full-time employee and early exit incentive program.

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

Chart 3 Salaries and Benefits Breakout



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

PERS retirement includes UAL funding towards Reserve account set at 3.5% of Total Market Value Assets

Salaries and Benefits Continued...

- Salaries- is the annual cost for salary only, for all full-time staff and temporary staff
- Overtime- is the annual estimated cost the District will spend for the fiscal year- this figure is estimated based off historical trends.
- Standby Pay- is the annual cost to the District to have 1 maintenance and 1 operator on standby after a normal work shift- provides the District with an additional 14hours of coverage.
- Employee Incentives- used as a mean to further educate our workforce to provide cross training for a more knowledgeable, experienced, and professional staff.
- Vacation Buy-out- used to cash out up two weeks of accumulated vacation time on the books for staff requesting a buy-out.
- Payroll Taxes- social security contribution and other taxes (State & Federal Unemployment Insurance, Medicare)
- Payroll Bank Fees- used to pay the cost to process payroll with Paychex (fees vary based on amount of total payroll and number of checks/direct deposit transactions per payroll)
- Car Allowance- contractually provided benefit to the District Manager
- PERS Retirement- used to provide monthly employee retirement contributions to CalPERS, this account is also used to budget for Unfunded Accrued Liabilities and to prefund future Unfunded Accrued Liabilities
- Employee Health, Dental, Vision, Life Insurance and Long-Term Disability- is used for the funding of the employee's fringe benefits as outlined in the Districts Memorandum of Understanding
- Retiree Health – is used to pay-as-you-go fund retiree health benefits for retired annuitants
- California Employee Retirement Benefit Trust (CERBT) – is used to prefund retiree health benefits for current employees as outlined in the Memorandum of Understanding.
- Workers Compensation Insurance-used to procure insurance in the event there is a work place injury.

OPEB Liabilities Funding Strategy

As of June 30, 2020 the Districts OPEB liability was \$1,547,722. Of that amount the District has currently funded \$700,131 or 45%. The net unfunded OPEB liability is \$847,591. Paying down the unfunded actuarial liability will improve the Districts overall balance sheet and credit rating, decrease the Districts long term payments and operational costs and provide benefit security for current and former employees. Currently the District has adopted strategy 1 funding on the CERBT trust. This is to be reviewed each fiscal year as part of the adoption of the budget. The District recently refinanced the Main Plant Rehab bond. The annual cash saving from that refinance was \$46,000 year. Those annual cash savings from the refinance have been designated for further paying down the District OPEB liabilities.

Pension Liabilities Funding Strategy

As of June 30, 2019 the Districts accrued pension liability for the Classic Members was \$9,947,297. Of that amount the Districts market value of assets in the plan is \$9,747,604. The net unfunded pension liability is \$199,693. The Classic member pension plan is currently 98% funded.

As of June 30, 2019 the Districts accrued pension liability for the PEPRAs Members was \$287,584. Of that amount the Districts market value of assets in the plan is \$275,704. The net unfunded pension liability is \$11,880. The PEPRAs member pension plan is currently 96% funded.

Each year the District is required to contribute an amount based on net normal cost expressed as a percentage of payroll and an additional cash amount toward paying off the unfunded accrued liability (UAL) The Districts annual required contribution for FY21-22 is \$104,387 or approximately 14.76% of payroll for Classic Members. For PEPRAs Members, the Districts annual required contribution for FY21-22 is \$29,051 or approximately 7.77% of payroll.

In FY2019-2020 the District Board of Directors approved reserve policy funding for future CalPERS unfunded accrued liabilities. This action was taken as a result of CalPERS inadequacy of not reaching its investment return of 7.5% (now 7%). The Directors approved annual funding of 3.5% of market value assets until we reach our reserve target of \$1,000,000. The reserve as of June 30, 2021 is \$1,000,000.

Other Operating Expenses

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

- Data Alarm & IT- is used for annual software licensing and support for our business and SCADA servers. It also provides outside assistance for our IT security and day-to-day needs, provides for programming and SCADA programming assistance. We have support for the following items: Arc View GIS (Collection System Mapping System), INFOR MP2 (Computerized Maintenance Management System), HACH WIMS (Laboratory Information Management System) Wonderware SCADA (Supervisory Control and Data Acquisition), TOPVIEW (SCADA Alarm Dialer Software) RWQCBERS2 (Johnson Lam ESMR reporting software); also Quick Books, Paychex, LaserFische, etc.
- Safety- is used for the Districts ongoing required safety training and safety equipment – for compliance with CalOSHA and ultimately for the safety and well-being of our staff
- Personal Protection Equipment-is used for the purchasing of safety clothing for staff- this is outside of the regular safety budget as it is CalPERS special compensation reported item.
- Telephones- used for the multiple phone lines required at the district. There are several phone lines in use at the District. There is 11 pump stations that currently have phone lines that are used for analog communications and the Paradise Cove treatment plant has its own dedicated phone line for calling. The Main treatment plant has multiple phone numbers for its business use and SCADA calling out features.
- Utilities- is used for water at the main plant, and three pump stations purchased through MMWD and power and gas is purchased from PG&E. Currently the District is in Marin Clean Energy light green tier. 9 sites have natural gas use for generators or general purpose use like that of the main plant. There are a total of 20 different PG& E accounts for power.

6 SD5 HISTORICAL STAFF SUMMARY

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

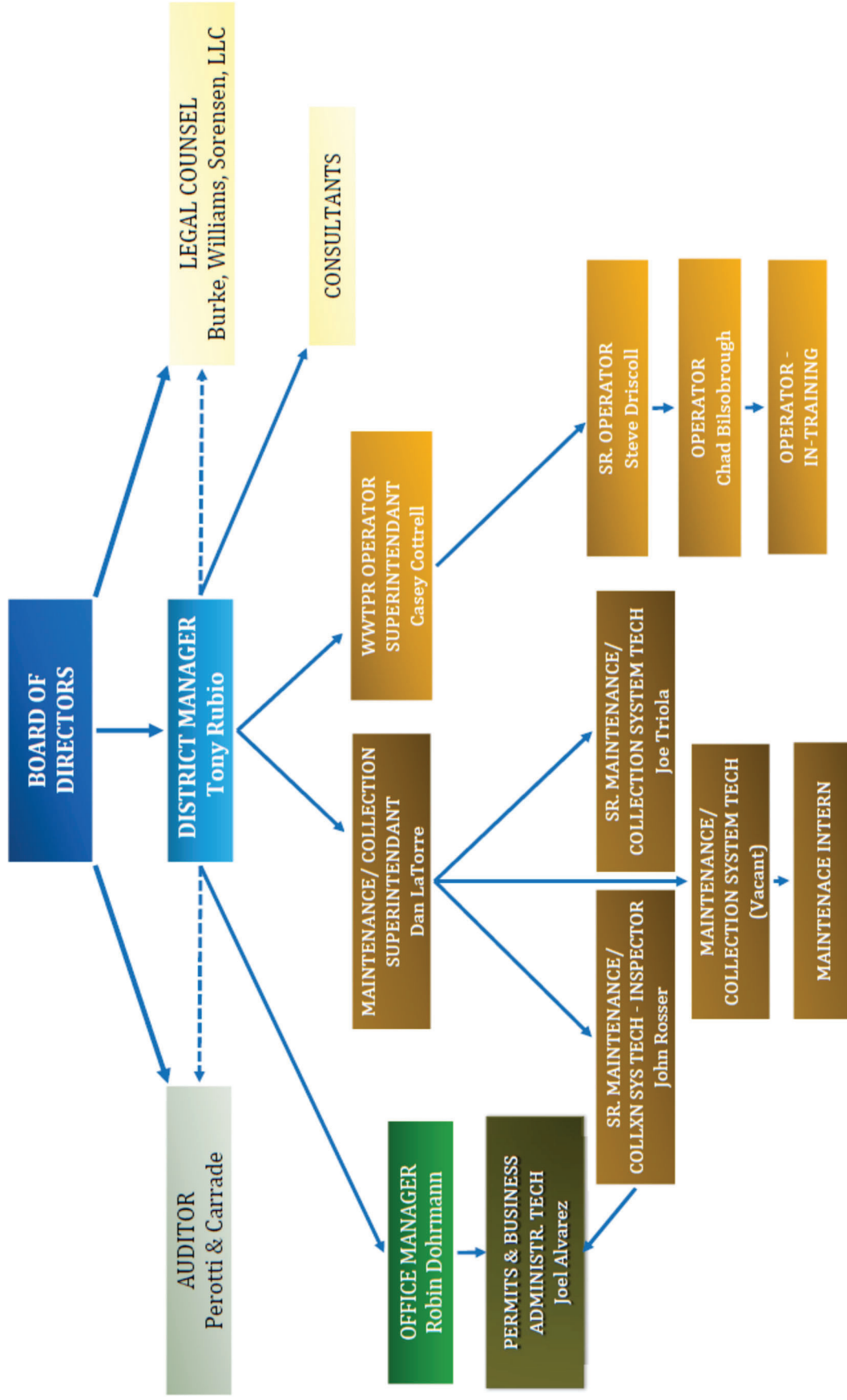
Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14
District Manager	1	1	1	1	1	1	1	1
Office Manager	1	1	1	1	1	1	1	0
WWFM	0	0	0	1	1	1	1	1
Maintenance Supervisor	1	1	1	1	1	0	0	0
Senior Operator	3	3	3	2	2	2	2	2
Operator	0	0	0	0	0	0	1	1
Office Assistant	0	0	0	0	0	1	1	2
Maintenance/ Collections	4	4	4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

Position	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22
District Manager	1	1	1	1	1	1	1	1
Office Manager	1	1	1	1	1	1	1	1
Operations Superintendent	0	0	0	0	0	0	1	1
Maint/Coll Superintendent	0	0	0	0	0	0	1	1
Senior Operator	2	3	3	3	3	2	1	1
Operator	1	0	0	0	0	1	1	1
Senior Maint/Collections	2	2	2	2	2	2	2	2
Maintenance/ Collections	2	1	1	1	1	1	1	1
Inspector	1	1	1	1	1	1	0	0
Permits and Admin Tech	0	0	0	0	0	0	1	1
Operator In Training	0	0	0	0	0	0	0	1
Total	9	9	9	9	9	9	10	11

7 FY 2021-2022 POSITION ALLOCATION

Position	Salary Ranger (1) Monthly		Full Time Positions	
	Step 1	Step 7	20-21	21-22
<u>Administration</u>			20-21	21-22
District Manager (2)		\$16786.12	1	1
Office Manager	\$7689.92	\$10305.22	1	1
Permits and Administrative Tech	\$6326.51	\$8478.13	0	1
<u>Operations</u>				
Operations Superintendent	\$9347.14	\$12526.06	0	1
Senior Operator	\$7689.92	\$10305.22	2	1
Operator	\$6326.51	\$8478.13	1	1
Operator In Training	\$6326.51	\$8478.13	0	1
<u>Maintenance and Collections</u>				
Maint/Collections Superintendent	\$8902.04	\$11929.58	0	1
Senior Maint/Collections Tech	\$6974.98	\$9347.14	2	2
Maintenance/Collections Tech	\$6025.25	\$8074.41	1	1
(1) CPI is set at 2.5% for FY21-22				
(2) District Manager salary is an annual amount that is set by contract.				
*Engineering services are contracted out to consultants (HDR, NUTE Engineers, Larry Walker Associates, Carollo Engineers, etc.)				
Total			10	11

ORGANIZATION CHART



8 CAPITAL BUDGET

Total capital improvement program expenses for Fiscal Year 2021-2022 are estimated at \$2.553 million. The capital projects are split into several categories. Main Plant, Paradise Cove Plant, Tiburon Collection System, Belvedere Collection System and DEBT service.

Capital Improvement Program income is estimated at \$2.248 million

8.1 CAPITAL IMPROVEMENT PROGRAM (CIP) INCOME

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

It should be noted that only the Tiburon zone receives property taxes. The City of Belvedere kept the ad valorem taxes during the 2005 annexation thus the higher sewer service fees for the City of Belvedere rate payers.

Sewer Service charges are primarily used for operational costs – any remaining amount is used for capital improvements. The Belvedere Capital portion of sewer service fee income is estimated \$866,300 or close to 40% of total sewer service charge income

Ad Valorem (Property Taxes)

Property tax revenue for the Tiburon Zone is estimated at \$825,000 for FY 2021-2022. Property tax revenue represents 14% of the Districts total income. Excess (ERAF) Education Revenue Augmentation Funds are budgeted at \$300,000.

Connection Fees

New development or major remodels of existing structures represents 4% of Capital Improvement Program income. The majority of this income is from remodels as growth in the service area is limited.

Debt Financing

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

8.2 CAPITAL IMPROVEMENT PROGRAM EXPENSES

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

The Capital Improvement Program Expenses are broken down by treatment plant and zone. The explanation is below:

- The Tiburon Main Plant (WWTP) Wastewater Treatment Plant (receives sewage from the City of Belvedere and Tiburon- 37% Belvedere 63% Tiburon)
- The Paradise Cove Plant (WWTP) (receives sewage from the unincorporated portion of Tiburon 100%)
- Tiburon Collection System (100% of Tiburon includes Paradise Cove service area)
- Belvedere Collection System (100% of Belvedere sewage which is flow metered at the Cove Road pump station for Main Plant billing allocation)

Tiburon Main WWTP Capital Expenses

The Tiburon Main treatment plant last went a major upgrade in 2012 which was completed in early 2014. The new equipment from that project is now nearing 8 years of age, although most of the equipment is still in great condition, some equipment is requiring replacement or rehabilitation. There were several items that did not receive a replacement or rehabilitation during that project, those include:

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

FY 2021-2022 Projects are included below- detailed information on each project can be found in the CIP Information Sheets at the end of this report Appendix K. The projects' cost total is \$245,000.

- Headworks Grinder Replacement
- Boiler Exhaust Permanent Stainless Piping
- Influent DW Pump Replacement
- Influent Sample Room Drain Replacement and Secondary Drain
- Cl2 Flash Mixer Redundancy
- Headworks Explosion Proof Electric Hoist
- Chemical Feed Transfer Pump Replacement

- Plant water load out and screw press filtering screen Installation

Paradise Cove WWTP Expenses

The Paradise Cove Treatment Plant was upgraded in 2010. Two package treatment plants were installed and were recently recoated in 2020 in order to prolong their life as they are exposed to the elements as they sit right next to the Bay exposed to the sea air. Being that it is small treatment plant the equipment for this location is smaller and size and has fewer moving parts than its counterpart. Expenses for the treatment plant in fiscal year 2021-2022 are limited to a communications upgrade at \$20,000.

Tiburon Collection System Capital Improvements

Tiburon Collection System Capital Improvement Program needs for fiscal year are a combination of things. The projects total \$1,175,000. The list of projects is below. Detailed information on each project can be found in the CIP Information Sheets at the end of this report.:

- Sewer Line Rehabilitation – Pipe Bursting
- Man-Hole Rehabilitation
- Pump and Valve Replacement
- Station #4 Wet well Rehabilitation Project
- Station #9 Wet well Rehabilitation Project

Belvedere Collection System Capital Improvements

Belvedere Collection System Capital Improvement Program needs for fiscal year are a combination of things. The projects total \$350,000. The list of projects is below. Detailed information on each project can be found in the CIP Information Sheets at the end of this report.:

- Sewer Line Rehab
- Cove Road Emergency Generator and Roof Replacement
- Man-Hole Rehabilitation
- Station #7 Wet Well Rehabilitation Project
- Pump and Valve Replacement

DEBT Service

The 2020 Refinanced Main Plant Rehabilitation Bond debt service for fiscal year 2021-2022 is \$760,000 Debt service payment information through maturity in 2031 can be found in Appendix I

9 RESERVE POLICY

The District utilizes 4 separate cash reserves pursuant to Resolution No. 2020-07. The 4 cash reserves are as followed in order of funding priority they are generally described below for the entire district:

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

The Reserve Policy further goes into detail about the funding per specific zone- Tiburon-Belvedere and that policy can be found in Appendix J.

Operating Reserve

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

Capital Improvement Reserve

The Capital Improvements reserve is used to provide adequate funding to

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

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

CalPERS Retirement Reserve

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

Disaster Recovery Reserve

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

10 APPENDIX

10.1 APPENDIX A CONSOLIDATED FY2021-2022 BUDGET

Sanitary District No. 5 of Marin County							
Consolidated Budget FY 2021-2022							
	2020-2021 Budget	2020-2021 Actuals *	2021-2022 Budget	% Diff.	Tib Zone	Belv Zone	
Income							
Property Taxes	981,933	1,210,833	1,156,133	18%	1,156,133	0	
Tib Sewer Service Charge Revenue	2,645,013	2,552,438	2,295,000	-13%	2,295,000	0	
Belv Sewer Service Charge Revenue	2,315,443	2,234,403	2,182,589	-6%	0	2,182,589	
Interest	156,402	100,000	100,000	-36%	63,090	36,910	
Treatment & Collection Fees	200,000	185,000	200,000	0%	128,070	71,930	
Paradise Sewer Extension Fees	13,806	13,806	14,040	2%	14,040	0	
Other Income	100	-	100	0%	63	37	
Connection & Inspection Permit Fees	22,124	27,000	27,000	22%	17,034	9,966	
SASM Expense Reimbursement	101,680	109,000	100,000	-2%	62,951	37,049	
Total Budgeted Income	6,436,501	6,432,479	6,074,862	-6%	3,736,381	2,338,481	
Expense							
Operating Expenses	3,902,346	3,941,379	3,980,842	2%	2,559,010	1,421,481	
Capital Expenses	3,640,460	3,650,470	2,588,740	-29%	1,910,270	753,470	
Total Budgeted Expenses	7,542,806	7,591,849	6,569,582	-13%	4,469,280	2,174,951	
Net Ordinary Income	-1,106,306	-1,159,370	-494,720	-55%	-732,899	163,529	
* Actual numbers are based on estimates, as of 5.5.2021							
*** Operating Expenses does not include CalPERS Reserve Funding for FY21-22							

10.2 APPENDIX B OPERATING INCOME BUDGET FY2021-2022

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget	Breakdown by Zone		
				Tib Ops	P.C. Ops	Belv Ops
Operating Income						
Tiburon Sewer Service Charge - Ops	2,523,700	2,435,371	2,283,000	2,178,667	104,333	
Belvedere Sewer Service Charge - Ops	1,400,843	1,351,814	1,300,000	0	0	1,300,000
Other User Fees	24,826	41,712	38,700	38,700	0	0
Interest Earnings	156,402	100,000	100,000	61,115	2,920	35,965
Connection & Inspection Permit Fees	22,124	27,000	27,000	16,501	788	9,711
SASM Expense Reimbursement	101,680	109,000	100,000	62,951	0	37,049
Other Income	100	100	100	61	3	36
Total Income	4,229,670	4,064,996	3,848,800	2,357,995	108,044	1,382,761

10.3 APPENDIX C: OPERATING EXPENSE BUDGET FY2021-2022

Expense	2020-2021	2020-2021	2021-2022	Breakdown by Zone		
	Operations Budget	Estimated to Close	Operations Budget	Tib Ops	P.C. Ops	Bely Ops
Administrative Expenses						
Advertising	1,000	500	1,000	611	29	360
Audit & Accounting	35,000	40,000	40,000	24,446	1,168	14,386
Consulting Fees	200,000	350,000	100,000	61,115	2,920	35,965
Travel & Meetings	15,000	13,000	15,000	9,167	438	5,395
Continuing Education	10,000	7,000	10,000	6,112	292	3,597
County Fees	16,500	0	0	0	0	0
Directors Fees	9,000	6,500	9,000	5,500	263	3,237
Dues & Subscriptions	34,000	30,000	31,000	18,946	905	11,149
Elections	9,000	0	0	0	0	0
Insurance PLP General Liability	43,291	39,235	45,000	27,502	1,314	16,184
PLP (GL) Rating Adjustments	0	8,204	0			
PLP (GL) Dividends	0	-10,401	0			
Insurance APIP (Real) Property	23,301	25,857	25,000	15,279	730	8,991
Insurance Damage - Auto	1,435	3,780	4,000	2,445	117	1,439
Legal	50,000	40,000	50,000	30,558	1,460	17,983
Office Supplies	13,000	10,000	10,000	6,112	292	3,597
Postage	1,000	900	1,000	611	29	360
Pollution Prevention	5,000	5,000	5,000	3,056	146	1,798
Miscellaneous Expense	0	0	0	0	0	0
Total Administrative	466,527	569,575	346,000	211,458	10,103	124,439
Ops & Maintenance Expenses						
Pumps & Lines Maintenance						
Pumps & Lines Maintenance	50,000	75,000	75,000	45,836	2,190	26,974
Emergency Line Repairs	50,000	1,700	50,000	25,000	0	25,000
Total Pumps & Lines Maintenance	100,000	76,700	125,000	70,840	2,190	51,970

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget	Breakdown by Zone		
				Tib Ops	P.C. Ops	Belv Ops
Main Plant Maintenance						
Plant Maintenance Supplies	15,000	20,000	25,000	15,738	0	9,263
Plant Maint. Parts & Service	100,000	100,000	130,000	81,835	0	48,165
Janitorial Supplies & Service	9,000	6,000	9,000	5,666	0	3,335
Main Plant Chemicals	105,000	100,000	111,000	69,875	0	41,126
Lab Supplies & Chemicals	15,000	20,000	20,000	12,590	0	7,410
Electrical & Instrument	5,000	5,000	15,000	9,443	0	5,558
Grounds Maintenance	5,000	5,000	5,000	3,148	0	1,853
Main Plant Sludge Disposal	40,000	39,750	41,000	25,810	0	15,191
Main Plant Outfall: SASM	0	0	6,500	4,092	0	2,408
Total Main Plant Maintenance	294,000	295,750	362,500	228,194	0	134,306
Paradise Cove Plant Maintenance						
Paradise Parts & Service	10,000	12,000	10,000	0	10,000	0
Paradise Supplies & Chemicals	5,000	5,500	5,000	0	5,000	0
Paradise Sludge Disposal	0	3,000	0	0	0	0
Total Paradise Cove Plant Maintenance	15,000	20,500	15,000	0	15,000	0
Monitoring						
Main Plant Lab Monitoring	50,000	35,000	45,000	28,328	0	16,673
Paradise Cove Monitoring	15,000	15,000	15,000	0	15,000	0
Dilution Study	0	0	0	0	0	0
Total Monitoring	65,000	50,000	60,000	28,328	15,000	16,673
Permits/Fees						
Main Plant NPDES Renewal	0	0	0	0	0	0
Permits/Fees - General	41,000	50,000	50,000	31,475	0	18,525
Paradise Cove Permits/Fees	8,000	8,000	9,000	0	9,000	0
Paradise Cove NPDES Renewal	40,000	20,000	0	0	0	0
Total Permits/Fees	89,000	78,000	59,000	31,475	9,000	18,525

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget	Breakdown by Zone		
				Tib Ops	P.C. Ops	Belv Ops
Truck Maintenance						
Fuel	8,000	15,000	10,000	6,112	292	3,597
Truck Maintenance	8,000	15,000	15,000	9,167	438	5,395
Total Truck Maintenance	16,000	30,000	25,000	15,279	730	8,991
Total Ops & Maintenance Expenses	579,000	550,950	646,500	374,115	41,920	230,465
Salaries & Benefits						
Salaries	1,143,549	1,143,550	1,353,783	827,365	39,530	486,888
Overtime	100,000	100,000	100,000	61,115	2,920	35,965
Standby Pay	72,450	72,450	74,261	45,385	2,168	26,708
Employee Incentives	45,000	20,000	70,000	42,781	2,044	25,176
Vacation Buyout	25,000	25,000	30,000	18,335	876	10,790
Payroll Taxes	98,212	98,212	101,047	61,755	2,951	36,342
Payroll/Bank Fees	5,500	6,250	6,250	3,820	183	2,248
Car Allowance	6,000	6,000	6,000	3,667	175	2,158
PERS Retirement						
PERS Monthly Contributions	253,061	250,000	304,705	186,220	8,897	109,587
PERS Replacement Benefit Fund (RL)	0	350	350	0	0	0
PERS UAL Payment	20,000	20,000	20,000	12,223	584	7,193
SD5 Retirement Trust	313,250	285,295	0	0	0	0
Total PERS Retirement	586,311	555,645	325,055	198,443	9,481	116,780
Employee Health, Dental, Vision, Life Ins., & Retiree Health	200,653	183,003	223,418	136,542	6,524	80,352
CERBT/OPEB Current Employee Co	80,994	70,000	77,127	47,136	2,252	27,739
Workers Comp Insurance	72,400	72,400	118,400	72,360	3,457	42,583
	50,250	49,944	55,000	33,613	1,606	19,781
Total Salaries & Benefits	2,486,319	2,402,454	2,540,342	1,552,316	74,168	913,508

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget	Breakdown by Zone		
				Tib Ops	P.C. Ops	Belv Ops
Other Operating Expenses						
Data/Alarms/IT Support & Licensing	80,000	90,000	100,000	61,115	2,920	35,965
Safety	20,000	30,000	40,000	24,446	1,168	14,386
Personal Protection Equipment/Uniform	15,000	12,000	15,000	9,167	438	5,395
Telephone						
Main Plant Telephones	11,000	9,500	11,000	6,925	0	4,076
Paradise Cove Telephones	4,000	3,800	4,000	0	4,000	0
Pumps & Lines Telephones	7,000	5,500	7,000	6,680	320	0
Total Telephone	22,000	18,800	22,000	13,605	4,320	4,076
Utilities						
Water	5,000	8,000	8,000	5,036	0	2,964
Main Plant Utilities	180,000	200,000	200,000	125,900	0	74,100
Paradise Cove Utilities	13,500	16,800	18,000	0	18,000	0
Pump Station Utilities	35,000	42,800	45,000	27,502	1,314	16,184
Total Utilities	233,500	267,600	271,000	158,438	19,314	93,248
Total Other Operating Expenses	370,500	418,400	448,000	266,771	28,160	153,070
Total Operating Expense	3,902,346	3,941,379	3,980,842	2,404,660	154,350	1,421,481

10.4 APPENDIX D: CAPITAL INCOME BUDGET FY2021-2022

	2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget	Breakdown by Zone		
				Tib Cap	P.C. Cap	Belv. Cap
Capital Income						
Property Taxes						
Property Tax Current Secured - Capital	700,000	825,000	825,000	787,298	37,703	0
Prop Tax Current Unsecured	13,000	16,000	15,000	14,315	686	0
Supplemental Assessment Current	15,000	12,000	12,000	11,452	548	0
Supplemental Assessment Redm	500			0	0	0
Supplemental Unsecured	100	300	300	286	14	0
Prop Tax Prior Unsecured	0	500	500	477	23	0
Excess ERAF	250,000	350,000	300,000	286,290	13,710	0
HOPTR	3,333	3,333	3,333	3,181	152	0
Other Tax (Unitary, RR, Misc.)		3,700		0	0	0
Total Property Taxes	981,933	1,210,833	1,156,133	1,103,298	52,835	0
Tiburon Sewer Service Charge - Capital	121,313	117,067	12,000	11,452	548	0
Belvedere Sewer Service Charge - Capital	914,600	882,589	866,300	0	0	866,300
Connection Fees						
Collection	100,000	90,000	100,000	61,115	2,920	35,965
Treatment	100,000	95,000	100,000	61,115	2,920	35,965
Total Connection Fees	200,000	185,000	200,000	122,230	5,840	71,930
Paradise Drive Sewer Line Extension Fees	13,806	13,806	14,040	0	14,040	0
Total Capital Income	1,249,719	1,198,462	2,248,473	1,236,979	73,264	938,230

10.5 APPENDIX E: CAPITAL EXPENSE BUDGET FY2021-2022

Capital Expenditures	2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget	Breakdown by Zone		
				Tib Cap	P.C. Cap	Belv. Cap
Main Plant Equip Capital Expense						
9202.1 - M.P. Drainage - Infi. Sample Rm Drain+Secondary Drain			75,000	47,213		27,788
9202.2 - M.P. Drainage - Load-out & Filtering			30,000	18,885		11,115
9204.1 - M.P. Boiler - Exhaust Stainless Piping Replacement			30,000	18,885		11,115
9205.0 - M.P. Influent Pump Replacement			40,000	25,180		14,820
9208.0 - M.P. Chemical Feed Transfer Pump Replacement			20,000	12,590		7,410
9209.0 - M.P. Screw Press Poly Blend Redundancy	15,000		35,000	22,033		12,968
9212.0 - M.P. Headworks Grinder Replacement	15,000	23,487	25,000	15,738		9,263
9212.1 - M.P. Headworks Explosion Proof Electric Hoist			10,000	6,295		3,705
9218.0 - M.P. Generator Control Panel	35,000					
9219.0 - C12 Flash Mixer	15,000	12,161	15,000	9,443		5,558
9220.0 - Office, Bath & Breakroom Floor Replacement	15,000					
9221.0 - Portable Fuel Storage Tank	15,000					
9225.94 - Bis. Server Replacement + Upgrade		5,324				
9225.95 - SCADA Upgrade & Replacement		18,850				
9229.8 - Vehicle Replacement		3,000				
Total Main Plant Equip Capital Expense	110,000	62,821	280,000	176,260	0	103,740
Pumps & Lines Capital						
9227.8 - Rodder / Vactor Truck		7,891				
9301.0 - Tiburon Sewer Line Rehab			1,000,000	1,000,000		
9304.0 - Belvedere Sewer Line Rehab			100,000			100,000
9305.1 - Belvedere Wet Well Rehabilitation (BPS#7)			75,000			75,000
9305.2 - Tiburon Wet Wells Rehabilitation (TPS#4)		363	50,000	50,000		
9306.0 - PS Pump & Valve Replacement Program	50,000	3,286	50,000	25,000		25,000
9307.0 - PS Generator Replacement (BPS #1 + roof)			100,000			100,000
9311.1 - Cove Rd. Force Main - Engineering		5,657				
9311.2 - Cove Rd. Force Main - Construction	1,200,000	2,341,117				
9312.0 - Force Main Rehab - Multiple Sites	700,000			50,000		25,000
9313.0 - Man Hole Rehabilitation	70,000	15,098	75,000	50,000		25,000
9314.0 - 100kw Portable Emergency Generator	75,000	95,588				
Total Pumps & Lines Capital	2,095,000	2,469,000	1,450,000	1,175,000	0	350,000
Paradise Cove Capital						
9401.0 - P.C. Sewer Line Rehab	500,000					
9402.0 - P.C. Flow Meter Replacement		19,502				
9403.1 - P.C. Communications Upgrade - Cellular			20,000		20,000	
9406.0 - P.C. Plant Grating Replacement		1,731				
9415.0 - P.C. Paint at Treatment Plant		52,759				
Total Paradise Cove Capital	500,000	73,991	20,000	0	20,000	0

	2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget	Breakdown by Zone		
				Tib Cap	P.C. Cap	Belv. Cap
Undesignated Capital						
Undesignated Cap - Main Plant	25,000		25,000	15,738		9,263
Undesignated Cap - Paradise Cove Plant	10,000	26,547	10,000		10,000	
Undesignated Cap - P&L	50,000		50,000	25,000		25,000
Total Undesignated Capital	85,000	26,547	85,000	40,738	10,000	34,263
Debt Service						
Debt Service - MPR Bond Principal						
Debt Service - MPR Bond Interest		167,675	950	615		335
Debt Service - MPR Bond REFI Principal	660,000	660,000	595,000	385,441		209,559
Debt Service - MPR Bond REFI Interest	190,457	190,432	157,790	102,216		55,574
Total Debt Service	850,457	1,018,107	753,740	488,273	0	265,467
Total Capital Expenditures	3,640,460	3,650,470	2,588,740	1,880,270	30,000	753,470

10.6 APPENDIX F: SUMMARY OF CONTINUOUS 10 YEAR CAPITAL IMPROVEMENT PROGRAM

MAIN PLANT CAPITAL IMPROVEMENT PROGRAM												
M.P. Project Description	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL	
Screw Press 3W Filtering Unit	30,000										30,000	
Dry Weather Influent Pump	40,000							40,000			80,000	
Wet Weather Influent Pump					60,000						60,000	
M.P. Boiler Exhaust Piping	30,000										30,000	
Headworks Grinder Replacement		15,000			15,000			15,000			45,000	
Headworks Explosion-proof Electric Hoist	10,000										10,000	
Chemical Feed Transfer Pump	20,000								20,000		40,000	
(Utility) Truck Purchase		75,000						75,000			150,000	
MP & Secondary Drain Replacements	75,000										75,000	
Aeration Basin Diffuser Upgrade			200,000								200,000	
Emergency Generator Replacement							250,000				250,000	
Maintenance Shop-Rehabilitation					500,000						1,000,000	
Headworks Grinder Retrofit-Channel Monster			50,000								50,000	
Digester Roof Recoating and Cleaning				250,000				250,000			500,000	
Dry Weather Primary Tank Cover Replacement		100,000									100,000	
Odor Control System Rehabilitation									650,000		650,000	
Headworks Valve and Check Valve Replacement			75,000								75,000	
MP Valve and Piping Replacement Program		25,000			25,000			25,000			75,000	
C12 Flash Mixer	15,000			15,000			15,000				60,000	
MPR Bond Refi	752,360	752,790	752,848	752,534	751,848	750,793	749,360	752,496	750,198	752,466	7,517,693	
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000	
Treatment Plant Total	245,000	240,000	350,000	290,000	565,000	585,000	290,000	430,000	695,000	40,000	3,730,000	

PARADISE COVE PLANT CAPITAL IMPROVEMENT PROGRAM												
Paradise Cove Project Description	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL	
Paradise Sewer Line Rehab Project				500,000							500,000	
Grit Removal Project		50,000									50,000	
Plant Grating Replacement- Fiberglass							25,000				25,000	
Communications Upgrade - Cellular	20,000										20,000	
Blower Replacement			20,000					20,000			40,000	
UV Disinfection				60,000							60,000	
Pump Replacement Program		25,000				25,000				25,000	75,000	
Paint Treatment Plant								150,000			150,000	
Undesignated Capital Projects	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000	
Paradise Cove Total	30,000	85,000	30,000	570,000	10,000	35,000	35,000	30,000	160,000	35,000	1,020,000	

TIBURON CAPITAL IMPROVEMENT PROGRAM

<i>Tiburon Project Description</i>	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Sewer Line Rehabilitation Program	1,000,000		500,000		500,000		500,000		500,000		3,000,000
Pump and Valve Replacement Program	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
TPS# 4: Wet Well Rehabilitation	50,000										50,000
Force Main Rehabilitation TPS #2- 357lf-6"		200,000									200,000
Force Main Rehabilitation TPS #3- 379lf-6"			200,000								200,000
Force Main Rehabilitation TPS #5-1303lf 8"					750,000						750,000
Force Main Rehabilitation TPS #7-903lf-6"								300,000			300,000
Man Hole Rehabilitation	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
TPS# 6 Wet Well Rehabilitation				75,000							75,000
TPS#2 Wet Well Rehabilitation											75,000
TPS#7 Wet Well Rehabilitation					75,000						75,000
TPS#3 Wet Well Rehabilitation						75,000	75,000				75,000
TPS#9 Wet Well Rehabilitation		250,000									250,000
Portable Pump Replacement			50,000								50,000
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000			200,000
Tiburon Total	1,150,000	550,000	850,000	175,000	1,350,000	175,000	675,000	400,000	650,000	75,000	6,050,000

BELVEDERE CAPITAL IMPROVEMENT PROGRAM

<i>Belvedere Project Description</i>	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Sewer Line Rehabilitation Program	100,000	500,000		500,000		500,000		500,000		500,000	2,600,000
Pump and Valve Replacement Program	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
BPS#1 Control Panel Replacement		250,000									250,000
BPS# 7: Wet Well Rehabilitation	75,000										75,000
BPS#1 Emergency Generator& Roof Replacmnt	100,000			200,000							100,000
BPS#2 Force Main&Wet Well Rehabilitation											200,000
Power Feed Improvement Project (BPS#9,#10,#11)									300,000		300,000
BPS#3 Force Main& Wet Well Rehabilitation Proj			750,000								750,000
BPS#9,#10,#11 Wet Well Rehabilitation				200,000							200,000
BPS#5,#8,#12 Wet Well Rehabilitation Project					200,000						200,000
San Rafael Ave Diverter Line Install						100,000					100,000
BPS#14 Force Main Rehabilitation Project								200,000			200,000
BPS#13 Force Main Rehabilitation Project										200,000	200,000
Man Hole Rehabilitation	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Belvedere Total	350,000	825,000	825,000	775,000	275,000	775,000	175,000	775,000	375,000	775,000	5,925,000

SUMMARY OF CAPITAL IMPROVEMENT PROGRAM

Project Descriptions	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Main Plant	245,000	240,000	350,000	290,000	565,000	565,000	290,000	430,000	695,000	40,000	3,730,000
Tiburon Pumps & Lines	1,150,000	550,000	850,000	175,000	1,350,000	175,000	675,000	400,000	650,000	75,000	6,050,000
Belvedere Pumps & Lines	350,000	825,000	825,000	775,000	275,000	775,000	175,000	775,000	375,000	775,000	5,925,000
Paradise Cove	30,000	85,000	30,000	570,000	10,000	35,000	35,000	30,000	160,000	35,000	1,020,000
MPR Debt Service + 2020 Refi	752,360	752,790	752,848	752,534	751,848	750,793	749,360	752,496	750,198	752,466	7,517,693
TOTAL	2,527,360	2,452,790	2,807,848	2,562,534	2,951,848	2,320,793	1,924,360	2,387,496	2,630,198	1,677,466	24,242,693

MAIN PLANT CAPITAL IMPROVEMENT PROJECTS

Main Plant Project Name	DESCRIPTION
Screw Press 3W Filtering Unit	This Project consists of the installation of a self cleaning water filtering unit for use on our Plant Effluent-3W is used for fine spray system on the Screw Press and Vactor
Dry Weather Influent Pump	These funds will be used to purchase one new dry weather influent pump. This was not part of the MPR project.
Wet Weather Influent Pump	These funds will be used to purchase one new Wet Weather Influent Pump. These were not part of the MPR project.
Boiler Exhaust Piping Replacement	These funds will be used to install a new stainless steel exhaust pipe for the Boiler Exhaust. Boiler was replaced 2 years ago and temporary galvanized piping was installed.
Headworks Grinder Replacement	These funds will be used to replace grinders that have a useful life of 3-5 years. Grinders were not replaced during MPR Project only the cutting cartridges were replaced.
Headworks Explosion Proof Electric Hoist	These funds will be used to replace the original (1980) manual operated hoists with a new electric hoist- improved safety and efficiency for staff maintenance
Chemical Feed Transfer Pump	These funds will be used to replace the Tutill single speed chemical transfer pumps for the Hypochlorite and Bisulfite bulk storage tanks- variable speed pumps will be installed
Truck Purchase	These funds will be used to replace the Utility truck from the current fleet of vehicles. Oldest vehicle in fleet is a 2005
MP&Secondary Drain Replacement	These funds will be used to replace corroded iron drain pipes in the MP hallway and in front of the secondary clarifiers and aeration basins- critical plant drains
Aeration Basin Diffuser Upgrade	This project consists of replacing the current diffusers in the off line aeration basin with new style diaphragm type diffusers like the online aeration basin
Emergency Generator Replacement	This project will consist of replacing the Main Plant Emergency Generator. These were not part of the MPR project.
Maint Shop/Replacement/Ops Control Room	Project will consist of replacing a 35+ yo. corrugated metal maintenance shop, not part of MPR Project. Consideration will be given to making building 2 stories for storage
Headworks Grinder Retrofit-Channel Monster	These funds will be used for the retrofit of the current grinders in place channel monster uses 1 grinder and a perforated screen to accomplish the work of 3 grinders.
Digester Roof Recoating and Cleaning	These funds will be used to drain the digester for maintenance and cleaning and the cover will be removed for recoating and repairs if needed - corrosive environment
Dry Weather Primary Cover Replacement	These funds will be used to replace covers with flat removable covers for inspection and maintenance- current covers- fiber glass and heavy and require 3 staff to remove
Odor Control System Upgrade	These funds will be used to replace the current Odor Control system with a new one- This was not replaced during the MPR project.
Headworks Valve&Check Valve Replacement	These funds will be used to replace the Dry Weather Primary Valves and Check Valves - Was not part of MPR project.
MP Valve and Piping Replacement	These fund will be used to replace valves and piping throughout the plant that were not part of the MPR project
C12 Rapid Flash Mixer rehabilitation	These funds will be used to rehabilitate or replace the current rapid flash mixer - was not part of the MPR project
Emergency Outfall Rehabilitation	This project will consist of rehabilitating the abandoned effluent outfall pipe in order to have it available for use during emergency situations. Emergency Preparedness
Undesignated Capital Projects	These funds will be used for unforeseen projects, which may come up after the MPR project is complete.
MPR Bond-Refi	Main Plant Rehabilitation Completed in 2014 - Bond Payments to show true annual CIP projections.

PARADISE COVE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

<i>Paradise Cove Project Name</i>	<i>DESCRIPTION</i>
Influent Pump Replacement Program	There are 6 grinder-style pumps in service. Each has a useful life of 7-10 years. This program is established to replace pumps as needed; not all at once.
Package Plant Coating	Due to its close proximity to the bay, the metal package-plants require marine coatings every 7-10 years.
Paradise Sewer Line Replacement	This project consists of rehabilitating older gravity sewer lines in the Paradise Cove service area to assist with I&I removal from the system.
Blower Replacement	The current blowers were installed as part of the 2009 start-up of the upgraded plant. They have a useful life of 7-15 years. SD5 must begin to replace them soon.
Plant Grating Replacement	This project will consist of replacing the current grating with non-rusting fiberglass grating.
Grit Removal Project	This project will consist of evaluating the Paradise Cove Plant for possible grit removal systems in order to prolong the life of the pumps.
UV Disinfection	Possible installation of UV disinfection, which would eliminate the transportation of chemicals to the Paradise Cove plant.
Communications Upgrade Project	This project is to improve plant communications back to scada- ATT analog communications have become unreliable- looking at a cellular option.
Undesignated Capital Projects	These funds will be used for unforeseen projects.

TIBURON ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

<i>Tiburon Zone Pumps & Line Project Name</i>	<i>DESCRIPTION</i>
Sewer Line Rehabilitation Program	These funds will be used for the ongoing Board approved 10 year sewer rehabilitation program. 8,637 lf of pipe remain to be rehabbed/replaced
Pump Station Pump & Valve Replacement	The life expectancy for these pumps are 7-10 years. The District has a program to replace pumps over a period of time instead of replacing them all at once.
TPS#4 Wet Well Rehabilitation	These funds will be used to coat the interior wet well and replace the access hatch with a new sealed hatch due to its location and potential for sea level rise
Force Main Rehabilitation TPS#2 -357lf-6"	These funds will be used to rehabilitate the 60+ year old force main that is currently in service
Force Main Rehabilitation TPS#3 -379lf-6"	These funds will be used to rehabilitate the 60+ year old force main that is currently in service
Force Main Rehabilitation TPS#5 -1303lf-8"	These funds will be used to rehabilitate the 60+ year old force main that is currently in service
Force Main Rehabilitation TPS#7 -903lf-6"	These funds will be used to rehabilitate the 60+ year old force main that is currently in service
Man Hole Rehabilitation	This project will consist of rehabilitating or replacing man holes in the Tiburon area that have have deficiencies due to hydrogen sulfide deterioration. Includes frame and covers
TPS#6 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
TPS#2 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
TPS#7 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
TPS#2 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
TPS#9 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
Portable Pump Replacement	These funds will be used to replace the aged Paco pump which is nearing the end of its useful life- for large pump station pump arounds-contingency planning
Undesignated Capital Projects	These funds are for unforeseen problems within the collection system.

BELVEDERE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS	
Belvedere Zone Pumps & Line Project Name	DESCRIPTION
Sewer Line Rehabilitation Program	These funds will be used for the ongoing Board approved 10-year sewer rehabilitation program. 6,144 lf of pipe remain to be rehabbed/replaced.
Pump Station Pump & Valve Replacement	The life expectancy for these pumps are 7-10 years. The District has a program to replace pumps over a period of time instead of replacing them all at once.
BPS#1 Control Panel Replacement	These funds will be used to replace the 30+ year old control panel servicing this pump station
BPS#7 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
BPS#1 Generator and Roof Replacement	These funds will be used to replace the 40+ year old generator and roof at this location- have reached the end of its useful life
BPS#2 Force Main and Wet Well Rehab	These funds will be used to rehabilitate the force main and wet wells at this site.
BPS#9, 10, 11 Power Feed Improvement	Lagoon Rd. has 3 pump stations which pump sewage to one another. The stations have no permanent back-up power. This project will include power conduits and 1 generator for all 3 sites
BPS#3 Force Main & Wet Well Rehab	These funds will be used to rehabilitate the force main and wet wells at this site
BPS#9, 10, 11 FM & Wet Well Rehabilitation	These funds will be used to rehabilitate the force main and wet wells at these sites
BPS#5, 8, 12 FM & Wet Well Rehabilitation	These funds will be used to rehabilitate the force main and wet wells at these sites
San Rafael Ave. Diverter Project	This project will consist of evaluating current flows and collection system capacity at the intersection of Westshore and San Rafael Ave., feeding into TPS #3.
BPS#13 FM & Wet Well Rehabilitation	These funds will be used to rehabilitate the force main and wet wells at these sites
BPS#14 FM & Wet Well Rehabilitation	These funds will be used to rehabilitate the force main and wet wells at these sites
Manhole Rehabilitation Project	This Project will consist of rehabilitating or replacing man holes in the Tiburon area that have have deficiencies due to hydrogen sulfide deterioration. Includes frame and cover
Undesignated Capital Projects	These monies are for unforeseen problems within the collection system.

10.7 APPENDIX G: FIVE YEAR HISTORICAL BUDGET SUMMARY- DETAILED

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21 (as of 6.08.2021)	BUDGET FY21-22
inary Income/Expense						
Income						
5000 · Property Taxes						
5001.2 · Prop Tax Current Secured - Cap	692,382.26	747,671.64	802,789.43	825,273.51	828,278.45	825,000.00
5002 · Prop Tax Current Unsecured	13,791.23	13,400.78	14,602.17	15,490.09	16,276.23	15,000.00
5003 · Prop Tax Prior Unsecured	557.01	790.81	577.23	623.98	493.50	500.00
5006 · Suppl Unsecured	226.61	914.69	153.53	1,329.82	878.47	300.00
5041 · Suppl Assessment - Current	15,480.13	18,450.91	17,833.96	17,938.81	15,511.66	12,000.00
5043 · Suppl Assessment - Redemption	3,757.96	0.00	576.94	351.60	86.54	0.00
5046 · Excess ERAF	317,953.45	322,493.70	368,831.93	347,087.15	388,631.21	300,000.00
5280 · HOPTR	3,802.18	3,773.58	3,748.37	3,727.82	3,136.04	3,333.00
5483 · Other Tax (Unitary, RR, Misc.)		5,970.54	6,809.63	8,369.56	7,119.91	3,700.00
Total 5000 · Property Taxes	1,047,950.83	1,113,114.03	1,215,923.19	1,220,192.34	1,260,412.00	1,159,833.00
5007 · Sewer Service Charge						
5007.1 · Sewer Service - Tiburon Ops	2,130,009.00	1,782,023.48	2,013,740.22	2,457,932.86	2,307,207.76	2,283,000.00
5007.5 · Sewer Service - Tiburon Cap	674,081.48	945,393.11	461,737.65	223,392.96	110,894.15	12,000.00
5007.2 · Sewer Service-Belv Ops	997,893.32	1,102,361.07	1,359,848.48	1,392,534.36	1,340,409.96	1,300,000.00
5007.3 · Sewer Service-Belv Cap	1,344,579.28	1,258,777.49	960,118.22	920,645.65	875,143.69	866,300.00
5007.4 · Other User Fees	26,067.14	24,826.00	228,464.88	42,021.76	41,711.56	38,700.00
Total 5007 · Sewer Service Charge	5,172,630.22	5,113,381.15	5,023,909.45	5,036,527.59	4,675,367.00	4,500,000.00
5201 · Interest						
5201.1 · Interest County of Marin	65.95	323.86	1,778.65	0.00	136.53	0.00
5201.2 · Interest LAIF	74,341.81	156,338.13	303,511.86	280,649.26	88,792.09	100,000.00
Total 5201 · Interest	74,407.76	156,661.99	305,290.51	280,649.26	88,929.00	100,000.00
5900.3 · Connection Fees						
5900.30 · Connection Permit Fees	4,400.00	9,500.00	5,250.00	16,752.00	9,025.00	7,000.00
5900.31 · Collection	68,448.00	248,652.00	196,705.00	179,736.81	119,877.07	100,000.00
5900.34 · Treatment	86,682.00	257,826.00	320,389.00	212,785.19	134,789.93	100,000.00
Total 5900.3 · Connection Fees	159,530.00	515,978.00	522,344.00	409,274.00	263,692.00	207,000.00
5900.4 · Inspection Permit Fees	17,150.00	16,700.00	22,990.00	16,174.00	22,170.50	20,000.00
5900.5 · SASM Expense Reimb.	102,988.24	83,300.61	85,202.00	65,504.74	73,375.00	100,000.00
5900.9 · Other Income	279.17	0.00	0.00	100.00	0.00	100.00
5900.10 · Paradise Sewer Line Ext. Fees	0.00	0.00	0.00	13,364.00	13,806.00	14,040.00
Total Ops & Capital Income	6,574,936.00	6,999,136.00	7,175,659.00	7,041,786.00	6,397,752.00	6,100,973.00

Sanitary District No.5 of Marin County Annual Budget FY2021-2022

Expense	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
6000 · Administrative Expenses						
6001 · Advertising	65.00	171.24	1,428.77	422.85	500.00	1,000.00
6008 · Audit & Accounting	30,548.58	25,666.11	25,052.03	27,848.17	40,000.00	40,000.00
6017 · Consulting Fees	94,145.84	130,145.58	101,260.61	138,030.88	350,000.00	150,000.00
6018 · Travel & Meetings						
6018 · 1 Travel & Meetings - Other	5,113.36	6,905.03	6,133.68	5,988.32	7,000.00	7,000.00
6018.2 · Standby Mileage Expense Reimb	6,786.64	6,377.62	7,765.05	7,785.45	8,300.00	8,000.00
Total 6018 · Travel & Meetings	11,900.00	13,282.65	13,898.73	13,805.99	15,346.69	15,000.00
6020 · Continuing Education	3,744.23	5,282.98	4,772.91	6,417.44	7,000.00	10,000.00
6021 · County Fees	15,690.49	16,702.69	17,230.26	15,950.36	16,570.52	16,590.00
6024 · Director Fees	6,700.00	6,500.00	5,700.00	7,300.00	7,000.00	9,000.00
6025 · Dues & Subscriptions	10,993.46	10,521.21	10,611.10	20,333.64	30,000.00	31,000.00
6026 · Elections	230.24	0.00	2,199.28	0.00	250.00	0.00
6033 · 2 PLP General Liability	23,352.91	11,453.45	29,353.50	37,774.84	45,535.00	45,000.00
PLP (GL) Rating Adjustments	-4,233.00	-4,240.00	-4,235.00	-771.00	8,204.00	0.00
PLP (GL) Dividends	-7,977.00	-8,962.00	-8,567.00	-9,818.00	-10,401.00	0.00
6033 · 1 Alliant Public Entity Phys Damage (Realty)	12,406.00	10,745.00	12,984.00	16,214.00	23,377.31	25,000.00
6033 · 3 (APD) Physical Property - Auto	1,248.00	1,231.00	1,342.00	1,227.00	3,730.00	4,000.00
6039 · Legal	75,666.07	54,668.73	40,527.88	33,527.90	40,000.00	50,000.00
6047 · Office Supplies	6,015.77	10,667.61	3,596.03	4,043.84	10,000.00	10,000.00
6056 · Postage	863.93	386.56	646.67	1,589.01	1,150.00	1,000.00
6059 · Pollution Prevention/Public Edu	2,863.31	2,346.80	4,141.94	2,429.92	5,000.00	5,000.00
6065 · Miscellaneous Expense	1,554.05	0.00	151.00	0.00	0.00	0.00
Total 6000 · Administrative Expenses	285,778.00	286,570.00	262,095.00	316,327.00	593,263.00	412,590.43
7000 · Ops & Maintenance Expenses						
7010 · Pumps & Lines Maintenance						
7011 · Pumps & Lines Maintenance	248,143.93	184,139.63	167,193.31	206,314.25	75,000.00	75,000.00
7013 · Emergency Line Cleaning/Repair	50,644.22	84,393.61	46,160.51	33,294.64	16,803.00	50,000.00
7015 · Inflow & Infiltration Study	0.00	0.00	0.00	0.00	0.00	0.00
Total 7010 · Pumps & Lines Maintenance	298,788.00	268,533.00	213,354.00	239,609.00	91,803.00	125,000.00
7020 · Main Plant Maintenance						
7021 · Plant Maintenance Supplies	5,718.58	9,408.58	7,971.94	19,431.85	22,000.00	25,000.00
7022 · Plant Maint. Parts & Service	40,448.84	58,224.01	47,313.85	129,771.23	125,000.00	130,000.00
7023 · Janitorial Supplies & Service	5,430.65	4,218.03	7,440.41	5,882.20	6,500.00	9,000.00
7024 · Main Plant Chemicals	75,920.48	102,771.14	97,497.63	94,229.90	100,000.00	111,000.00
7025 · Lab Supplies & Chemicals	65,630.16	56,438.21	18,902.70	62,744.99	20,000.00	20,000.00
7027 · Electrical & Instrument	88.24	1,373.17	4,620.27	5,876.28	5,000.00	15,000.00
7028 · Grounds Maintenance	2,919.87	2,162.32	3,037.58	7,890.20	6,500.00	5,000.00
7029 · Main Plant Sludge Disposal	24,122.52	26,949.06	22,334.68	33,493.32	39,750.00	41,000.00
7030 · Main Plant Outfall	0.00	0.00	0.00	0.00	0.00	6,500.00
Total 7020 · Main Plant Maintenance	220,479.00	261,545.00	209,119.00	359,320.00	324,750.00	362,500.00

Sanitary District No.5 of Marin County
Annual Budget FY2021-2022

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
7040 · Paradise Cove Plant Maint						
7041 · Paradise Parts & Service	11,209.84	6,468.21	3,072.15	8,994.83	12,000.00	10,000.00
7042 · Paradise Supplies & Chemicals	10,982.53	3,464.33	2,837.11	4,385.28	7,000.00	5,000.00
7043 · Paradise Sludge Disposal	8,104.67	5,520.35	8,320.56	9,845.00	3,000.00	0.00
7044 · P.C. Plant Outfall Pipeline					7,250.00	0.00
Total 7040 · Paradise Cove Plant Maint	30,297.00	15,453.00	14,230.00	23,225.00	22,000.00	15,000.00
7050 · Monitoring						
7051 · Main Plant Lab Monitoring	43,484.06	39,245.25	49,644.92	45,510.27	43,000.00	45,000.00
7052 · Paradise Cove Monitoring	12,783.00	9,755.86	17,617.00	14,983.40	15,000.00	15,000.00
7053 · Chronic Toxicity Program Eval	0.00	1,845.00	1,845.00	1,917.50	3,500.00	15,000.00
7065 · Dilution Study			0.00	18,917.31	0.00	0.00
Total 7050 · Monitoring	56,267.00	50,846.00	69,107.00	81,328.00	61,500.00	75,000.00
7060 · Permits/Fees						
7061 · Main Plant NPDES Renewal	0.00	21,828.75	4,320.50	7,295.00	3,800.00	0.00
7062 · Permits/Fees - General	44,287.15	31,705.63	38,165.51	40,740.40	60,000.00	50,000.00
7063 · Paradise Cove Permits/Fees	4,085.47	5,913.63	5,672.48	6,175.00	8,000.00	9,000.00
7064 · Paradise Cove NPDES Renewal	7,994.50	0.00	0.00	0.00	20,000.00	0.00
Total 7060 · Permits/Fees	56,367.00	59,248.00	48,158.00	54,210.00	91,800.00	59,000.00
7070 · Truck Maintenance						
7071 · Fuel	6,519.78	6,947.07	6,599.36	14,932.08	15,000.00	10,000.00
7072 · Truck Maintenance	4,090.32	9,344.39	6,675.22	5,581.19	25,000.00	15,000.00
Total 7070 · Truck Maintenance	10,610.00	16,291.00	13,275.00	20,513.00	40,000.00	25,000.00
Total 7000 · Ops & Maintenance Expenses	672,808.00	671,916.00	567,243.00	778,205.00	631,853.00	661,500.00
8000 · Salaries and Benefits Expenses						
8001 · Salaries	876,077.32	969,329.98	918,999.39	1,067,517.87	1,143,550.00	1,353,783.24
8003 · Overtime	138,034.13	77,636.89	145,295.17	135,674.44	118,000.00	100,000.00
8004 · Standby Pay	46,537.03	66,746.35	70,268.42	71,679.14	74,187.91	76,042.61
8005 · Employee Incentives	0.00	0.00	5,000.00	19,500.00	25,000.00	70,000.00
8006 · Vacation Buyout	22,318.11	20,199.25	41,125.19	27,281.72	27,000.00	30,000.00
8013 · Payroll Taxes	92,848.33	90,835.07	87,995.01	98,101.49	101,535.04	101,047.01
8015 · Payroll/Bank Fees	5,110.12	7,990.68	3,178.18	5,939.59	6,250.00	6,250.00
8016 · Car Allowance	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
8019 · PERS Retirement						
PERS Monthly Contributions	143,748.80	157,286.99	156,446.70	153,127.59	165,000.00	304,704.98
PERS Replacement Benefit Fund (RLL)	2,617.41	20,370.72	4,279.08	0.00	350.00	350.00
PERS Side Fund/UAL Payment	254,448.00	740,733.00	0.00	132,419.00	96,367.00	20,000.00
PERS UAL (SD5) Trust Fund	40,195.00	93,955.00	294,400.00	286,554.77	285,295.00	0.00
Total 8019 · PERS Retirement	441,009.00	1,012,346.00	455,126.00	572,101.00	547,012.00	325,054.98
8020 · Employee Health						
8020.05 · Employee Health	153,584.98	165,321.18	177,013.30	190,901.75	188,600.00	225,917.60
8021 · Employee Health Deductions	-8,943.46	-9,380.02	-4,490.17	-2,991.36	-4,748.05	-2,500.00
Total 8020 · Employee Health	144,641.00	155,941.00	172,523.00	187,910.00	183,852.00	223,417.60
8022 · Retiree Health						
CERBT/OPEB Retiree Annual Arc Contribution*	56,322.48	53,670.16	54,508.84	95,745.21	60,000.00	78,000.00
Total 8022 · Retiree Health	93,419.00	119,370.00	121,153.00	165,945.00	132,400.00	196,400.00
8023 · Workers Comp Insurance	18,474.00	18,905.00	19,055.00	30,735.94	39,318.00	55,000.00
W.C. Rating Adjustments	1,763.00	-6,551.00	880.00	1,694.00	1,694.00	0.00
W.C. Dividend +/- Rebate	-2,000.00	-2,322.00	-2,000.00	-2,000.00	-2,000.00	-2,000.00
Total 8023 · Workers Comp Insurance	18,237.00	10,032.00	17,935.00	28,736.00	39,012.00	53,000.00
Total 8000 · Salaries and Benefits Expenses	1,977,889.00	2,664,670.00	2,044,598.00	2,386,386.00	2,403,799.00	2,540,995.00

Sanitary District No.5 of Marin County Annual Budget FY2021-2022

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
8500 · Other Operating Expenses						
8510 · Data/Alarms/IT Supp & Licensing	43,893.01	75,105.92	92,264.32	83,779.99	115,000.00	100,000.00
8515 · Safety	13,619.19	11,283.79	7,595.41	23,472.06	30,000.00	40,000.00
8520 · Personal Protection/Safety Wear	10,965.86	8,539.90	15,922.60	8,216.49	12,000.00	15,000.00
8530 · Telephone						
8531 · Main Plant Telephones	8,806.47	8,004.61	8,161.57	9,707.08	9,500.00	11,000.00
8532 · Paradise Cove Telephones	2,496.15	3,663.92	4,064.58	3,814.21	4,000.00	4,000.00
8533 · Pumps & Lines Telephones	3,677.57	6,533.07	6,216.14	5,830.34	6,000.00	7,000.00
Total 8530 · Telephone	14,980.00	18,202.00	18,442.00	19,352.00	19,500.00	22,000.00
8540 · Utilities						
8541 · Water	3,618.35	3,699.49	4,971.70	7,744.56	8,000.00	8,000.00
8542 · Main Plant Utilities	179,694.22	168,332.98	174,652.34	179,270.96	200,000.00	200,000.00
8543 · Paradise Cove Utilities	13,814.41	14,027.27	13,935.20	14,842.64	16,800.00	18,000.00
8544 · Pump Station Utilities	42,120.85	33,210.82	35,171.49	35,727.84	42,800.00	45,000.00
Total 8540 · Utilities	239,248.00	219,271.00	228,731.00	237,586.00	267,600.00	271,000.00
Total 8500 · Other Operating Expenses	322,706.00	332,403.00	362,955.00	372,407.00	444,100.00	448,000.00
Total OPERATING Expenses	3,259,515.00	3,955,893.00	3,237,225.00	3,853,659.00	4,073,349.00	4,063,419.00

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
9100 · Capital Expenditures						
9200 · Main Plant Equipment Capital						
9201 · LED Lighting Upgrade	25,066.15	25,066.15	25,571.38			
9203 · Slurry Seal & Parking Plan	0.00	0.00	0.00			
9202.1 · M.P. Drainage Sample Rm Drain+2nd Drain Replacement						75,000.00
9202.2 · M.P. Drainage Load-out + Filtering						30,000.00
9204 · M.P. Boiler (Exhaust) Replacement	62,855.00	62,855.00	5,550.75			30,000.00
9205 · Influent Surmps/RAS Cover Rplcmt						
9206 · Infl Dry Weather Pump Rplcmt	32,163.94					40,000.00
9207 · Infl Wet Weather Pump Rplcmt	56,927.58					
9208 · M.P. Chemical Feed Pump Replacement	8,643.46					20,000.00
9209 · Screw Press Blend Redundancy			15,733.84		16,915.00	
9210 · Sludge Box Replacement	15,442.00					
9211 · Odor Control Upgrades						
9212 · M.P. Headworks Grinder Replacement			18,829.83	19,588.07	23,486.90	25,000.00
9212.1 · Explosion-proof Electric Hoist						10,000.00
9213 · Flare Rehabilitation						
9214 · Underground Pipe & Valve Replacement				12,307.96		
9215 · M.P. Restroom Remodels (2)						
9217 · M.P. Maint. Shop Replacement /Ops Control					15,172.33	
9218 · M.P. Generator Control Panel						
9219 · M.P. C12 Flash Mixer					12,160.81	15,000.00
9220 · M.P. Office & Bath Floor Replacement						
9221 · M.P. Portable Fuel Storage						
9225.94 · Server Upgrade + Replacement					5,323.75	
9225.95 · SCADA Upgrade					18,850.00	
9229.8 · Vehicle Replacement					3,000.00	
Total 9200 · Main Plant Equipment Capital	97,735.00	103,363.00	65,686.00	31,896.00	91,909.00	245,000.00

Sanitary District No.5 of Marin County Annual Budget FY2021-2022

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
9300 · Pumps & Lines Capital						
9301 · Tiburon Sewer Line Rehab Prog	120,306.13	440,376.23	439,893.30	723,554.74		1,000,000.00
9302 · Pump Station Control Panel Upgr	62,832.36	85,524.81	60,247.88	37,178.11		
9303 · Lateral Camera			13,750.48		362.71	
9304 · Belvedere Sewer Line Rehab Prog	78,578.93	195,439.87	344,441.80	891,836.07		100,000.00
9305 · Valve/Wet Well Lid Cover Replac						75,000.00
9305.1 · Wet Well Rehabilitation - Belvedere						50,000.00
9305.2 · Wet Well Rehabilitation - Tiburon						50,000.00
9306 · PS Pump & Valve Replacement	50,938.12	48,660.54		52,247.95	18,150.00	
9307 · PS Generator Replacement	24,529.79	60,284.50		16,123.19		
9308 · Station #5 Rebuild/4 Pumps/Gen						
9308.1 · Mar West PS#5, Phase I-Design						
9308 · Station #5 Rebuild/4 Pumps/Gen - Other						
9308.11 · Mar West PS#5, Phase I-Constr						
9308.2 · Mar West PS#5, Phase II-Constr	790,046.72					
Total 9308 · Station #5 Rebuild	0.00	790,046.72	0.00	0.00	0.00	100,000.00
9309 · Cove Rd. BPS #1 Generator Replacement					0.00	
9310 · Belv Pump Station Comm. Project			46,640.69		0.00	
9311.1 · Cove Rd Force Main Rplcmnt - Engineering			19,260.00	14,250.00	5,656.80	
9311.2 · Cove Rd Force Main Rplcmnt - Constr., Ph I					2,341,117.33	
9312 · Force Main Rehab - Multiple Sites					0.00	
9313 · Man Hole Rehabilitation				17,811.00	15,097.72	75,000.00
9314 · Portable Emergency Generators		34,462.47		997.14	95,587.89	
9227.8 · Vactor Truck		21,785.00		310,144.91	7,891.43	
9315 · TPS Comm/Radio Upgrade Project	33,465.60	0.00	41,747.19		0.00	
Total 9300 · Pumps & Lines Capital	370,651.00	1,676,580.00	965,981.00	2,064,143.00	2,483,864.00	1,450,000.00
9400 · Paradise Cove Capital						
9401 · P.C. Sewer Line Rehab Prog						
9402 · P.C. Flow Meter Replacement					19,501.62	
9403.1 · P.C. Communication Upgrade - Cellular						20,000.00
9404 · P.C. Inf WWI Access Replacement				8,141.00		
9405 · P.C. Generator Replacement	49,903.24	899.22			0.00	
· P.C. Painting at Plant					52,759.00	
9406 · P.C. Plant Grating Rplcmnt - Fiberglass					1,730.73	
9410 · P.C. U.V. Disinfection						
Total 9400 · Paradise Cove Capital	49,903.00	899.00	0.00	60,199.00	73,991.00	20,000.00
9500 · Undesignated Capital						
9510 · Undesignated Cap - M.P.		33,817.00		14,684.13		25,000.00
9520 · Undesignated Cap - P.C. Plant					26,546.75	10,000.00
9530 · Undesignated Cap - P&L	6,357.50		32,479.97			50,000.00
Total 9500 · Undesignated Capital	6,358.00	33,817.00	32,480.00	14,684.13	26,547.00	85,000.00
Total 9100 · Capital Expenditures	524,647.00	1,814,659.00	1,064,147.00	2,170,922.00	2,676,311.00	1,800,000.00

Sanitary District No.5 of Marin County
Annual Budget FY2021-2022

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
9700 · Debt Service						
9720 · Belvedere Loan						
9723 · Belvedere WestArm Loan Prin						
Total 9720 · Belvedere Loan						
9730 · Debt Service - MPR Project						
9731 · Debt Service MPR Bond Principal	450,000.00	450,000.00	460,000.00	470,000.00		
9732 · Debt Service MPR Bond Interest	391,996.84	374,067.94	356,348.79	167,675.00		
9734 · Debt Service MPR REFI Principal					660,000.00	595,000.00
9735 · Debt Service MPR REFI Interest					190,432.26	157,790.00
Total 9730 · Debt Service - MPR Project	841,997.00	824,068.00	817,399.00	637,675.00	851,482.00	753,840.00
Total 9700 · Debt Service	841,997.00	824,068.00	817,399.00	637,675.00	851,482.00	753,840.00
Total CAPITAL Expense	1,366,644.00	2,638,727.00	1,881,546.00	2,808,597.00	3,527,793.00	2,553,840.00
Total Ops & Capital Expense	4,626,159.00	6,594,620.00	5,118,771.00	6,662,256.00	7,601,142.00	6,617,259.00
tal Ops & Capital Net Income	1,948,777.00	404,516.00	2,056,888.00	379,530.00	#####	-516,286.00

10.8 APPENDIX H: FIVE (5) YEAR HISTORICAL - LAIF FUND SUMMARY**SD5 LAIF BALANCE HISTORY**

	June 30, 17	June 30, 18	June 30, 19	June 30, 20	June 30, 2021
Local Agency Investment Fund					(Estimates)
Belvedere					
Belvedere Operating	1,106,322.19	3,269,832.33	3,692,092.99	3,604,760.86	3,662,702.28
Belvedere Operating Reserve	1,649,484.76	192,560.00	284,923.05	400,923.05	516,923.05
Belvedere Capital & CIP Reserve	2,756,461.71	2,558,239.36	3,109,367.66	3,035,594.94	2,168,491.17
Belvedere PERS Retirement Trust	13,179.61	47,790.00	152,530.00	254,615.00	356,250.00
Belvedere Disaster Recovery Fnd	0.00	356,250.00	356,250.00	356,250.00	356,250.00
Total Belvedere	5,525,448.27	6,424,671.69	7,595,163.70	7,652,143.85	7,060,616.50
Tiburon					
Tiburon Operating	906,018.99	2,640,032.40	2,106,182.56	2,204,697.69	1,965,614.18
Tiburon Operating Reserve	3,994,211.29	322,400.00	414,430.00	548,730.00	683,930.00
Tiburon Capital & CIP Reserve	1,525,684.02	2,455,291.37	3,583,834.92	3,865,887.47	3,512,349.86
Tiburon PERS Retirement Trust	27,310.20	86,360.00	275,620.00	460,090.00	643,750.00
Tiburon Disaster Recovery Fund	0.00	643,750.00	643,750.00	643,750.00	643,750.00
Total Tiburon	6,453,224.50	6,147,833.77	7,023,817.48	7,723,155.16	7,449,394.04
Total Local Agency Investment Fund	11,978,672.77	12,572,505.46	14,618,981.18	15,375,299.01	14,510,010.54

10.9 APPENDIX I: DEBT SERVICE SUMMARY – 2020-2031

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

BOND DEBT SERVICE

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

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

FINAL PRICING

Dated Date 03/26/2020
Delivery Date 03/26/2020

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

10.10 APPENDIX J: SD5 RESERVE POLICY

	OPERATING RESERVE* #1	CAPITAL IMPROVEMENTS RESERVE #2	CalPERS RETIREMENT RESERVE* #3	DISASTER RECOVERY RESERVE* #4
FUNDING PURPOSE	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	A) to provide adequate funding and conveyance systems, B) to fund debt payments of financed capital projects, C) to finance capital projects as listed in the District's budgeted CIP Plan, and D) to reserve funds for future plant + /or systemic sewer line renovations E) 2012 Main Plant Rehabilitation (MPR) Bond Service	To provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
CURRENT BALANCE	\$949,655* Current Operating Reserve Fund \$5,376,430* Current Operating Fund	\$6,746,481.82 (Current Capital & Capital Reserve Balance)	\$714,705* (Current Trust Balance)	\$1,000,000*
TARGET BALANCE	\$2,500,000***	\$15,000,000***	\$1,000,000*	\$1,000,000
PROPOSED ANNUAL FUNDING	5% of Sewer Service Charges (FY18/19 Total SS Ops Revenue = \$5,010,545) 5% of Sewer Service Charges ≈ \$251,200**	TBD per Annum	3.5% of SD5's Share of CalPERS' FY18-19 Market Value Assets (\$8,95M) (From Ops)	N/A
FUNDING PROCESS	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed annually and funded as cashflow permits, based on annual projects; any remaining funds will be reserved for long-term capital needs. (see Funding Purpose above, Items C & D)	3.5% of SD5's Pooled Plan Share of CalPERS Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account. No additional funding required, once target balance is achieved. Finance Committee will evaluate the need to reinstate.
AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS	District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	All withdrawals and transfers to be presented for review by the Finance Committee and recommended to the Board for approval.

* Balances based on SD5 Balance Sheet as of 6.15.2020

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

Sanitary District No.5 of Marin County
Annual Budget FY2021-2022

10.10.1 Belvedere Zone Only Reserve Policy

	OPERATING RESERVE* #1	CAPITAL IMPROVEMENTS RESERVE #2	CAIPERS RETIREMENT RESERVE* #3	DISASTER RECOVERY RESERVE* #4
FUNDING PURPOSE	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	A) to support both treatment plants' operation and conveyance systems, B) to fund debt payments of financed capital projects, C) to finance capital projects as listed in the District's budgeted CIP Plan, and D) to reserve funds for future plant +/- or systemic sewer line renovations E) 2012 Main Plant Rehabilitation (MPR) Bond Service	To provide sufficient annual funding of CAIPERS potential losses, as described in the CAIPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
CURRENT BALANCE	\$400,923* Current Operating Belvedere Reserve Fund Working Belvedere Ops Fund: \$3,497,700*	Belvedere: \$2,933,697.30* Current Capital & Capital Reserve Balance	\$254,615*	\$356,250*
TARGET BALANCE	Belvedere: \$890,625***	Belvedere: \$5,343,750***	Belvedere: \$356,250***	Belvedere: \$356,250***
PROPOSED ANNUAL FUNDING	(\$2,319,967*) 5% of Sewer Service Charges 5% of Sewer Service Charges ≈ \$116,000*	TBD per Annum	3.5% of SD5's Share of CAIPERS' Market Value Assets (\$8.95M) FY18-19 ≈ \$313,250*** Belvedere's FY20-21 CAIPERS Trust: \$111,600**	N/A
FUNDING PROCESS	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed semi-annually and apportioned as needed, based on annual projects; any remaining funds will be reserved for long-term capital needs. (see Funding Purpose above, Items C & D)	3.5% of SD5 Plan's Share of the CAIPERS Pool's Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account. No additional funding required, once target balance is achieved. If reserve subsequently dips below target balance, funding to be reinstated.
AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS	District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, as set forth and approved in this Reserve Policy. All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Committee, as set forth in this Reserve Policy. All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	District Manager is authorized to make withdrawals for payments to CAIPERS for unfunded liabilities. All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	All withdrawals and transfers to be presented for review by the Finance Committee and recommended to the Board for approval.

* Balances based on SD5 Balance Sheet, as of 6.15.2020

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

10.10.2 Tiburon Zone Only Reserve Policy

	OPERATING RESERVE* #1	CAPITAL IMPROVEMENTS RESERVE #2	CaIPERS RETIREMENT RESERVE* #3	DISASTER RECOVERY RESERVE* #4
FUNDING PURPOSE	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	<p>To provide adequate funding</p> <p>A) to support both treatment plants' operation and conveyance systems,</p> <p>B) to fund debt payments of financed capital projects (MPR),</p> <p>C) to finance capital projects as listed in the District's budgeted CIP Plan, and</p> <p>D) to reserve funds for future plant +/- systemic sewer line renovations</p>	To provide sufficient annual funding of CaIPERS potential losses, as described in the CaIPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
CURRENT BALANCE	\$548,730* Current Operating Tiburon Reserve Fund Working Tiburon Ops Fund: \$1,878,730*	Tiburon: \$3,812,784.52* Current Capital & Capital Reserve Balance	\$460,090*	\$643,750*
TARGET BALANCE	Tiburon: \$1,609,375*** (\$2,703,943) 5% of Sewer Service Charges 5% of Sewer Service Charges ≈\$135,200**	Tiburon: \$9,656,250*** TBD per Annum	Tiburon: 643,750***	Tiburon: \$643,750***
PROPOSED ANNUAL FUNDING			3.5% of SDS's Share of CaIPERS' Market Value Assets (\$8.95M) FY18-19 ≈ \$313,250*** Tiburon's FY20-21 CaIPERS Trust: \$201,650**	N/A
FUNDING PROCESS	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed semi-annually and apportioned as needed, based on annual projects; any remaining funds will be reserved for long-term capital needs. (see Funding Purpose above, Items C & D) District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	3.5% of SDS Plan's Share of the CaIPERS Pool's Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account. No additional funding required, once target balance is achieved. If reserve subsequently dips below target balance, funding is to be reinstated.
AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS	District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, as set forth and approved in this Reserve Policy. All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	District Manager is authorized to make withdrawals for payments to CaIPERS for unfunded liabilities. All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	All withdrawals and transfers to be presented for review by the Finance Committee and recommended to the Board for approval.

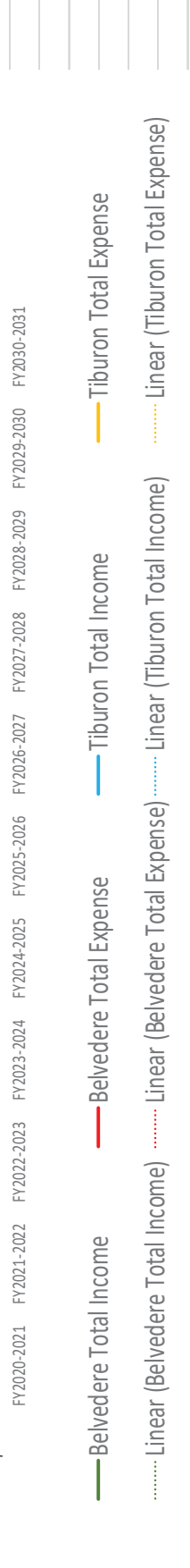
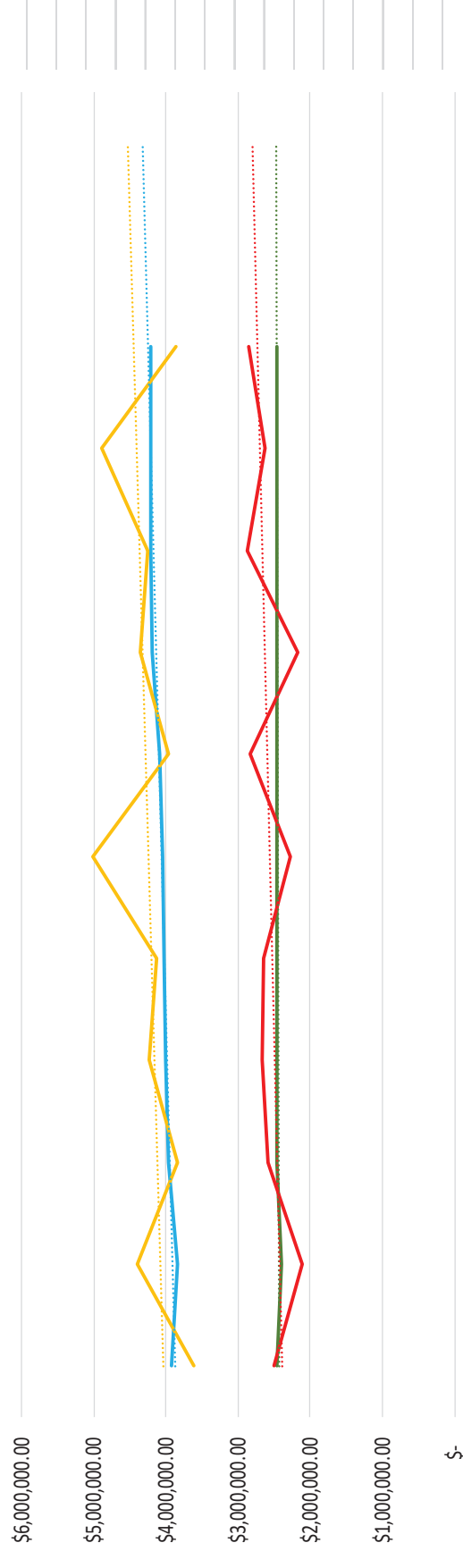
* Balances based on SD5 Balance Sheet, as of 6.15.2020

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

10.11 APPENDIX I INCOME VS EXPENSE PROJECTION GRAPHS

21-22 Budget Projections	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028	FY2028-2029	FY2029-2030	FY2030-2031
Belvedere Total Income	\$ 2,455,642.00	\$ 2,405,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00
Belvedere Total Expense	\$ 2,497,520.00	\$ 2,120,557.00	\$ 2,591,601.00	\$ 2,672,695.00	\$ 2,645,436.00	\$ 2,286,613.00	\$ 2,839,765.00	\$ 2,183,981.00	\$ 2,883,383.00	\$ 2,626,164.00	\$ 2,850,069.00
Tiburon Total Income	\$ 3,920,032.00	\$ 3,842,781.00	\$ 3,965,985.00	\$ 4,025,985.00	\$ 4,025,985.00	\$ 4,055,985.00	\$ 4,085,985.00	\$ 4,185,985.00	\$ 4,205,985.00	\$ 4,205,985.00	\$ 4,205,985.00
Tiburon Total Expense	\$ 3,624,511.00	\$ 4,387,284.00	\$ 3,841,083.00	\$ 4,234,444.00	\$ 4,139,368.00	\$ 5,014,174.00	\$ 3,960,434.00	\$ 4,354,218.00	\$ 4,256,315.00	\$ 4,898,802.00	\$ 3,869,009.00

Total Income vs. Expense Per Zone



Please note: Capital Expense Assumptions are rough estimates of future capital work and fiscal year status may change from year to year

