

**NOTICE AND AGENDA  
Regular Board Meeting  
Sanitary District No. 5 of Marin County  
Thursday, April 16, 2020**

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

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

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issued a legal order directing residents to shelter at home for three weeks beginning March 17, and that order was superseded on March 31, 2020, by an updated order that further directed residents to shelter at home until May 3, 2020.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

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

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

**How to Submit Public Comments:**

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

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

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

**How to Participate in the Board Meeting:**

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

**Participant Code: 707489**

**ROLL CALL**

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

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

**CONSENT CALENDAR:**

1. Approval of March 19, 2020 Regular Board Meeting Minutes (Dohrmann)
2. Review and Receive all Electronic Fund Transfers (EFT) and Approve Warrants for March 13, 2020 through April 9, 2020; JP Morgan Chase Bank Check No. 7464 through Check No. 7502, all transactions totaling in the amount of \$214,227.13; and Review and Receive March 2020 Payroll, in the amount of \$101,096.61 (Dohrmann)
3. Receipt of Financial Reports for March 2020 (Dohrmann)

**MANAGEMENT REPORTS:**

4. District Management Summary Report (Rubio)

**NEW BUSINESS:**

5. PUBLIC HEARING: Second Reading: Amendments to SD5 Ordinance No. 2014-02 re Sewer Lateral Inspection Program and Notification Requirements for Multiple Properties Sharing Same Lateral Sewer (Rubio) – Action
6. Possible Testing for COVID-19 in Wastewater Systems and ability to assess its presence at SD5 (The University of Arizona, Water & Energy Sustainable Technology Center *Sewage Surveillance: West Tests Wastewater To Determine Coronavirus Presence in Communities* <https://west.arizona.edu/news/2020/03/sewage-surveillance-west-tests-wastewater-determine-coronavirus-presence-communities> (Rubio) - Action

**UNFINISHED BUSINESS:**

**COMMITTEE REPORTS:**

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

**OTHER BUSINESS:**

**ENVIRONMENTAL:**

**CORRESPONDENCE:**

**INFORMATIONAL ITEMS:**

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

**ADJOURNMENT**

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

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

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

**Minutes of a Regular Board Meeting  
at Sanitary District No. 5 of Marin County Meeting Room  
2001 Paradise Drive, Tiburon, CA 94920  
Thursday, March 19, 2020**

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

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

The Marin County Public Health Department has advised that non-essential gatherings should be canceled, postponed, or done remotely.

This meeting is necessary so that the District can continue to conduct its business and is considered an essential gathering. The public may still attend the meeting in person. However, the District is asking members of the public to consider steps to prevent illness when deciding whether to attend this meeting. The District is asking members of the public to follow the California Department of Health's Guidance on Mass Gatherings when deciding whether to attend this meeting.

As always, the public may submit public comments in advance. Below is information on how to hear the meeting via conference call and how to send in public comments that will be part of the public record.

**How to Hear the Meeting:**

Call in number: 888-450-5996

Participant Code: 761236

**How to Submit Public Comments:**

Comments submitted by 3:00 p.m. prior to the commencement of the meeting will be presented to the District Board and included in the public record for the meeting. Comments can be submitted by email to RDohrmann@sani5.org.

**CALL TO ORDER** by President Catharine Benediktsson at 5:02P.M.

**ROLL CALL**

Directors present: Catharine Benediktsson, President  
Tod Moody, Vice President  
Richard Snyder, Secretary  
John Carapiet, Director  
Michael Lasky, Director

Staff present: Tony Rubio, District Manager  
Robin Dohrmann, Office Manager

Others present: Benjamin Stock, Burke, Williams, & Sorensen, LLC  
Scott Ferguson, Jones Hall

President Benediktsson moved to Item No. 6, under New Business, for consideration, as described on the agenda to this time (5:05 p.m.).

**NEW BUSINESS:**

6. Review & Discuss D/A Davidson's Final Pricing Report, Refunding 2012 Main Plant Rehabilitation (MPR) Revenue Bonds, Saving the District \$553,485 (Rubio)

Scott Ferguson explained what to expect in the upcoming days for the closing of the 2020 MPR Bond Refi and answered questions from the Board. Discussion by the Board only.

President Benediktsson moved to the Consent Calendar, for consideration, as described on the agenda to this time (5:09 p.m.).

**CONSENT CALENDAR:**

1. Approval of February 20, 2020 Regular Board Meeting Minutes, March 3, 2020 Special SD5 Board Meeting Minutes, and March 3, 2020 Special Tiburon-Belvedere Wastewater Financing Authority Board Meeting Minutes (Dohrmann)
2. Review and Receive all Electronic Fund Transfers (EFT) and Approve Warrants for February 14, 2020 through March 12, 2020; JP Morgan Chase Bank Check No. 7411 through Check No. 7463, all transactions totaling in the amount of \$503,633.17; and Review and Receive February 2020 Payroll, in the amount of \$100,129.19 (Dohrmann)
3. Receipt of Financial Reports for February 2020 (Dohrmann)

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

President Benediktsson moved to the New Business, Public Hearing, First Reading, Item #5, for consideration, as described on the agenda to this time (5:16 p.m.).

**NEW BUSINESS:**

5. PUBLIC HEARING: First Reading: Amendments to SD5 Ordinance No. 2014-02 re Sewer Lateral Inspection Program and Notification Requirements for Multiple Properties Sharing Same Lateral Sewer (Rubio) – Action

**PUBLIC COMMENTS:**

Office Manager, Robin Dohrmann, read public comment re Item #5, submitted to SD5 by 3:30 p.m., 3.19.2020 from Joseph and Cathy Haraburda of 120 Solano Street, Tiburon supporting the proposed amendments.

Discussion by the Board. Motion (Snyder/Lasky) to accept the First Reading of Amendments to SD5 Ordinance No. 2014-02 re Sewer Lateral Inspection Program and Notification Requirements for Multiple Properties Sharing Same Lateral Sewer, with direction to District Counsel to return at a future meeting to provide for recovery of attorneys fees in any resulting enforcement action. Passed unanimously.

President Benediktsson moved to the New Business, Item #8, for consideration, as described on the agenda to this time (5:30 p.m.).

**8. Discuss & Set Date for SD5 FY2020-2021 Budget Workshop Special Board Meeting (Rubio) – Action**

Discussion by the Board. Consensus to schedule the SD5 FY2020-2021 Budget Workshop Special Board Meeting on April 15<sup>th</sup> at 10:00AM.

President Benediktsson moved to the Management Reports, Item #4, for consideration, as described on the agenda to this time (5:38 p.m.).

**MANAGEMENT REPORTS:**

**4. District Management Summary Report (Rubio)**

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

President Benediktsson moved to the Informational Items, Items #13 & #14, for consideration, as described on the agenda to this time (5:44 p.m.).

**INFORMATIONAL ITEMS:**

**13. Press Release Regarding Executed Memorandum of Understanding between Sanitary District No. 5 of Marin County and Lystek International Limited (Bio-Solids Management)**

No discussion by the Board – informational only.

**14. San Francisco Bay Conservation and Development Commission re BCDC Permit Application No. M201.21.00**

No discussion by the Board – informational only.

President Benediktsson moved to the New Business, Item #7, for consideration, as described on the agenda to this time (5:45 p.m.).

7. Review & Approve Sanitary District No. 5 of Marin County Resolution No. 2020-03: Accepting Completion and Directing District Manager to File Notice of Completion for the 2019 Sewer Rehabilitation Project – Tiburon & Belvedere (Rubio) – Action

Discussion by the Board. Motion (Snyder/Carapiet) to Approve Sanitary District No. 5 of Marin County Resolution No. 2020-03: Accepting Completion and Directing District Manager to File Notice of Completion for the 2019 Sewer Rehabilitation Project – Tiburon & Belvedere. Passed unanimously.

**UNFINISHED BUSINESS:** None

**OTHER BUSINESS:** None

**ENVIRONMENTAL:** None

**CORRESPONDENCE:** None

President Benediktsson moved to the Committee Reports for consideration, as described on the agenda to this time (5:47 p.m.).

**COMMITTEE REPORTS:**

9. Capital Improvement Program Committee (Carapiet/Moody) – Verbal report from Director Carapiet (5:47 p.m.)

10. Finance & Fiscal Oversight Committee (Carapiet/Snyder) – Verbal report from Director Carapiet (5:48 p.m.)

11. Governance Committee (Snyder/Moody)

12. Personnel Committee (Moody/Lasky)

**DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS (5:51 p.m.):**

- Secretary Snyder suggested SD5 telephones be forwarded, to be answered remotely

**ADJOURNMENT**

The Board will be asked to adjourn the meeting to a Special Board Meeting (FY2020-2021 Budget Workshop) on April 15<sup>th</sup>, 2020, at 5:00 p.m. at the Main Plant of Sanitary District No. 5 of Marin County, located at 2001 Paradise Drive, Tiburon, California.

Approved:



Catharine Benediktsson  
President, Board of Directors

Attest:



Richard Snyder  
Secretary, Board of Directors

04/08/20

## Warrant List Summary

March 13 through April 9, 2020

Date	Num	Name	Memo	Amount
<b>JP Morgan Chase - Primary 7399</b>				
04/01/20	EFT	CalPERS	EFT Health Premium, Apr 2020, Cust #416320...	-15,492.19
04/02/20	EFT	PERS	EFT PERS Retirement, Mar 2020	-16,122.50
03/18/20	7464	Glosage Engineering	Final Progress Payment: 2019 Sewer Rehab P...	-80,779.33
04/09/20	7466	Access Answering Service	Acct #4080C, Answering Service, April 2020	-60.00
04/09/20	7467	Alhambra	Acct #547945611762129, Water, Feb - Mar 2...	-143.30
04/09/20	7468	AT&T	Acct #960732-76375559, Feb - Mar 2020	-853.27
04/09/20	7469	Banshee Networks, Inc.	Computer/IT Support, March 2020	-2,466.87
04/09/20	7470	Bay Alarm	Acct #274428, Apr - Jun, 2020	-258.00
04/09/20	7471	Burke, Williams & Sorensen, LLP	Legal Advice, Feb 2020	-3,573.00
04/09/20	7472	Caltest Analytical Laboratory	M.P./P.C. Lab Sampling, Jan - Feb 2020	-3,242.37
04/09/20	7473	Caltronics Business Systems, Inc.	Acct #SD15, Multi-purpose Copier Contract, M...	-154.51
04/09/20	7474	Cintas Corporation #626	Acct #626-00821, PPE/Safetywear + Service, ...	-156.10
04/09/20	7475	DKF Solutions Group, LLC	My Safety Officer Monthly Subscription, April 2...	-350.00
04/09/20	7476	FireMaster	Annual Fire Extinguisher Maintenance, March ...	-552.99
04/09/20	7477	Goodman Building Supply Co.	Acct #20070, M.P. & P.C. Maint, March 2020	-251.21
04/09/20	7478	G3 Engineering, Inc.	M.P. Maint + Parts & Srvc, Feb '2020	-2,878.97
04/09/20	7479	Grainger	Acct #810128785, Safety, March 2020	-281.49
04/09/20	7480	Home Depot Credit Services	Acct #6035 3220 0516 4334, BPS P&L, M.P. ...	-157.46
04/09/20	7481	Instrument Technology Corp	SD5 P&L, Locating Wand, March 2020	-196.03
04/09/20	7482	Jackson's Hardware, Inc.	Acct #7601, Safetywear/PPE, March 2020	-102.38
04/09/20	7483	Ken Grady Company, Inc.	Lab Supplies + M. P. Parts & Service, March 2...	-3,516.27
04/09/20	7484	Larry Walker Associates, Inc.	Tech Support for Dilution Credit Study w SAS...	-1,251.00
04/09/20	7485	Linscott Engineering Contractors Inc.	Belv P&L, March 2020	-350.00
04/09/20	7486	Lystek Int'l, LTD	Biosolids Transport, March 2020	-632.25
04/09/20	7487	Maltby Electric Supply Co., Inc.	Cust No.15953, BPS P&L, March 2020	-67.81
04/09/20	7488	McMaster-Carr Supply Company	Acct#356345800, M.P. Supplies, Mar 2020	-186.14
04/09/20	7489	MidAmerica	Acct#: SD5MARINOG5, 2019 Rates, Jul - Dec ...	-32,306.76
04/09/20	7490	Miller Pacific Engineering Group	Geotech Srvc, Las Lomas Line re Cove Rd F...	-14,250.00
04/09/20	7491	Nute Engineering Corp.	Consulting & Engr. Srvc., Feb 2020	-13,130.00
04/09/20	7492	Office Depot	Acct #6011 5642 0308 4271, Off. + Janitorial S...	-472.75
04/09/20	7493	Roy's Sewer Service, Inc.	P&L, Mar 2020	-3,830.00
04/09/20	7494	SASM	Bioassay Testing, Jan - Mar, 2020	-1,800.00
04/09/20	7495	The Ark Publishing Co. Inc.	Legal Notice, March 2020	-65.00
04/09/20	7496	USA BlueBook	Cust #933682, Safety & M.P. Supplies, Mar 20...	-1,704.07
04/09/20	7497	U.S. Bank	Acct#:4246-0441-0158-3635, Feb-Mar 2020	-3,849.12
04/09/20	7498	Univar	Cust ID #STDT001, Chemicals, March - April, ...	-7,321.59
04/09/20	7499	WorkSmart Automation, Inc.	SD5 Comm System Maintenance, March 2020	-1,059.79
04/09/20	7501	Rosser, John	Reimb. for S/B Mileage, Mar 2020	-301.06
04/09/20	7502	Triola, Joseph	Reimb. for S/B Mileage, Mar 2020	-111.55
Total JP Morgan Chase - Primary 7399				-214,277.13
<b>TOTAL</b>				<b>-214,277.13</b>



04/08/20

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

March 13 through April 9, 2020

Date	Num	Name	Memo	Account	Class	Paid Amou...
04/01/20	EFT	CalPERS	<b>EFT Health Premium, Apr 2020, Cust #4163206459</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Active Employee Health Premium - Apr 2020	8020.05 · Employee Health	Belvedere	-5,250.62
			Active Employee Health Premium - Apr 2020	8020.05 · Employee Health	Tiburon:Paradise Cove	-353.36
			Active Employee Health Premium - Apr 2020	8020.05 · Employee Health	Tiburon	-8,997.31
			Retiree Health Premium - Apr 2020	8022.05 · Reitree Health	Belvedere	-299.91
			Retiree Health Premium - Apr 2020	8022.05 · Reitree Health	Tiburon:Paradise Cove	-20.18
			Retiree Health Premium - Apr 2020	8022.05 · Reitree Health	Tiburon	-513.91
			Active Employee Health Premium - Apr 2020 - Admin Fee	8020.05 · Employee Health	Belvedere	-14.18
			Active Employee Health Premium - Apr 2020 - Admin Fee	8020.05 · Employee Health	Tiburon:Paradise Cove	-0.95
			Active Employee Health Premium - Apr 2020 - Admin Fee	8020.05 · Employee Health	Tiburon	-24.29
			Retiree Health Premium - Apr 2020 - Admin Fee	8022.05 · Reitree Health	Belvedere	-6.29
			Retiree Health Premium - Apr 2020 - Admin Fee	8022.05 · Reitree Health	Tiburon:Paradise Cove	-0.42
			Retiree Health Premium - Apr 2020 - Admin Fee	8022.05 · Reitree Health	Tiburon	-10.77
TOTAL						-15,492.19
04/02/20	EFT	PERS	<b>EFT PERS Retirement, Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Retirement Mar 2020 (Classic 1600 Rate): ER @ 13.182 %; EE @ 3.0%	8019.05 · PERS Retirement	Belvedere	-4,250.45
			Retirement Mar 2020 (Classic 1600 Rate)	8019.05 · PERS Retirement	Tiburon:Paradise Cove	-286.04
			Retirement Mar 2020 (Classic 1600 Rate)	8019.05 · PERS Retirement	Tiburon	-7,283.44
			Retirement Mar 2020 (PEPRA Rates: ER @ 6.985%; EE @ 6.75%	8019.05 · PERS Retirement	Belvedere	-1,547.20
			Retirement Mar 2020 (PEPRA Rate)	8019.05 · PERS Retirement	Tiburon:Paradise Cove	-104.12
			Retirement Mar 2020 (PEPRA Rate)	8019.05 · PERS Retirement	Tiburon	-2,651.25
TOTAL						-16,122.50
03/18/20	7464	Glosage Engineering	<b>Final Progress Payment: 2019 Sewer Rehab Project Retention, Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Final Progress Payment: 2019 Sewer Rehab Project - Belvedere Retention, Mar 2020	Retainage Payable	Belvedere	-40,389.67
			Final Progress Payment: 2019 Sewer Rehab Project - Tiburon Retention, Mar 2020	Retainage Payable	Tiburon	-40,389.66
TOTAL						-80,779.33
04/09/20	7466	Access Answering Service	<b>Acct #4080C, Answering Service, April 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #22022, Answering Service, April 2020 - SSO & Alarm Notifications	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-21.58
			Inv #22022, Answering Service, April 2020 - SSO & Alarm Notifications	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-1.45
			Inv #22022, Answering Service, April 2020 - SSO & Alarm Notifications	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-36.97
TOTAL						-60.00
04/09/20	7467	Alhambra	<b>Acct #547945611762129, Water, Feb - Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #12012314 030620 Water, 2.6.20 - 3.4.2020	7023 · Janitorial Supplies & Service	Belvedere	-51.53
			Inv #12012314 030620 Water, 2.6.20 - 3.4.2020	7042 · Paradise Supplies & Chemicals	Tiburon:Paradise Cove	-3.47
			Inv #12012314 030620 Water, 2.6.20 - 3.4.2020	7023 · Janitorial Supplies & Service	Tiburon	-88.30
TOTAL						-143.30

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

March 13 through April 9, 2020

04/08/20

Date	Num	Name	Memo	Account	Class	Paid Amou...
04/09/20	7468	AT&T	<b>Acct #960732-76375559, Feb - Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			PC Plant Telephones, 2.28.20 - 3.27.2020	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-327.11
			PC Pumps & Lines Telephones, 2.28.20 - 3.27.2020	8533 · Pumps & Lines Telephones	Tiburon:Paradise Cove	-173.48
			Tib Pumps & Lines Telephones, 2.28.20 - 3.27.2020	8533 · Pumps & Lines Telephones	Tiburon	-305.32
			Late Fee	8533 · Pumps & Lines Telephones	Tiburon	-47.36
TOTAL						-853.27
04/09/20	7469	Banshee Networks, Inc.	<b>Computer/IT Support, March 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #14247 & #14292, Monthly System back-ups, Maint. & Troubleshooting, March 2020	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-887.09
			Inv #14247 & #14292, Monthly System back-ups, Maint. & Troubleshooting, March 2020	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-59.70
			Inv #14247 & #14292, Monthly System back-ups, Maint. & Troubleshooting, March 2020	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-1,520.08
TOTAL						-2,466.87
04/09/20	7470	Bay Alarm	<b>Acct #274428, Apr - Jun, 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #17173513, Alarm Monitoring Fees - Burglar & Fire, 4.1.2020 - 6.30.2020	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-92.78
			Inv #17173513, Alarm Monitoring Fees - Burglar & Fire, 4.1.2020 - 6.30.2020	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-6.24
			Inv #17173513, Alarm Monitoring Fees - Burglar & Fire, 4.1.2020 - 6.30.2020	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-158.98
TOTAL						-258.00
04/09/20	7471	Burke, Williams & Sorensen, LLP	<b>Legal Advice, Feb 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #251398, BPS7, Feb 2020	6039 · Legal	Belvedere	-882.00
			Inv #251398, MPR Refi, Feb 2020	6039 · Legal	Belvedere	-407.79
			Inv #251398, MPR Refi, Feb 2020	6039 · Legal	Tiburon:Paradise Cove	-27.44
			Inv #251398, MPR Refi, Feb 2020	6039 · Legal	Tiburon	-698.77
			Inv #251398, SD5 DCS, Feb 2020	6039 · Legal	Belvedere	-559.90
			Inv #251398, SD5 DCS, Feb 2020	6039 · Legal	Tiburon:Paradise Cove	-37.68
			Inv #251398, SD5 DCS, Feb 2020	6039 · Legal	Tiburon	-959.42
TOTAL						-3,573.00
04/09/20	7472	Caltest Analytical Laboratory	<b>M.P./P.C. Lab Sampling, Jan - Feb 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #8942, #8690, #8887, #9076, #9177, M.P. Testing, 3.3.2020, 3.10.2020, .11.2020, 3.17.2...	7051 · Main Plant Lab Monitoring	Belvedere	-913.35
			Inv #8940, #8941, #9175, P.C. Testing, 3.3.2020, 3.17.2020	7052 · Paradise Cove Monitoring	Tiburon:Paradise Cove	-763.80
			Inv #6293, #7388, #7828, #7801, #7668, #8030, #8013, #8283, , M.P. Testing, 12.31.19, 2.18...	7051 · Main Plant Lab Monitoring	Tiburon	-1,565.22
TOTAL						-3,242.37
04/09/20	7473	Caltronics Business Systems, Inc.	<b>Acct #SD15, Multi-purpose Copier Contract, Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #3010412, Konica Multi-purpose copier contract, 3.2.2020 - 4.1.2020	6047 · Office Supplies	Belvedere	-55.56
			Inv #3010412, Konica Multi-purpose copier contract, 3.2.2020 - 4.1.2020	6047 · Office Supplies	Tiburon:Paradise Cove	-3.74
			Inv #3010412, Konica Multi-purpose copier contract, 3.2.2020 - 4.1.2020	6047 · Office Supplies	Tiburon	-95.21
TOTAL						-154.51

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

04/08/20

March 13 through April 9, 2020

Date	Num	Name	Memo	Account	Class	Paid Amou...
04/09/20	7474	Cintas Corporation #626	<b>Acct #626-00821, PPE/Safetywear + Service, 2.14.2020 - 3.6.2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #7899, #5601, #0941, #7226, #5955, PPE/Safetywear, 1.17.2020, 3.13.2020, 3.20.2020, ...	8520 · Personal Protection/Safety Wear	Belvedere	-56.13
			Inv #7899, #5601, #0941, #7226, #5955, PPE/Safetywear, 1.17.2020, 3.13.2020, 3.20.2020, ...	8520 · Personal Protection/Safety Wear	Tiburon:Paradise Cove	-3.78
			Inv #7899, #5601, #0941, #7226, #5955, PPE/Safetywear, 1.17.2020, 3.13.2020, 3.20.2020, ...	8520 · Personal Protection/Safety Wear	Tiburon	-96.19
		TOTAL				-156.10
04/09/20	7475	DKF Solutions Group, LLC	<b>My Safety Officer Monthly Subscription, April 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #15041, My Safety Officer Monthly Subscription Fee, April 2020	8515 · Safety	Belvedere	-125.86
			Inv #15041, My Safety Officer Monthly Subscription Fee, April 2020	8515 · Safety	Tiburon:Paradise Cove	-8.47
			Inv #15041, My Safety Officer Monthly Subscription Fee, April 2020	8515 · Safety	Tiburon	-215.67
		TOTAL				-350.00
04/09/20	7476	FireMaster	<b>Annual Fire Extinguisher Maintenance, March 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #739601, Maintenance, recharge dry chem, new extinguishers & service fee, 3.24.2020	8515 · Safety	Belvedere	-198.86
			Inv #739601, Maintenance, recharge dry chem, new extinguishers & service fee, 3.24.2020	8515 · Safety	Tiburon:Paradise Cove	-13.38
			Inv #739601, Maintenance, recharge dry chem, new extinguishers & service fee, 3.24.2020	8515 · Safety	Tiburon	-340.75
		TOTAL				-552.99
04/09/20	7477	Goodman Building Supply Co.	<b>Acct #20070, M.P. &amp; P.C. Maint, March 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #797181, P&L Supplies, 2.28.2020	7011 · Pumps & Lines Maintenance	Belvedere	-23.89
			Inv #797181, P&L Supplies, 2.28.2020	7011 · Pumps & Lines Maintenance	Tiburon	-40.95
			Inv #797434 M.P. Maint. Supplies, 3.3.2020	7021 · Plant Maintenance Supplies	Belvedere	-35.07
			Inv #797434 M.P. Maint. Supplies, 3.3.2020	7021 · Plant Maintenance Supplies	Tiburon	-60.09
			Inv #797563, M.P. Lab Supplies, 3.4.2020	7025 · Lab Supplies & Chemicals	Belvedere	-11.28
			Inv #797563, M.P. Lab Supplies, 3.4.2020	7025 · Lab Supplies & Chemicals	Tiburon	-19.33
			Inv #797694, Safety Gloves, 3.6.2020	8515 · Safety	Belvedere	-21.79
			Inv #797694, Safety Gloves, 3.6.2020	8515 · Safety	Tiburon:Paradise Cove	-1.47
			Inv #797694, Safety Gloves, 3.6.2020	8515 · Safety	Tiburon	-37.34
		TOTAL				-251.21
04/09/20	7478	G3 Engineering, Inc.	<b>M.P. Maint + Parts &amp; Srvc, Feb '2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #2020-6630, M.P. Maint, Parts & Srvc - Static Mixer + Magnum Kit, 2.28.2020	7022 · Plant Maint. Parts & Service	Belvedere	-1,007.98
			Inv #2020-6630, M.P. Maint, Parts & Srvc - Static Mixer + Magnum Kit, 2.28.2020	7022 · Plant Maint. Parts & Service	Tiburon	-1,727.38
			Inv #2020-6562, M.P. Maint Supplies - Poly-blend Magnum Kit - SH+Tax only, 1.27.2020	7021 · Plant Maintenance Supplies	Belvedere	-52.92
			Inv #2020-6562, M.P. Maint Supplies - Poly-blend Magnum Kit - SH+Tax only, 1.27.2020	7021 · Plant Maintenance Supplies	Tiburon	-90.69
		TOTAL				-2,878.97
04/09/20	7479	Grainger	<b>Acct #810128785, Safety, March 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #9470533143, M.P. Supplies - Scrubber belts, 3.10.2020	7021 · Plant Maintenance Supplies	Belvedere	-103.73
			Inv #9470533143, M.P. Supplies - Scrubber belts, 3.10.2020	7021 · Plant Maintenance Supplies	Tiburon	-177.76
		TOTAL				-281.49

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

04/08/20

March 13 through April 9, 2020

Date	Num	Name	Memo	Account	Class	Paid Amou...
04/09/20	7480	Home Depot Credit Services	<b>Acct #6035 3220 0516 4334, BPS P&amp;L, M.P. Maint., Feb 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			M.P. Maintenance Supplies Replenishment, 3.27.2020, 4.1.2020	7021 · Plant Maintenance Supplies	Belvedere	-58.02
			M.P. Maintenance Supplies Replenishment, 3.27.2020, 4.1.2020	7021 · Plant Maintenance Supplies	Tiburon	-99.44
TOTAL						-157.46
04/09/20	7481	Instrument Technology Corp	<b>SD5 P&amp;L, Locating Wand, March 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #17628, Lateral Camera - Lateral Locating Wand Accessories, 3.19.2020	9303 · Lateral Camera	Belvedere	-70.49
			Inv #17628, Lateral Camera - Lateral Locating Wand Accessories, 3.19.2020	9303 · Lateral Camera	Tiburon:Paradise Cove	-4.74
			Inv #17628, Lateral Camera - Lateral Locating Wand Accessories, 3.19.2020	9303 · Lateral Camera	Tiburon	-120.80
TOTAL						-196.03
04/09/20	7482	Jackson's Hardware, Inc.	<b>Acct #7601, Safetywear/PPE, March 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #50696, Truck Maint - parts & supplies for truck tank, 6.12.2020	7072 · Truck Maintenance	Belvedere	-36.82
			Inv #50696, Truck Maint - parts & supplies for truck tank, 6.12.2020	7072 · Truck Maintenance	Tiburon:Paradise Cove	-2.48
			Inv #50696, Truck Maint - parts & supplies for truck tank, 6.12.2020	7072 · Truck Maintenance	Tiburon	-63.08
TOTAL						-102.38
04/09/20	7483	Ken Grady Company, Inc.	<b>Lab Supplies + M. P. Parts &amp; Service, March 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #4137, M.P. Parts & Service, 3.17.2020	7022 · Plant Maint. Parts & Service	Belvedere	-847.07
			Inv #4137, M.P. Parts & Service, 3.17.2020	7022 · Plant Maint. Parts & Service	Tiburon	-1,451.63
			Inv #4161, M.P. Lab Supplies, 3.31.2020	7025 · Lab Supplies & Chemicals	Belvedere	-448.67
			Inv #4161, M.P. Lab Supplies, 3.31.2020	7025 · Lab Supplies & Chemicals	Tiburon	-768.90
TOTAL						-3,516.27
04/09/20	7484	Larry Walker Associates, Inc.	<b>Tech Support for Dilution Credit Study w SASM (50/50), March 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #00457.03-4, Project Mangement & Parameters Establishment re Dilution Study (Split 50/...	7055 · MP Dilution Study	Belvedere	-460.99
			Inv #00457.03-4, Project Mangement & Parameters Establishment re Dilution Study (Split 50/...	7055 · MP Dilution Study	Tiburon	-790.01
TOTAL						-1,251.00
04/09/20	7485	Linscott Engineering Contractors Inc.	<b>Belv P&amp;L, March 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #3470, Paradise Dr. FM Leak @ Paradise Beach Park, 3.12.2020	7011 · Pumps & Lines Maintenance	Tiburon:Paradise Cove	-350.00
TOTAL						-350.00
04/09/20	7486	Lystek Int'l, LTD	<b>Biosolids Transport, March 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #153-272, Biosolids Transport to Lystek Facility, March 2020	7029 · Main Plant Sludge Disposal	Belvedere	-227.36
			Inv #153-272, Biosolids Transport to Lystek Facility, March 2020	7043 · Paradise Sludge Disposal	Tiburon:Paradise Cove	-15.30
			Inv #153-272, Biosolids Transport to Lystek Facility, March 2020	7029 · Main Plant Sludge Disposal	Tiburon	-389.59
TOTAL						-632.25

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

04/08/20

March 13 through April 9, 2020

Date	Num	Name	Memo	Account	Class	Paid Amou...
04/09/20	7487	Maltby Electric Supply Co., Inc.	<b>Cust No.15953, BPS P&amp;L, March 2020</b> Inv #S1899933.04-005, Parts for BPS#2, 3.12.2020 Inv #S1899933.04-005, Parts for BPS#2, 3.12.2020	<b>JP Morgan Chase - Primary 7399</b> 7011 · Pumps & Lines Maintenance 7027 · Electrical & Instrument	Belvedere Belvedere	-33.91 -33.90
TOTAL						-67.81
04/09/20	7488	McMaster-Carr Supply Company	<b>Acct#356345800, M.P. Supplies, Mar 2020</b> Inv #37418646, Safety: Nitrile Latex Gloves, 3.30.2020 Inv #37418646, Safety: Nitrile Latex Gloves, 3.30.2020	<b>JP Morgan Chase - Primary 7399</b> 8515 · Safety 8515 · Safety	Tiburon Belvedere	-68.59 -117.55
TOTAL						-186.14
04/09/20	7489	MidAmerica	<b>Acct#: SD5MARIN0G5, 2019 Rates, Jul - Dec 2020</b>  (2020 Rates) HRA Retiree Health Reimbursements for Jul - Dec 2020 - Trust Funding (2020 Rates) HRA Retiree Health Reimbursements for Jul - Dec 2020 - Trust Funding (2020 Rates) HRA Retiree Health Reimbursements for Jul - Dec 2020 - Trust Funding	<b>JP Morgan Chase - Primary 7399</b> 8022.05 · Reintree Health 8022.05 · Reintree Health 8022.05 · Reintree Health	Belvedere Tiburon:Paradise Cove Tiburon	-11,617.51 -781.82 -19,907.43
TOTAL						-32,306.76
04/09/20	7490	Miller Pacific Engineering Group	<b>Geotech Srvc, Las Lomas Line re Cove Rd Force Main Project</b> Inv #21174 Geotech Srvc - Cove Rd Force Main Project, 7.29.19 - 12.15.19	<b>JP Morgan Chase - Primary 7399</b> 9311.1 · Cove Rd FM - Engineering	Belvedere	-14,250.00
TOTAL						-14,250.00
04/09/20	7491	Nute Engineering Corp.	<b>Consulting &amp; Engr. Srvc., Feb 2020</b> Inv #20875, Cove Rd Force Main Implementation, Feb 2020 Inv #20877, 2019 Sewer Rehab Project - Belvedere, (47.5%) Feb 2020 Inv #20877, 2019 Sewer Rehab Project - Tiburon, (52.5%) Feb 2020	<b>JP Morgan Chase - Primary 7399</b> 6017 · Consulting Fees 6017 · Consulting Fees 6017 · Consulting Fees	Belvedere Belvedere Tiburon	-7,084.00 -2,871.85 -3,174.15
TOTAL						-13,130.00
04/09/20	7492	Office Depot	<b>Acct #6011 5642 0308 4271,Off. + Janitorial Supplies, Mar 2020</b> Inv #451619845001, Janitorial Supplies, 3.4.2020 Inv #451619845001, Janitorial Supplies, 3.4.2020	<b>JP Morgan Chase - Primary 7399</b> 7023 · Janitorial Supplies & Service 7023 · Janitorial Supplies & Service	Belvedere Tiburon	-174.21 -298.54
TOTAL						-472.75
04/09/20	7493	Roy's Sewer Service, Inc.	<b>P&amp;L, Mar 2020</b> Inv #208034, Cleared line at 242 Bayview Ave., 3.2.2020 Inv #208035, Cleared line at 350 Bella Vista, 3.2.2020 Inv #208182, Vactor Crew at 3499 Paradise Dr. SSO. 3.11.2020 Inv #208034, Rodded and Cleaned line at 1490 Vistazo West, 2.27.2020	<b>JP Morgan Chase - Primary 7399</b> 7011 · Pumps & Lines Maintenance 7011 · Pumps & Lines Maintenance 7011 · Pumps & Lines Maintenance 7011 · Pumps & Lines Maintenance	Belvedere Belvedere Tiburon:Paradise Cove Tiburon	-277.50 -277.50 -1,425.00 -1,850.00
TOTAL						-3,830.00

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

04/08/20

March 13 through April 9, 2020

Date	Num	Name	Memo	Account	Class	Paid Amou...
04/09/20	7494	SASM	<b>Bioassay Testing, Jan - Mar, 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #3133, Bioassay testing service, Dec - Mar 2020	7051 · Main Plant Lab Monitoring	Belvedere	-663.30
			Inv #3133, Bioassay testing service, Dec - Mar 2020	7051 · Main Plant Lab Monitoring	Tiburon	-1,136.70
TOTAL						-1,800.00
04/09/20	7495	The Ark Publishing Co. Inc.	<b>Legal Notice, March 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #3515, Legal/Public Notice re Ord No. 2014-02 Amendments	6001 · Advertising	Belvedere	-23.37
			Inv #3515, Legal/Public Notice re Ord No. 2014-02 Amendments	6001 · Advertising	Tiburon:Paradise Cove	-1.57
			Inv #3515, Legal/Public Notice re Ord No. 2014-02 Amendments	6001 · Advertising	Tiburon	-40.06
TOTAL						-65.00
04/09/20	7496	USA BlueBook	<b>Cust #933682, Safety &amp; M.P. Supplies, Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #182759, Safety - MicroFlex Gloves, 3.23.2020	8515 · Safety	Belvedere	-612.78
			Inv #182759, Safety - MicroFlex Gloves, 3.23.2020	8515 · Safety	Tiburon:Paradise Cove	-41.24
			Inv #182759, Safety - MicroFlex Gloves, 3.23.2020	8515 · Safety	Tiburon	-1,050.05
TOTAL						-1,704.07
04/09/20	7497	U.S. Bank	<b>Acct#:4246-0441-0158-3635, Feb-Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			#9545/#0822: Sp Brd Mtg Supplies 3.3.2020; Lodging re CB Training/Classes, 3.1.2020-3.6.2...	6018.1 · Meetings & Travel	Belvedere	-247.52
			#9545/#0822: Sp Brd Mtg Supplies 3.3.2020; Lodging re CB Training/Classes, 3.1.2020-3.6.2...	6018.1 · Meetings & Travel	Tiburon:Paradise Cove	-16.66
			#9545/#0822: Sp Brd Mtg Supplies 3.3.2020; Lodging re CB Training/Classes, 3.1.2020-3.6.2...	6018.1 · Meetings & Travel	Tiburon	-424.14
			#0822: Ops of WWTP, Vol 1, 8th Ed. (TR via Sac State), 3.13.2020	6020 · Continuing Education	Belvedere	-39.03
			#0822: Ops of WWTP, Vol 1, 8th Ed. (TR via Sac State), 3.13.2020	6020 · Continuing Education	Tiburon:Paradise Cove	-2.63
			#0822: Ops of WWTP, Vol 1, 8th Ed. (TR via Sac State), 3.13.2020	6020 · Continuing Education	Tiburon	-66.87
			#0822 / #9545: CWEA Cert Renewals (2) (TR);	6025 · Dues & Subscriptions	Belvedere	-158.22
			#0822 / #9545: CWEA Cert Renewals (2) (TR);	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-10.65
			#0822 / #9545: CWEA Cert Renewals (2) (TR);	6025 · Dues & Subscriptions	Tiburon	-271.13
			#9545: M.P. Supplies (gearbox rplcmnt), 3.2.2020; Thread + Couplings, etc. 3.13.2020	7021 · Plant Maintenance Supplies	Belvedere	-223.37
			#9545: M.P. Supplies (gearbox rplcmnt), 3.2.2020; Thread + Couplings, etc. 3.13.2020	7021 · Plant Maintenance Supplies	Tiburon	-382.79
			#9545:Supportive Rubber Mats @ Lab, 3.11.2020	8515 · Safety	Belvedere	-595.86
			#9545:Supportive Rubber Mats @ Lab, 3.11.2020	8515 · Safety	Tiburon:Paradise Cove	-40.10
			#9545:Supportive Rubber Mats @ Lab, 3.11.2020	8515 · Safety	Tiburon	-1,021.04
			#9545:Amazon, APC UPC Back-up Batteries, Power Strips, External Hard Drives, 2.26., 2.27,...	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-125.54
			#9545:Amazon, APC UPC Back-up Batteries, Power Strips, External Hard Drives, 2.26., 2.27,...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-8.45
			#9545:Amazon, APC UPC Back-up Batteries, Power Strips, External Hard Drives, 2.26., 2.27,...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-215.12
TOTAL						-3,849.12

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

04/08/20

March 13 through April 9, 2020

Date	Num	Name	Memo	Account	Class	Paid Amou...
04/09/20	7498	Univar	<b>Cust ID #STDT001, Chemicals, March - April, 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #48548541, Sodium Bisulfite 25% (\$1.163/Gal), 4.7.2020	7024 · Main Plant Chemicals	Belvedere	-1,951.44
			Inv #48548541, Sodium Bisulfite 25% (\$1.163/Gal), 4.7.2020	7042 · Paradise Supplies & Chemicals	Tiburon:Paradise Cove	-131.33
			Inv #48548541, Sodium Bisulfite 25% (\$1.163/Gal), 4.7.2020	7024 · Main Plant Chemicals	Tiburon	-3,343.93
			Inv #48538457, Sodium Hypochlorite 12.5% (\$0.7001/Gal), 3.29.2020	7024 · Main Plant Chemicals	Belvedere	-681.40
			Inv #48538457, Sodium Hypochlorite 12.5% (\$0.7001/Gal), 3.29.2020	7042 · Paradise Supplies & Chemicals	Tiburon:Paradise Cove	-45.86
			Inv #48538457, Sodium Hypochlorite 12.5% (\$0.7001/Gal), 3.29.2020	7024 · Main Plant Chemicals	Tiburon	-1,167.63
TOTAL						-7,321.59
04/09/20	7499	WorkSmart Automation, Inc.	<b>SD5 Comm System Maintenance, March 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #4956, Unitronics Upgrades @ BPS#9; SCADA Screens Infi/Effl info @ P.C. , 3.26.2020	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-381.10
			Inv #4956, Unitronics Upgrades @ BPS#9; SCADA Screens Infi/Effl info @ P.C. , 3.26.2020	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-25.65
			Inv #4956, Unitronics Upgrades @ BPS#9; SCADA Screens Infi/Effl info @ P.C. , 3.26.2020	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-653.04
TOTAL						-1,059.79
04/09/20	7501	Rosser, John	<b>Reimb. for S/B Mileage, Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Reimb. for M.P. S/B Mileage, Belvedere, thru 3.10.2020	6018.2 · Standby Mileage Expense Reimb	Belvedere	-50.36
			Reimb. for M.P. S/B Mileage, Tiburon, thru 3.10.2020	6018.2 · Standby Mileage Expense Reimb	Tiburon	-100.72
			Rain gear: Rubber Boots, Work World, 2.1.2020	8520 · Personal Protection/Safety Wear	Belvedere	-53.93
			Rain gear: Rubber Boots, Work World, 2.1.2020	8520 · Personal Protection/Safety Wear	Tiburon:Paradise Cove	-3.63
			Rain gear: Rubber Boots, Work World, 2.1.2020	8520 · Personal Protection/Safety Wear	Tiburon	-92.42
TOTAL						-301.06
04/09/20	7502	Triola, Joseph	<b>Reimb. for S/B Mileage, Mar 2020</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Reimb. for M.P. S/B Mileage, Belvedere, thru 3.23.2020	6018.2 · Standby Mileage Expense Reimb	Belvedere	-111.55
TOTAL						-111.55

MAR 11, 2020

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

CHECK DATE : 03/13/2020 WEEK 11  
PERIOD BEGIN : 03/01/2020  
PERIOD END : 03/15/2020

OK ML

Dear Paychex Preview Client,

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

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

This is a summary of your payroll transactions of the check date of 03/13/2020. It does not reflect miscellaneous administrative charges. Please refer to your Paychex Human Resource Services invoice(s) for any additional cash required for this check date.

**PAYROLL TOTALS**

DIRECT DEPOSIT DEBITED FROM YOUR ACCOUNT	33472.68		
READYCHEX DEBITED FROM YOUR ACCOUNT	0.00	NUMBER OF PAYROLL CHECKS	15
<b>TOTAL NET PAYROLL</b>	<b>33472.68</b>		
BILLING PAYMENT	235.40 ✓	Withdrawal made by PAYCHEX INC. on above check date.	

AMOUNT DEBITED FROM TAX ACCOUNT	18159.33		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
<b>TOTAL TAX LIABILITY</b>	<b>18159.33 ✓</b>	<b>NUMBER OF CHECKS PRINTED</b>	<b>15</b>
<b>TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES</b>	<b>51632.01</b>		
<b>TOTAL COST OF PAYROLL</b>	<b>51867.41</b>	<b>NUMBER OF MANUAL/VOID TRANSACTIONS</b>	<b>0</b>

**TAX DEPOSITS DUE**

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE	
FEDERAL	15450.70		03/18/2020	Deposit made by PAYCHEX INC. on your behalf.
STATE - CA	2708.63		03/18/2020	Deposit made by PAYCHEX INC. on your behalf.

**NEXT PERIOD DATES**

CHECK DATE : 03/27/2020 WEEK 13 TRANSMIT DATE : 03/25/2020  
PERIOD BEGIN : 03/16/2020  
PERIOD END : 03/31/2020



MAR 30, 2020

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

CHECK DATE : 03/31/2020 WEEK 14  
PERIOD BEGIN : 03/16/2020  
PERIOD END : 03/31/2020

Dear Paychex Preview Client,

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

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

This is a summary of your payroll transactions of the check date of 03/31/2020. It does not reflect miscellaneous administrative charges. Please refer to your Paychex Human Resource Services invoice(s) for any additional cash required for this check date.

**PAYROLL TOTALS**

DIRECT DEPOSIT DEBITED FROM YOUR ACCOUNT	31962.86		
READYCHEX DEBITED FROM YOUR ACCOUNT	0.00	NUMBER OF PAYROLL CHECKS	16
<b>TOTAL NET PAYROLL</b>	<b>31962.86</b>		
 BILLING PAYMENT	 240.10	 Withdrawal made by PAYCHEX INC. on above check date.	
 AMOUNT DEBITED FROM TAX ACCOUNT	 17026.24		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
<b>TOTAL TAX LIABILITY</b>	<b>17026.24</b>	<b>NUMBER OF CHECKS PRINTED</b>	<b>16</b>
<b>TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES</b>	<b>48989.10</b>		
<b>TOTAL COST OF PAYROLL</b>	<b>49229.20</b>	<b>NUMBER OF MANUAL/VOID TRANSACTIONS</b>	<b>0</b>

**TAX DEPOSITS DUE**

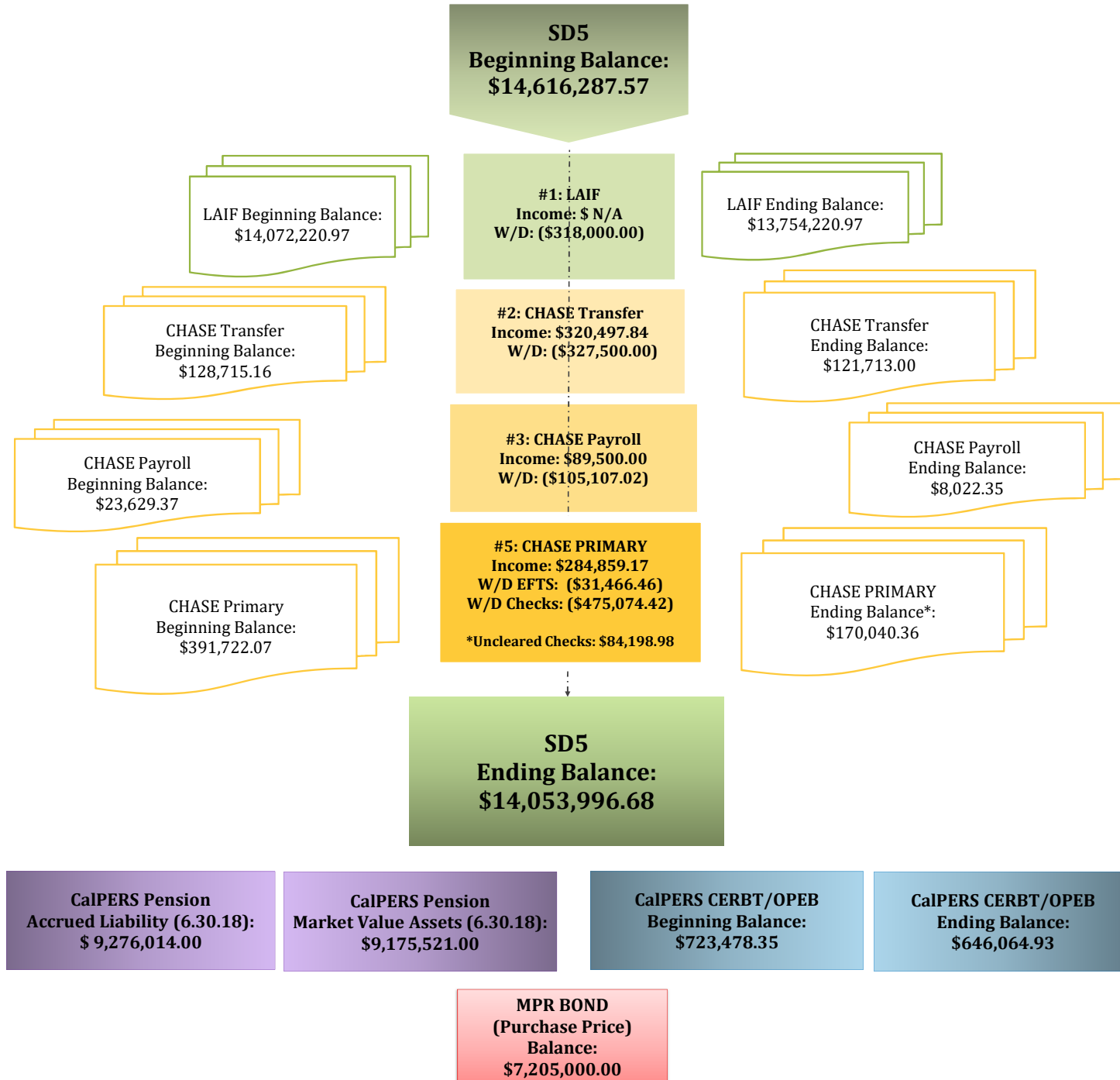
TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE	
FEDERAL	14537.36		04/03/2020	Deposit made by PAYCHEX INC. on your behalf.
STATE - CA	2488.88		04/03/2020	Deposit made by PAYCHEX INC. on your behalf.

**NEXT PERIOD DATES**

CHECK DATE : 04/15/2020 WEEK 16 TRANSMIT DATE : 04/13/2020  
PERIOD BEGIN : 04/01/2020  
PERIOD END : 04/15/2020

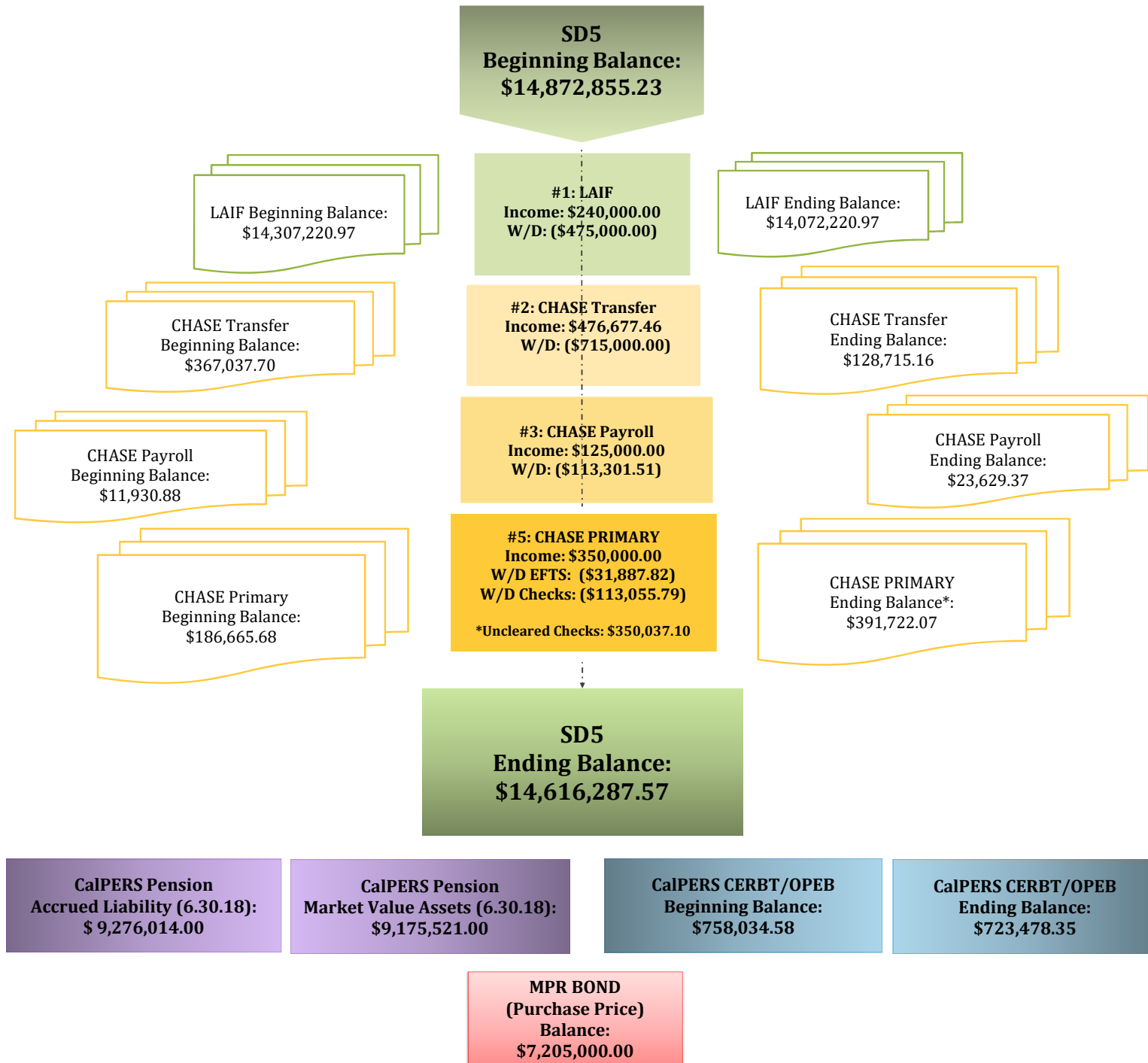
# CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: March 2020



# CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: February, 2020



2:23 PM

04/08/20

**Sanitary Distr. No.5 of Marin Co.**  
**Balance Sheet**  
**As of March 31, 2020**

	Mar 31, 20	Feb 29, 20	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Local Agency Investment Fund</b>			
<b>Belvedere</b>			
Belvedere Operating	3,497,699.73	3,610,779.21	-113,079.48
Belvedere Operating Reserve	400,923.05	400,923.05	0.00
Belvedere Capital & CIP Reserve	2,057,240.94	2,045,738.94	11,502.00
Belvedere PERS Retirement Trust	254,615.00	254,615.00	0.00
Belvedere Disaster Recovery Fnd	356,250.00	356,250.00	0.00
<b>Total Belvedere</b>	6,566,728.72	6,668,306.20	-101,577.48
<b>Tiburon</b>			
Tiburon Operating	1,878,729.65	2,101,990.01	-223,260.36
Tiburon Operating Reserve	548,730.00	548,730.00	0.00
Tiburon Capital & CIP Reserve	3,656,192.60	3,649,354.76	6,837.84
Tiburon PERS Retirement Trust	460,090.00	460,090.00	0.00
Tiburon Disaster Recovery Fund	643,750.00	643,750.00	0.00
<b>Total Tiburon</b>	7,187,492.25	7,403,914.77	-216,422.52
<b>Total Local Agency Investment Fund</b>	13,754,220.97	14,072,220.97	-318,000.00
JP Morgan Chase - Primary 7399	85,198.98	41,684.97	43,514.01
JP Morgan Chase - Payroll 7506	7,782.25	23,629.37	-15,847.12
JP Morgan Chase - Transfer 7522	121,713.00	128,715.16	-7,002.16
<b>Total Checking/Savings</b>	13,968,915.20	14,266,250.47	-297,335.27
<b>Accounts Receivable</b>			
Accounts Receivable	17,518.94	17,518.94	0.00
<b>Total Accounts Receivable</b>	17,518.94	17,518.94	0.00
<b>Other Current Assets</b>			
Petty Cash	881.92	881.92	0.00
1499 - Undeposited Funds	16,786.35	16,786.35	0.00
<b>Total Other Current Assets</b>	17,668.27	17,668.27	0.00
<b>Total Current Assets</b>	14,004,102.41	14,301,437.68	-297,335.27
<b>Fixed Assets</b>	19,150,305.31	19,150,305.31	0.00
<b>TOTAL ASSETS</b>	<b>33,154,407.72</b>	<b>33,451,742.99</b>	<b>-297,335.27</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
Compensated Absences Current	135,674.95	135,674.95	0.00
Retainage Payable	0.00	80,779.33	-80,779.33
MPR Rev Bond Interest Payable	-83,837.50	-83,837.50	0.00
<b>Total Other Current Liabilities</b>	51,837.45	132,616.78	-80,779.33
<b>Total Current Liabilities</b>	51,837.45	132,616.78	-80,779.33
<b>Long Term Liabilities</b>			
2061 - OPEB Related Liability	853,649.00	853,649.00	0.00
Pension-related Liabilities	-475,963.00	-475,963.00	0.00
MPR Revenue Bonds Payable	7,205,000.00	7,205,000.00	0.00
MPR Rev Bond Premiums Payable	808,840.68	808,840.68	0.00
<b>Total Long Term Liabilities</b>	8,391,526.68	8,391,526.68	0.00
<b>Total Liabilities</b>	8,443,364.13	8,524,143.46	-80,779.33
<b>Equity</b>			
3000 - Closing Entries	637,675.00	637,675.00	0.00
3900 - Net Assets	24,974,038.73	24,974,038.73	0.00
Net Income	-900,670.14	-684,114.20	-216,555.94
<b>Total Equity</b>	24,711,043.59	24,927,599.53	-216,555.94
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>33,154,407.72</b>	<b>33,451,742.99</b>	<b>-297,335.27</b>

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

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Bu...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>5000 · Property Taxes</b>				
5001.2 · TEETER	458,683.81	700,000.00	-241,316.19	65.5%
5002 · UNSEC	15,490.09	13,000.00	2,490.09	119.2%
5003 · PUNS / PRIOR UNSECURED	623.98	0.00	623.98	100.0%
5004 · REDEMPTION / RDMPT	620.44	500.00	120.44	124.1%
5006 · SPLU	696.75	100.00	596.75	696.8%
5041 · SUPSEC	10,567.45	15,000.00	-4,432.55	70.4%
5043 · SECU	351.60	0.00	351.60	100.0%
5046 · Excess ERAF	193,547.81	250,000.00	-56,452.19	77.4%
5280 · HOPTR	1,863.91	3,333.00	-1,469.09	55.9%
5483 · Other tax	3,429.71	0.00	3,429.71	100.0%
<b>Total 5000 · Property Taxes</b>	<b>685,875.55</b>	<b>981,933.00</b>	<b>-296,057.45</b>	<b>69.8%</b>
<b>5007 · Sewer Service Charge</b>				
5007.1 · Sewer Service - Tiburon Ops	1,369,228.13	2,454,797.00	-1,085,568.87	55.8%
5007.5 · Sewer Service - Tiburon Cap	124,879.38	230,977.00	-106,097.62	54.1%
5007.2 · Sewer Service-Belv Ops	766,427.63	1,396,621.00	-630,193.37	54.9%
5007.3 · Sewer Service-Belv Cap	506,707.97	923,348.00	-416,640.03	54.9%
5007.4 · Other User Fees	0.00	24,826.00	-24,826.00	0.0%
<b>Total 5007 · Sewer Service Charge</b>	<b>2,767,243.11</b>	<b>5,030,569.00</b>	<b>-2,263,325.89</b>	<b>55.0%</b>
<b>5201 · Interest</b>				
5201.1 · Interest County of Marin	-635.04			
5201.2 · Interest LAIF	157,036.82	25,000.00	132,036.82	628.1%
<b>Total 5201 · Interest</b>	<b>156,401.78</b>	<b>25,000.00</b>	<b>131,401.78</b>	<b>625.6%</b>
<b>5900.3 · Connection Fees</b>				
5900.30 · Connection Permit Fees	7,250.00	10,000.00	-2,750.00	72.5%
5900.31 · Collection	137,974.00	100,000.00	37,974.00	138.0%
5900.34 · Treatment	162,558.00	100,000.00	62,558.00	162.6%
<b>Total 5900.3 · Connection Fees</b>	<b>307,782.00</b>	<b>210,000.00</b>	<b>97,782.00</b>	<b>146.6%</b>
<b>5900.4 · Inspection Permit Fees</b>				
5900.4 · Inspection Permit Fees	13,274.00	10,000.00	3,274.00	132.7%
<b>5900.5 · SASM Expense Reimb.</b>				
5900.5 · SASM Expense Reimb.	68,610.58	65,000.00	3,610.58	105.6%
<b>5900.9 · Other Income</b>				
5900.9 · Other Income	0.00	100.00	-100.00	0.0%
<b>5900.10 · Paradise Sewer Line Ext. Fees</b>				
5900.10 · Paradise Sewer Line Ext. Fees	13,364.00	13,365.00	-1.00	100.0%
<b>Total Income</b>	<b>4,012,551.02</b>	<b>6,335,967.00</b>	<b>-2,323,415.98</b>	<b>63.3%</b>
<b>Expense</b>				
<b>6000 · Administrative Expenses</b>				
<b>6001 · Advertising</b>				
6001 · Advertising	0.00	1,000.00	-1,000.00	0.0%
<b>6002 · Outreach &amp; Newsletter</b>				
6002 · Outreach & Newsletter	0.00	1,000.00	-1,000.00	0.0%
<b>6008 · Audit &amp; Accounting</b>				
6008 · Audit & Accounting	27,348.18	33,700.00	-6,351.82	81.2%
<b>6017 · Consulting Fees</b>				
6017 · Consulting Fees	78,855.15	100,000.00	-21,144.85	78.9%
<b>6018 · Travel &amp; Meetings</b>				
<b>6018.1 · Meetings &amp; Travel</b>				
6018.1 · Meetings & Travel	5,134.77	8,000.00	-2,865.23	64.2%
<b>6018.2 · Standby Mileage Expense Reimb</b>				
6018.2 · Standby Mileage Expense Reimb	6,266.67	7,000.00	-733.33	89.5%
<b>Total 6018 · Travel &amp; Meetings</b>	<b>11,401.44</b>	<b>15,000.00</b>	<b>-3,598.56</b>	<b>76.0%</b>
<b>6020 · Continuing Education</b>				
6020 · Continuing Education	5,543.09	10,000.00	-4,456.91	55.4%
<b>6021 · County Fees</b>				
6021 · County Fees	10,964.86	16,500.00	-5,535.14	66.5%
<b>6024 · Director Fees</b>				
6024 · Director Fees	3,000.00	9,000.00	-6,000.00	33.3%
<b>6025 · Dues &amp; Subscriptions</b>				
6025 · Dues & Subscriptions	25,898.47	25,000.00	898.47	103.6%
<b>6033 · Insurance Property &amp; Liability</b>				
<b>6033.1 · PLP Public Entity Phys Damage</b>				
6033.1 · PLP Public Entity Phys Damage	16,214.00	17,377.00	-1,163.00	93.3%
<b>6033.2 · General Liability</b>				
6033.2 · General Liability	45,480.50	42,840.00	2,640.50	106.2%
<b>6033.3 · Physical Property Damage - Auto</b>				
6033.3 · Physical Property Damage - Auto	1,227.00	1,435.00	-208.00	85.5%
<b>Total 6033 · Insurance Property &amp; Liability</b>	<b>62,921.50</b>	<b>61,652.00</b>	<b>1,269.50</b>	<b>102.1%</b>

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

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Bu...
6039 · Legal	18,247.50	70,000.00	-51,752.50	26.1%
6047 · Office Supplies	2,638.85	7,000.00	-4,361.15	37.7%
6056 · Postage	934.83	1,000.00	-65.17	93.5%
6059 · Pollution Prevention/Public Edu	1,717.99	4,000.00	-2,282.01	42.9%
6065 · Miscellaneous Expense	31.34			
<b>Total 6000 · Administrative Expenses</b>	<b>249,503.20</b>	<b>354,852.00</b>	<b>-105,348.80</b>	<b>70.3%</b>
<b>7000 · Ops &amp; Maintenance Expenses</b>				
7010 · Pumps & Lines Maintenance				
7011 · Pumps & Lines Maintenance	82,712.71	200,000.00	-117,287.29	41.4%
7013 · Emergency Line Repair	0.00	50,000.00	-50,000.00	0.0%
<b>Total 7010 · Pumps &amp; Lines Maintenance</b>	<b>82,712.71</b>	<b>250,000.00</b>	<b>-167,287.29</b>	<b>33.1%</b>
7020 · Main Plant Maintenance				
7021 · Plant Maintenance Supplies	15,939.61	10,000.00	5,939.61	159.4%
7022 · Plant Maint. Parts & Service	90,851.37	50,000.00	40,851.37	181.7%
7023 · Janitorial Supplies & Service	3,735.26	6,000.00	-2,264.74	62.3%
7024 · Main Plant Chemicals	70,229.55	105,000.00	-34,770.45	66.9%
7025 · Lab Supplies & Chemicals	8,853.64	15,000.00	-6,146.36	59.0%
7027 · Electrical & Instrument	5,394.36	5,000.00	394.36	107.9%
7028 · Grounds Maintenance	8,169.56	8,000.00	169.56	102.1%
7029 · Main Plant Sludge Disposal	22,299.14	30,000.00	-7,700.86	74.3%
<b>Total 7020 · Main Plant Maintenance</b>	<b>225,472.49</b>	<b>229,000.00</b>	<b>-3,527.51</b>	<b>98.5%</b>
7040 · Paradise Cove Plant Maint				
7041 · Paradise Parts & Service	5,220.76	10,000.00	-4,779.24	52.2%
7042 · Paradise Supplies & Chemicals	3,562.32	5,000.00	-1,437.68	71.2%
7043 · Paradise Sludge Disposal	4,837.63	8,000.00	-3,162.37	60.5%
<b>Total 7040 · Paradise Cove Plant Maint</b>	<b>13,620.71</b>	<b>23,000.00</b>	<b>-9,379.29</b>	<b>59.2%</b>
7050 · Monitoring				
7051 · Main Plant Lab Monitoring	30,134.20	45,000.00	-14,865.80	67.0%
7052 · Paradise Cove Monitoring	12,009.00	15,000.00	-2,991.00	80.1%
<b>Total 7050 · Monitoring</b>	<b>42,143.20</b>	<b>60,000.00</b>	<b>-17,856.80</b>	<b>70.2%</b>
7060 · Permits/Fees				
7061 · Main Plant NPDES Renewal	7,029.00			
7062 · Permits/Fees - General	40,022.67	40,000.00	22.67	100.1%
7063 · Paradise Cove Permits/Fees	6,747.29	8,000.00	-1,252.71	84.3%
<b>Total 7060 · Permits/Fees</b>	<b>53,798.96</b>	<b>48,000.00</b>	<b>5,798.96</b>	<b>112.1%</b>
7070 · Truck Maintenance				
7071 · Fuel	12,432.36	8,000.00	4,432.36	155.4%
7072 · Truck Maintenance	1,427.83	5,000.00	-3,572.17	28.6%
<b>Total 7070 · Truck Maintenance</b>	<b>13,860.19</b>	<b>13,000.00</b>	<b>860.19</b>	<b>106.6%</b>
<b>Total 7000 · Ops &amp; Maintenance Expenses</b>	<b>431,608.26</b>	<b>623,000.00</b>	<b>-191,391.74</b>	<b>69.3%</b>
<b>8000 · Salaries and Benefits Expenses</b>				
8001 · Salaries	796,168.31	1,153,504.00	-357,335.69	69.0%
8003 · Overtime	98,956.11	100,000.00	-1,043.89	99.0%
8004 · Standby Pay	53,932.34	69,428.00	-15,495.66	77.7%
8005 · Employee Incentives	10,000.00	40,000.00	-30,000.00	25.0%
8006 · Vacation Buyout	19,743.15	25,000.00	-5,256.85	79.0%
8013 · Payroll Taxes	71,955.03	94,891.00	-22,935.97	75.8%
8015 · Payroll/Bank Fees	4,455.13	5,500.00	-1,044.87	81.0%
8016 · Car Allowance	6,000.00	6,000.00	0.00	100.0%
8019 · PERS Retirement				
8019.05 · PERS Retirement	98,040.96	147,885.00	-49,844.04	66.3%
8019.08 · PERS Retirement - CalPERS UAL	132,419.00	20,000.00	112,419.00	662.1%
8019.10 · PERS Retirement Trust	0.00	286,555.00	-286,555.00	0.0%
8019 · PERS Retirement - Other	250.00			
<b>Total 8019 · PERS Retirement</b>	<b>230,709.96</b>	<b>454,440.00</b>	<b>-223,730.04</b>	<b>50.8%</b>

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

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Bu...
<b>8020 · Employee Health</b>				
8020.05 · Employee Health	142,566.94	217,176.00	-74,609.06	65.6%
8021 · Employee Health Deductions	-2,246.88			
<b>Total 8020 · Employee Health</b>	<b>140,320.06</b>	<b>217,176.00</b>	<b>-76,855.94</b>	<b>64.6%</b>
<b>8022 · Retiree Health</b>				
8022.05 · Retiree Health	74,290.76	79,551.00	-5,260.24	93.4%
8022.10 · CERBT/OPEB Annual Arc Contribtn	0.00	70,200.00	-70,200.00	0.0%
<b>Total 8022 · Retiree Health</b>	<b>74,290.76</b>	<b>149,751.00</b>	<b>-75,460.24</b>	<b>49.6%</b>
<b>8023 · Workers Comp Insurance</b>	<b>33,542.94</b>	<b>29,365.00</b>	<b>4,177.94</b>	<b>114.2%</b>
<b>Total 8000 · Salaries and Benefits Expenses</b>	<b>1,540,073.79</b>	<b>2,345,055.00</b>	<b>-804,981.21</b>	<b>65.7%</b>
<b>8500 · Other Operating Expenses</b>				
8510 · Data/Alarms/IT Supp & Licensing	36,954.87	80,000.00	-43,045.13	46.2%
8515 · Safety	9,156.11	20,000.00	-10,843.89	45.8%
8520 · Personal Protection/Safety Wear	5,354.73	15,000.00	-9,645.27	35.7%
<b>8530 · Telephone</b>				
8531 · Main Plant Telephones	6,216.46	11,000.00	-4,783.54	56.5%
8532 · Paradise Cove Telephones	2,457.29	4,000.00	-1,542.71	61.4%
8533 · Pumps & Lines Telephones	3,830.40	7,000.00	-3,169.60	54.7%
<b>Total 8530 · Telephone</b>	<b>12,504.15</b>	<b>22,000.00</b>	<b>-9,495.85</b>	<b>56.8%</b>
<b>8540 · Utilities</b>				
8541 · Water	4,918.79	4,000.00	918.79	123.0%
8542 · Main Plant Utilities	119,949.90	180,000.00	-60,050.10	66.6%
8543 · Paradise Cove Utilities	9,561.99	13,500.00	-3,938.01	70.8%
8544 · Pump Station Utilities	23,177.63	35,000.00	-11,822.37	66.2%
<b>Total 8540 · Utilities</b>	<b>157,608.31</b>	<b>232,500.00</b>	<b>-74,891.69</b>	<b>67.8%</b>
<b>Total 8500 · Other Operating Expenses</b>	<b>221,578.17</b>	<b>369,500.00</b>	<b>-147,921.83</b>	<b>60.0%</b>
<b>Total Expense</b>	<b>2,442,763.42</b>	<b>3,692,407.00</b>	<b>-1,249,643.58</b>	<b>66.2%</b>
<b>Net Ordinary Income</b>	<b>1,569,787.60</b>	<b>2,643,560.00</b>	<b>-1,073,772.40</b>	<b>59.4%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>9100 · Capital Expenditures</b>				
<b>9200 · Main Plant Equipment Capital</b>				
9204 · M.P. Boiler Replacement	2,187.42			
9212 · Headworks Grinder Replacement	19,588.07	15,000.00	4,588.07	130.6%
<b>Total 9200 · Main Plant Equipment Capital</b>	<b>21,775.49</b>	<b>15,000.00</b>	<b>6,775.49</b>	<b>145.2%</b>
<b>9300 · Pumps &amp; Lines Capital</b>				
9301 · Tiburon Sewer Line Rehab Prog	241,773.34	600,000.00	-358,226.66	40.3%
9302 · PS Control Panel Upgrades	37,178.11	40,000.00	-2,821.89	92.9%
9304 · Belvedere Sewer Line Rehab Prog	1,373,617.47	600,000.00	773,617.47	228.9%
9306 · PS Pump & Valve Replacements	52,247.95	50,000.00	2,247.95	104.5%
9307 · PS Generator Replacement	16,123.19	20,000.00	-3,876.81	80.6%
9310 · BPS Communication Project	7,215.12			
9314 · Portable Emergency Generators	997.14			
9315 · TPS Communication Project	1,239.97			
<b>Total 9300 · Pumps &amp; Lines Capital</b>	<b>1,730,392.29</b>	<b>1,310,000.00</b>	<b>420,392.29</b>	<b>132.1%</b>
<b>9500 · Undesignated Capital</b>				
9510 · Undesignated Cap - M.P.	0.00	25,000.00	-25,000.00	0.0%
9520 · Undesignated Cap - P.C. Plant	0.00	10,000.00	-10,000.00	0.0%
9540 · Undesignated Cap - Tiburon	-8,902.30	25,000.00	-33,902.30	-35.6%
9550 · Undesignated Cap - Belvedere	-23,577.67	25,000.00	-48,577.67	-94.3%
<b>Total 9500 · Undesignated Capital</b>	<b>-32,479.97</b>	<b>85,000.00</b>	<b>-117,479.97</b>	<b>-38.2%</b>
<b>Total 9100 · Capital Expenditures</b>	<b>1,719,687.81</b>	<b>1,410,000.00</b>	<b>309,687.81</b>	<b>122.0%</b>

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

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	<u>Jul '19 - Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Bu...</u>
<b>9700 · Debt Service</b>				
<b>9730 · Debt Service - MPR Project</b>				
<b>9731 · Debt Service MPR Bond Principal</b>	470,000.00	470,000.00	0.00	100.0%
<b>9732 · Debt Service MPR Bond Interest</b>	167,675.00	330,650.00	-162,975.00	50.7%
<b>Total 9730 · Debt Service - MPR Project</b>	<u>637,675.00</u>	<u>800,650.00</u>	<u>-162,975.00</u>	<u>79.6%</u>
<b>Total 9700 · Debt Service</b>	<u>637,675.00</u>	<u>800,650.00</u>	<u>-162,975.00</u>	<u>79.6%</u>
<b>Total Other Expense</b>	<u>2,357,362.81</u>	<u>2,210,650.00</u>	<u>146,712.81</u>	<u>106.6%</u>
<b>Net Other Income</b>	<u>-2,357,362.81</u>	<u>-2,210,650.00</u>	<u>-146,712.81</u>	<u>106.6%</u>
<b>Net Income</b>	<u><b>-787,575.21</b></u>	<u><b>432,910.00</b></u>	<u><b>-1,220,485.21</b></u>	<u><b>-181.9%</b></u>



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

04/08/20

	Paradise ... (Tiburon)	Tiburon - O... (Tiburon)	Total Tiburon	Belvedere	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>5000 · Property Taxes</b>					
5004 · REDEMPTION / RDMPT	1.42	36.23	37.65	0.00	37.65
5041 · SUPSEC	93.00	2,367.19	2,460.19	0.00	2,460.19
<b>Total 5000 · Property Taxes</b>	<b>94.42</b>	<b>2,403.42</b>	<b>2,497.84</b>	<b>0.00</b>	<b>2,497.84</b>
<b>5900.3 · Connection Fees</b>					
5900.30 · Connection Permit Fees	100.00	0.00	100.00	300.00	400.00
5900.31 · Collection	0.00	0.00	0.00	6,271.00	6,271.00
5900.34 · Treatment	4,340.00	0.00	4,340.00	5,231.00	9,571.00
<b>Total 5900.3 · Connection Fees</b>	<b>4,440.00</b>	<b>0.00</b>	<b>4,440.00</b>	<b>11,802.00</b>	<b>16,242.00</b>
<b>5900.4 · Inspection Permit Fees</b>					
5900.5 · SASM Expense Reimb.	100.00	2,024.00	2,124.00	1,000.00	3,124.00
	0.00	11,063.21	11,063.21	6,455.73	17,518.94
<b>Total Income</b>	<b>4,634.42</b>	<b>15,490.63</b>	<b>20,125.05</b>	<b>19,257.73</b>	<b>39,382.78</b>
<b>Expense</b>					
<b>6000 · Administrative Expenses</b>					
6001 · Advertising	0.00	0.00	0.00	0.00	0.00
6017 · Consulting Fees	0.00	2,721.73	2,721.73	9,401.27	12,123.00
<b>6018 · Travel &amp; Meetings</b>					
6018.1 · Meetings & Travel	35.12	894.23	929.35	521.85	1,451.20
6018.2 · Standby Mileage Expense Reimb	0.00	501.24	501.24	440.84	942.08
<b>Total 6018 · Travel &amp; Meetings</b>	<b>35.12</b>	<b>1,395.47</b>	<b>1,430.59</b>	<b>962.69</b>	<b>2,393.28</b>
<b>6020 · Continuing Education</b>					
6025 · Dues & Subscriptions	24.20	30.81	55.01	944.99	1,000.00
6033 · Insurance Property & Liability	11.07	929.39	940.46	516.54	1,457.00
<b>6033.2 · General Liability</b>					
	-237.60	-6,049.85	-6,287.45	-3,530.55	-9,818.00
<b>Total 6033 · Insurance Property &amp; Liability</b>	<b>-237.60</b>	<b>-6,049.85</b>	<b>-6,287.45</b>	<b>-3,530.55</b>	<b>-9,818.00</b>
<b>6039 · Legal</b>					
6047 · Office Supplies	25.15	640.55	665.70	1,512.30	2,178.00
6056 · Postage	0.88	22.43	23.31	13.09	36.40
	4.02	102.41	106.43	59.77	166.20
<b>Total 6000 · Administrative Expenses</b>	<b>-137.16</b>	<b>-207.06</b>	<b>-344.22</b>	<b>9,880.10</b>	<b>9,535.88</b>
<b>7000 · Ops &amp; Maintenance Expenses</b>					
<b>7010 · Pumps &amp; Lines Maintenance</b>					
7011 · Pumps & Lines Maintenance	195.38	3,226.44	3,421.82	37,795.97	41,217.79
<b>Total 7010 · Pumps &amp; Lines Maintenance</b>	<b>195.38</b>	<b>3,226.44</b>	<b>3,421.82</b>	<b>37,795.97</b>	<b>41,217.79</b>
<b>7020 · Main Plant Maintenance</b>					
7021 · Plant Maintenance Supplies	0.00	974.74	974.74	568.80	1,543.54
7022 · Plant Maint. Parts & Service	0.00	1,638.45	1,638.45	956.09	2,594.54
7023 · Janitorial Supplies & Service	0.00	363.66	363.66	212.21	575.87
7024 · Main Plant Chemicals	0.00	6,924.12	6,924.12	4,040.66	10,964.78
7025 · Lab Supplies & Chemicals	0.00	808.64	808.64	471.89	1,280.53
7027 · Electrical & Instrument	0.00	0.00	0.00	272.76	272.76
7029 · Main Plant Sludge Disposal	0.00	2,214.34	2,214.34	1,292.24	3,506.58
<b>Total 7020 · Main Plant Maintenance</b>	<b>0.00</b>	<b>12,923.95</b>	<b>12,923.95</b>	<b>7,814.65</b>	<b>20,738.60</b>
<b>7040 · Paradise Cove Plant Maint</b>					
7041 · Paradise Parts & Service	80.56	0.00	80.56	0.00	80.56
7042 · Paradise Supplies & Chemicals	1,354.46	0.00	1,354.46	0.00	1,354.46
7043 · Paradise Sludge Disposal	1,461.96	0.00	1,461.96	0.00	1,461.96
<b>Total 7040 · Paradise Cove Plant Maint</b>	<b>2,896.98</b>	<b>0.00</b>	<b>2,896.98</b>	<b>0.00</b>	<b>2,896.98</b>

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

04/08/20

	Paradise ... (Tiburon)	Tiburon - O... (Tiburon)	Total Tiburon	Belvedere	TOTAL
<b>7050 · Monitoring</b>					
7051 · Main Plant Lab Monitoring	0.00	3,111.62	3,111.62	1,815.73	4,927.35
7052 · Paradise Cove Monitoring	3,551.75	0.00	3,551.75	0.00	3,551.75
7055 · MP Dilution Study	0.00	5,422.57	5,422.57	3,164.24	8,586.81
<b>Total 7050 · Monitoring</b>	<b>3,551.75</b>	<b>8,534.19</b>	<b>12,085.94</b>	<b>4,979.97</b>	<b>17,065.91</b>
<b>7070 · Truck Maintenance</b>					
7071 · Fuel	36.23	922.55	958.78	538.38	1,497.16
7072 · Truck Maintenance	0.00	0.00	0.00	0.00	0.00
<b>Total 7070 · Truck Maintenance</b>	<b>36.23</b>	<b>922.55</b>	<b>958.78</b>	<b>538.38</b>	<b>1,497.16</b>
<b>Total 7000 · Ops &amp; Maintenance Expenses</b>	<b>6,680.34</b>	<b>25,607.13</b>	<b>32,287.47</b>	<b>51,128.97</b>	<b>83,416.44</b>
<b>8000 · Salaries and Benefits Expenses</b>					
8001 · Salaries	2,201.44	56,054.67	58,256.11	32,712.21	90,968.32
8003 · Overtime	210.89	5,369.89	5,580.78	3,133.75	8,714.53
8004 · Standby Pay	142.63	3,631.74	3,774.37	2,119.40	5,893.77
8005 · Employee Incentives	24.20	616.20	640.40	359.60	1,000.00
8007 · Voluntary Deductions	0.00	0.00	0.00	0.00	0.00
8008 · Deferred Comp 457	0.00	-4,250.51	-4,250.51	0.00	-4,250.51
8012 · Wage Garnishments	0.00	0.00	0.00	0.00	0.00
8013 · Payroll Taxes	194.99	4,965.12	5,160.11	2,897.53	8,057.64
8015 · Payroll/Bank Fees	11.51	293.03	304.54	170.96	475.50
8019 · PERS Retirement					
8019.05 · PERS Retirement	297.92	7,585.59	7,883.51	4,426.79	12,310.30
<b>Total 8019 · PERS Retirement</b>	<b>297.92</b>	<b>7,585.59</b>	<b>7,883.51</b>	<b>4,426.79</b>	<b>12,310.30</b>
<b>8020 · Employee Health</b>					
8020.05 · Employee Health	426.23	10,852.76	11,278.99	6,333.44	17,612.43
8021 · Employee Health Deductions	-6.00	-152.92	-158.92	-89.24	-248.16
<b>Total 8020 · Employee Health</b>	<b>420.23</b>	<b>10,699.84</b>	<b>11,120.07</b>	<b>6,244.20</b>	<b>17,364.27</b>
<b>8022 · Retiree Health</b>					
8022.05 · Retiree Health	26.05	663.32	689.37	387.11	1,076.48
<b>Total 8022 · Retiree Health</b>	<b>26.05</b>	<b>663.32</b>	<b>689.37</b>	<b>387.11</b>	<b>1,076.48</b>
<b>8023 · Workers Comp Insurance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 8000 · Salaries and Benefits Expenses</b>	<b>3,529.86</b>	<b>85,628.89</b>	<b>89,158.75</b>	<b>52,451.55</b>	<b>141,610.30</b>
<b>8500 · Other Operating Expenses</b>					
8510 · Data/Alarms/IT Supp & Licensing	36.76	935.98	972.74	546.22	1,518.96
8515 · Safety	20.45	520.55	541.00	303.78	844.78
8520 · Personal Protection/Safety Wear	5.52	140.69	146.21	82.09	228.30
8530 · Telephone					
8531 · Main Plant Telephones	0.00	204.42	204.42	119.28	323.70
8532 · Paradise Cove Telephones	297.77	0.00	297.77	0.00	297.77
8533 · Pumps & Lines Telephones	173.48	305.32	478.80	0.00	478.80
<b>Total 8530 · Telephone</b>	<b>471.25</b>	<b>509.74</b>	<b>980.99</b>	<b>119.28</b>	<b>1,100.27</b>
<b>8540 · Utilities</b>					
8541 · Water	0.00	830.07	830.07	593.04	1,423.11
8542 · Main Plant Utilities	0.00	7,778.82	7,778.82	4,539.18	12,318.00
8543 · Paradise Cove Utilities	1,105.05	0.00	1,105.05	0.00	1,105.05
8544 · Pump Station Utilities	216.92	1,429.71	1,646.63	1,191.00	2,837.63
<b>Total 8540 · Utilities</b>	<b>1,321.97</b>	<b>10,038.60</b>	<b>11,360.57</b>	<b>6,323.22</b>	<b>17,683.79</b>
<b>Total 8500 · Other Operating Expenses</b>	<b>1,855.95</b>	<b>12,145.56</b>	<b>14,001.51</b>	<b>7,374.59</b>	<b>21,376.10</b>
<b>Total Expense</b>	<b>11,928.99</b>	<b>123,174.52</b>	<b>135,103.51</b>	<b>120,835.21</b>	<b>255,938.72</b>
<b>Net Ordinary Income</b>	<b>-7,294.57</b>	<b>-107,683.89</b>	<b>-114,978.46</b>	<b>-101,577.48</b>	<b>-216,555.94</b>
<b>Net Income</b>	<b>-7,294.57</b>	<b>-107,683.89</b>	<b>-114,978.46</b>	<b>-101,577.48</b>	<b>-216,555.94</b>

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

## Monthly O.T. Report

March 2020

04/08/20

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
<b>Cottrell, Rulon</b>						
Check	03/13/20	0731-3484	Cottrell, Rulon	70.0 Hrs. Comp Buy-out	3,564.95	3,564.95
Total Cottrell, Rulon					3,564.95	3,564.95
<b>Dohrmann, Robin</b>						
Check	03/13/20	0731-3486	Dohrmann, Robin	19.0 Hrs. O.T. @ 1.5x	1,564.12	1,564.12
Check	03/31/20	0911-3501	Dohrmann, Robin	13.0 Hrs. O.T. @ 1.5x	1,042.75	2,606.87
Total Dohrmann, Robin					2,606.87	2,606.87
<b>Driscoll, Stephen</b>						
Check	03/13/20	0731-3488	Driscoll, Stephen	8.0 O.T. @ 1.5x	673.78	673.78
Check	03/13/20	0731-3488	Driscoll, Stephen	3.0 O.T. @ 2.0.5x	336.89	1,010.67
Check	03/31/20	0911-3503	Driscoll, Stephen	6.0 O.T. @ 1.5x	505.33	1,516.00
Check	03/31/20	0911-3503	Driscoll, Stephen	2.0 O.T. @ 2.0.5x	224.59	1,740.59
Total Driscoll, Stephen					1,740.59	1,740.59
<b>Triola, Joseph</b>						
Check	03/13/20	0731-3495	Triola, Joseph	3.5 Hrs. O.T. @ 1.5x	267.37	267.37
Check	03/31/20	0911-3511	Triola, Joseph	3.5 Hrs. O.T. @ 1.5x	229.18	496.55
Check	03/31/20	0911-3511	Triola, Joseph	3.0 Hrs. O.T. @ 2.0x	305.57	802.12
Total Triola, Joseph					802.12	802.12
<b>TOTAL</b>					<b>8,714.53</b>	<b>8,714.53</b>

# Sanitary District No. 5 of Marin County



## District Management Report March 2020

### Contents:

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

# Transmittal Memo

**Date:** April 16, 2020  
**To:** Board of Directors  
**From:** Tony Rubio, District Manager/ Chief Plant Operator  
**Subject:** Management Report for March 2020

## Fiscal Status

Period Covered: July 1, 2019 –March 31, 2020  
Percent of Fiscal Year: 75%  
Percent of Budgeted Income to Date: 63.3%  
Percent of Budgeted Expenditures to Date: 66.2% (operating only)

## Personnel

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

## Regulatory Compliance

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

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

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

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

- MPR Bond Refinancing completed- New Debt service with Zion Bank
- Fiscal Year 2020-2021 budget preparations underway
- Southern Marin Average Residential Water use is down for 2019 (conserving) Affects commercial formula billing for 2020-2021 Fiscal Year budgeting.
- Commercial Water use is down as well (preliminary figures show a decrease in commercial revenue of about \$32,575) Please note that 3 high strength commercial customers were out of business for the majority of 2019- guaymas, lily kai and the caprice

### **HR and Personnel**

- Minimum staffing schedule implemented as a result of Covid-19 Stay at home order.
- Minimum staffing consists of 1 operator and 1 maintenance personnel and DM on site Monday – Friday regular hours. Weekend remains the same with lone operator.
- Office was closed to the public through May 3<sup>rd</sup>. Office Manager working remotely
- Permits are being handled remotely and final inspections are still being performed by staff on a scheduled basis.
- All staff still available on call-back for emergency purposes- other wise we still have 1 maintenance and 1 operator on standby after hours.
- Remote staff is working on Office of Water Programs correspondence and Safety Training through DKF solutions My Safety Officer.

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

- Fire Extinguisher Refresher Training Module scheduled for this month.
- Multiple staff members performing continuing education courses- see above. Cross Training.
- Safety supplies stocked up. (PPE)

### **Collection System Performance**

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

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

#### **Paradise Cove:**

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

## **Treatment Plant Performance**

### **Paradise Cove:**

- Satisfactory- Looking into wet well lids for plant and off-line unit being prepped for upcoming coating continues- Looking to schedule work for mid-May
- Daily rounds and minimal maintenance being performed on a case by case basis.

### **Main Plant:**

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

## **Pollution Prevention Activities**

- Wipes Clog Pipes Outreach. Several news articles were published, and 3 TV news reports aired. (outreach efforts went nation-wide)
- SWRCB Issued State -wide notice regarding flushable wipes

## **Capital Improvement Projects**

- Design of Cove Road force main rehabilitation project underway. Received engineers estimate for the project. Considering sending out a request for qualifications for the project.

## Glossary of Terms

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



## Glossary of terms continued...

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

## Glossary of terms continued...

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

## Wastewater Acronyms

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

ORDINANCE NO. 2014-02.

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

AN ORDINANCE REGULATING THE USE OF PUBLIC AND PRIVATE SEWERS AND DRAINS, THE INSTALLATION AND CONNECTION OF BUILDING SEWERS, THE INSTALLATION OF SEWER LATERALS AND PUBLIC SEWER MAIN EXTENSIONS, PROVIDING PERMITS AND FIXING FEES FOR THE INSTALLATION AND CONNECTION OF SANITARY SEWERS, REGULATING THE DISCHARGE OF WATERS AND WASTES INTO THE PUBLIC SEWER SYSTEM, AND PROVIDING PENALTIES FOR THE VIOLATION OF THE PROVISIONS THEREOF.

The Sanitary Board of Sanitary District No. 5 of Marin County, California, does ordain as follows:

ARTICLE I. DEFINITIONS

- Sec. 100. District shall mean Sanitary District No. 5 of Marin County, California.
- Sec. 101. Town shall mean the Town of Tiburon
- Sec. 102. City shall mean the City of Belvedere.
- Sec. 103. County shall mean the County of Marin, California.
- Sec. 104. Board shall mean the Sanitary Board of said District.
- Sec. 105. District Engineer shall mean the Engineer appointed by and acting for the Board and shall be a Registered Civil Engineer.
- Sec. 106. District Inspector shall mean the Inspector acting for the Board and may be a contractor hired by the District, the District Inspector or any other individual appointed by the District Manager.
- Sec. 107. District Secretary shall mean the Secretary of the Board.
- Sec. 108. Person shall mean any human being, individual, firm, company, partnership, association, private or public or Municipal Corporation, the United States of America, the State of California, and any district, political subdivision, governmental agency and mandatory thereof.
- Sec. 109. Permit shall mean any written authorization required pursuant to this or any other regulation of District.
- Sec. 110. Building shall mean any structure or vessel used for human habitation or a place of business, recreation or other purpose containing sanitary facilities. For the purpose of

establishing the Basic Connection Charge, as herein provided, each Unit is deemed a separate Building.

Sec. 111. Applicant shall mean the Person making application for a Permit and shall be the owner of premises to be served by the Sewer for which a Permit is requested, or his authorized agent.

Sec. 112. Contractor shall mean an individual, firm, corporation, partnership or association duly licensed by the State of California to perform the type of work to be done under the Permit.

Sec. 113. Street shall mean any public highway, road, street, avenue, alley, way, public place, public easement or right of way.

Sec. 114. Sewage Works shall mean all facilities owned or controlled by District for collecting, pumping, treating and disposing of sewage.

Sec. 115. Sewage shall mean any and all waste substances, liquid or solid, associated with human habitation or which contains or may be contaminated with human or animal excreta or excrement, offal, or any feculent matter.

Sec. 116. Industrial Waste shall mean any and all liquid or solid waste substance, not Sewage, from any producing, manufacturing or processing operation of whatever nature.

Sec. 117. Sewer shall mean a pipe or conduit for carrying Sewage.

Sec. 118. Public Sewer shall mean a Sewer lying within a Street and which is controlled by or under the jurisdiction of the District.

Sec. 119. Combined Sewer shall mean a Sewer receiving both surface runoff and Sewage.

Sec. 120. Sanitary Sewer shall mean a Sewer which carries Sewage and to which storm, surface and ground waters are not intentionally admitted.

Sec. 121. Storm Sewer or Storm Drain shall mean a pipe or conduit which carries storm and surface or ground waters and drainage, but excludes Sewage and polluted Industrial Waste.

Sec. 122. Main Sewer shall mean a Public Sewer designed to accommodate more than one Lateral Sewer.

Sec. 123. Lateral Sewer shall mean that portion of any Sewer beginning at the plumbing or drainage outlet of any Building or industrial facility and terminating at the Main Sewer.

Sec. 124. Private Sewer shall mean a Sewer serving one or more Buildings or industrial facilities that is not connected with a Public Sewer. Examples of Private Sewers include, but are not limited to: septic tanks, cesspools, anaerobic tanks, chemical processes, privies, privy vaults, seepage pits, and any other facility intended or used for the disposal of Sewage.

Sec. 125. Outside Sewer shall mean a Sanitary Sewer beyond the limits of the District not subject to the control or jurisdiction of District.

Sec. 126. Sewage Treatment Plant shall mean any arrangement of devices and structures used for treating Sewage.

Sec. 127. Garbage shall include any or all of the following: garbage, swill, refuse, cans, bottles, papers, vegetable matter, carcasses of dead animals, offal, trash, rubbish and radioactive waste material.

Sec. 128. Fixture Unit shall mean fixture unit load values for drainage piping and shall be computed from Chapter 4 of the 2013 California Uniform Plumbing Code adopted herein.

Sec. 129. Unit shall mean the place of residence for a single family. When property is improved for multi-family purposes, it shall include the number of Units that the facilities thereon provide in number facilities for single families. When such improvements are for other than residential purposes, the number of Units shall be determined by dividing the total number of persons regularly using or occupying said premises by three. When said property is unimproved and subdivided, each single lot shall be a Unit. When unimproved property is not subdivided, it shall be deemed to have the number of lots that would be allowed for the zoning district in which the property is located as provided in the general plan and zoning regulations of the Town, City, or County, as applicable. When said property is a trailer court, trailer park or mobile home park, it shall be deemed to have the number of Units for which spaces are provided.

Sec. 130. Additional Definitions. For the purpose of this Ordinance additional terms not defined herein shall have the meaning indicated in Chapter 2 of the 2013 California Uniform Plumbing Code as adopted herein.

## ARTICLE II. GENERAL PROVISIONS

Sec. 201. Rules and Regulations. The following rules and regulations respecting Sewer construction and disposal of Sewage and drainage of Buildings and connection to the Sewage Works of the District are hereby adopted, and all work in respect thereto shall be performed as herein required and not otherwise.

Sec. 202. Purpose. This Ordinance is intended to provide rules and regulations for the use and construction of Sewer facilities hereafter installed, altered or repaired within the District. This Ordinance shall not apply retroactively and, in the event of an alteration or repair hereafter made, it shall apply only to the new materials and methods used therein.

Sec. 203. Short Title. This Ordinance shall be known as the “SANITARY CODE OF SANITARY DISTRICT NO. 5 OF MARIN COUNTY”.

Sec. 204. Posting and Publication. The adoption of this ordinance shall be entered in the minutes of the Board, shall be published once in the Ark, a newspaper of general circulation, printed and published in the District, within one (1) week following its passage and adoption, and shall take effect and be in force and effect immediately upon the expiration of one week of publication.

Sec. 205. Violation Unlawful. Following the effective date of this Ordinance, it shall be unlawful for any Person to connect to, construct, install or provide, maintain and use any other means of Sewage disposal from any Building in the District except by connection to a Public Sewer in the manner provided in this Ordinance.

Sec. 206. Relief on Application. When any Person by reason of special circumstances, is of the opinion that any provision of this Ordinance is unjust or inequitable as applied to his premises, he may make written application to the Board, stating the special circumstances, citing the provision complained of, and requesting suspension or modification of that provision as applied to his premises.

If such application be approved, the Board may, by resolution, suspend or modify the

provision complained of, as applied to such premises, to be effective as of the date of the application and continuing during the period of the special circumstances.

Sec. 207. Relief on Own Motion. The Board may, on its own motion, find that by reason of special circumstances any provision of this Ordinance should be suspended or modified as applied to a particular premise and may, by resolution, order such suspension or modification for such premises during the period of such special circumstances, or any part thereof.

Sec. 208. District Inspector, Compensation. The Board shall employ some fit and qualified person or persons to perform the duties of inspecting the installation, connection, maintenance and use of all Side Sewers, Public Sewers, Private Sewer and facilities in connection therewith in the District, to be known as the District Inspector.

Sec. 209. Permits and Fees. No Public Sewer or other Sewage facility within a Street shall be installed, altered or repaired within the District until a Permit for the work has been obtained from the District and all fees paid in accordance with the requirements of Article IX of this Ordinance.

### ARTICLE III. USE OF PUBLIC SEWERS REQUIRED

Sec. 301. Disposal of Wastes. It shall be unlawful for any Person to place, deposit, or permit to be deposited in any unsanitary manner upon public or private property within the District, or in any area under the jurisdiction of said District, any Sewage, Garbage, or other objectionable waste.

Sec. 302. Treatment of Wastes Required. It shall be unlawful to discharge to any stream or watercourse any Sewage, industrial wastes, or other polluted waters, except where suitable treatment has been provided in accordance with provisions of this Ordinance.

Sec. 303. Unlawful Disposal. Except as herein provided, it shall be unlawful to construct or maintain any Private Sewer.

Sec. 304. Occupancy Prohibited. No Building, industrial facility or other structure shall be occupied until the owner of the premises has complied with all rules and regulations of District.



Sec. 305. Sewer Connection, When Mandatory. Following the effective date of this Ordinance, it shall be unlawful for any person to connect to, construct, install, provide, maintain and use any other means of sewage disposal in said District, except connection with the Sewage Works of the District in the manner provided in this Ordinance.

#### ARTICLE IV. PRIVATE SEWAGE DISPOSAL

Sec. 401. Sewer Not Available. Where a Public Sewer is not available to satisfy the provisions of Sec. 305, the Lateral Sewer shall be connected to a Private Sewer complying with the provisions of this Ordinance. A Public Sewer is available if a Main Sewer is located within 400 feet, as measured on a horizontal plane, from the closest edge of any Building on a property. However, a Public Sewer is not considered available if another parcel under separate ownership blocks access to the Main Sewer stub out.

Sec. 402. Permit Required. Before commencement of construction of a Private Sewer the owner shall first obtain a written Permit signed by the District Secretary. The application for such Permit shall be made on a form furnished by the District, which the Applicant shall supplement by any plans, specifications, and other information as deemed necessary by the District Secretary. A Permit and inspection fee shall be paid to the District at the time the application is filed in accordance with the provisions of this Ordinance.

Sec. 403. Inspection Required. A permit for a Private Sewer shall not become effective until the installation is completed to the satisfaction of the District Inspector. He shall be allowed to inspect the work at any stage of construction and, in any event, the Applicant for the Permit shall notify the District Inspector when the work is ready for final inspection, and before any underground portions are covered. The final inspection shall be made within forty-eight (48) hours, Sundays and Holidays excluded, of the receipt of the notice by the District Inspector.

Sec. 404. Design Requirements. The type, capacities, location and layout of a Private Sewer shall comply with all recommendations of the Department of Public Health of the State of California, the Health Officer of County, and any other applicable regulatory authority including, but not limited to, the Building Department of City, Town, or County, as applicable. No Permit shall be issued for any Private Sewer employing subsurface soil absorption facilities

where the characteristics of the property do not indicate sufficient soil absorption qualities. No Private Sewer shall be permitted to discharge to any Public Sewer or any stream or watercourse.

Sec. 405. Abandonment of Facilities. At such time as a Public Sewer becomes available to a property served by a Private Sewer, as defined in Section 401, a direct connection shall be made to the Public Sewer in compliance with the ordinances, rules and regulations of District, and any Private Sewer facilities shall be abandoned and filled with suitable material as determined by the District Inspector.

Sec. 406. Cost of Maintenance by Owner. The owner shall operate and maintain the Private Sewer in a sanitary manner at all times, at no expense to the District.

Sec. 407. Additional Requirements. No statement contained in this Article shall be construed to interfere with any additional requirements that may be imposed by any law, ordinance, rule or regulation or by the Health Officer of the County, the Building Inspector of City, Town, or County, or any other applicable regulatory authority..

Sec. 408 Additional Enforcement Measures. In addition to all other authority the District has to enforce this and other ordinances and regulations, the District may seek to compel connection to an available Public Sewer as required by Sections 303 and 405, (1) as a condition on the issuance of a building permit for the real property where the proposed addition or improvement (or cumulative additions or improvements through multiple projects over the prior 3 years) has a value of \$50,000 or greater and (2) when the real property is offered for sale. The District shall notify the City, Town, and County of the connection requirement of Sections 303 and 405 so that issuance of a building permit for non-compliant real property may be conditioned upon connection to the Public Sewer and abandonment of the Private Sewer. If non-compliant real property is sold without connection to the Public Sewer and abandonment of the existing Private Sewer, the District may require the new owner of the property to connect to the Public Sewer and abandon the Private Sewer.

#### ARTICLE V. UNIFORM PLUMBING CODE

Sec. 501. Uniform Plumbing Code Adopted. All that certain plumbing code, entitled, "California Plumbing Code 2013", based on the 2012 Uniform Plumbing Code, copies of which are on file in the office of the District for use and examination by the public, except

such sections therein as are shown to be omitted, amended, or added thereto, in said copies, is hereby adopted as the UNIFORM PLUMBING CODE OF SANITARY DISTRICT NO. 5 OF MARIN COUNTY, to which reference is hereby made and is hereby adopted by reference as if set forth in full herein.

Sec. 502. Administrative Authority. Wherever the term “Administrative Authority” is used in the Uniform Plumbing Code of Sanitary District No. 5 of Marin County it shall be construed to mean only those persons duly authorized by the Board to administer the code as follows:

Administration of the code and enforcement of regulations thereof shall be under the direction of the Board.

Main Sewers and Lateral Sewers outside of the building plumbing and drainage system shall be inspected by the District Inspector.

The interpretation of technical provisions of this Ordinance, review of plans and specifications required thereby, determination of the suitability of alternate materials and types of construction and the development of rules and regulations covering unusual conditions not inconsistent with the requirements of this Ordinance, shall be made by the District Engineer.

#### ARTICLE VI. LATERAL SEWERS AND CONNECTIONS

Sec. 601. Permit Required. In accordance with Article IX of this Ordinance no person shall construct a Lateral Sewer or make a connection with any Public Sewer without first obtaining a written Permit from the District and paying all fees and connection charges as required therein. In addition all applicants shall provide proof that proposed Side Sewer has been reviewed by the appropriate City, Town, or County agency and that a valid permit for the construction and installation of such Side Sewer has been issued by such agency.

Sec. 602. Construction Requirements. Construction of Lateral Sewers, when subject to the jurisdiction of District, shall be in accordance with the requirements of the Uniform Plumbing Code of Sanitary District No. 5 of Marin County and all other requirements of the District. Construction plans shall include recommended backfilling, type of backfill material and compaction of backfill as recommended by a licensed soils engineer.

Sec. 603. Minimum Size and Slope. The minimum size of Sewers shall be in accordance with the Uniform Plumbing Code of Sanitary District No. 5 of Marin County and District Standard Specifications, as said code and specifications are heretofore or hereafter adopted by the District.

Sec. 604. Separate Sewers. No two adjacent lots fronting on the same street shall be permitted to join in the use of the same Lateral Sewer. Every Building or industrial facility must be separately connected with a Public Sewer if such Public Sewer exists in the street upon which the property abuts or in an easement which will serve said property. However, one or more buildings located on property belonging to the same owner may be served with the same Lateral Sewer during the period of said ownership. Upon the subsequent subdivision and sale of a portion of said lot the portion not directly connected with such Public Sewer shall be separately so connected with a Public Sewer, and it shall be unlawful for the owner thereof to continue to use or maintain such indirect connection.

Sec. 605. Cleanouts. Cleanouts in Sewers subject to the jurisdiction of the District shall be provided in accordance with the Uniform Plumbing Code of Sanitary District No. 5 of Marin County. Cleanouts shall be the same diameter as the Sewer. All cleanouts shall be maintained watertight and shall be constructed in accordance with the specifications established by the District.

Sec. 606. Sewer Too Low. Whenever a Lateral Sewer is too low to permit gravity flow to the Public Sewer, Sewage carried by such Lateral Sewer shall be lifted by artificial means, approved by the District Engineer, and discharged to the Public Sewer at the expense of the owner.

Sec. 607. Connection to Public Sewer. The connection of a Lateral sewer into the Public Sewer shall be made in accordance with the specifications for such connections established by the District. The connection to the Public Sewer shall be made in the presence of the District Inspector or the District Engineer, and under his supervision and direction. Any damage to the Public Sewer shall be repaired at the cost of the applicant to the satisfaction of the District Inspector or District Engineer.

Sec. 608. Protection of Excavation. All excavations for a Lateral Sewer installation shall be adequately guarded with barricades or lights so as to protect the public from hazard. Streets sidewalks, parkways and other property disturbed in the course of the work shall be restored in a manner satisfactory to the District, the City and the County, or any other person having jurisdiction thereover.

Sec. 609. Maintenance of Lateral Sewer. Lateral Sewers shall be maintained by the owner(s) of the property(s) served thereby.

Sec. 610 Lateral Sewer Inspection Upon Connection Permit Application. As part of any Application for a connection Permit for residential and commercial structures, the owner shall provide the District with a current report and video, not older than one year, and conducted by a Licensed Contractor, of the entire Lateral Sewer serving the structure. The report and video shall include a written and graphic description of the owner's Lateral Sewer, and a compact disc containing photographs of any notable features of the Lateral Sewer. Based on the information contained in the report, the District may require repairs or modifications of the Lateral Sewer. In the event that a Lateral Sewer is shared by multiple properties, the District will notify all of the ~~effected~~affected properties of their shared responsibility of the Lateral Sewer, absent a maintenance agreement between the properties the property owners shall be jointly and severally liable for the repairs of the shared Lateral Sewer

Sec. 611. Events Requiring a Lateral Sewer Inspection – All Properties. A property owner shall have the Lateral Sewer of his property inspected and provide the District with a report and video as described in Section 610, and have any necessary repairs to the Sewer Lateral made, upon the occurrence of any of the following events:

(a) Additions or Improvements. Prior to the issuance of a County, City, or Town building permit for an addition or new improvement on the real property where said addition or improvements (or cumulative additions or improvements through multiple projects over three (3) years) have a value of \$50,000 or greater. The District shall notify the City, Town, and County of this requirement so that issuance of a building permit is conditioned upon the requirement of a Lateral Sewer inspection and any necessary repairs.

(b) Transfer of Property Title. Where the sale of any real property with

Sewer improvements is proposed, the seller shall have the Lateral Sewer inspected prior to transfer of property title. The responsibility for any repair of a Lateral Sewer is an issue between the buyer and the seller. Should the seller fail to have the inspection conducted and any necessary repairs made prior to the sale of the property, the District shall require the new owner to conduct an inspection and/or make any necessary repairs to the Lateral Sewer.

(c) Repair of Main Sewer or Road Resurfacing On or Near Road

Where Lateral Sewer Connects to Main Sewer. Whenever the District is replacing or conducting a repair of a Main Sewer, or whenever the City, Town, or County is carrying out road resurfacing, on or near the road where the Lateral Sewer connects to the Main Sewer. When the work is being carried out by the District, the District will notify owners of the work and the need for an inspection and any necessary repair so that any remedial work on the Lateral Sewer can be completed prior to the construction. Where an owner refuses to have the inspection conducted, the District may conduct an inspection and the owner shall be responsible for the costs of such inspection. The District shall require the owner to carry out any necessary repairs.

(d) Exceptions. The following are exceptions to the requirement for inspection described above:

(i) An owner otherwise required to perform an inspection under Section 611 shall not be required to perform such inspection if the owner (or the owner's predecessor-in-interest) has originally installed or has replaced his property's Lateral Sewer within the twenty (20) years prior to the date of application for a building permit, listing the property for sale, or the road work or sewer repair.

(ii) An owner otherwise required to perform an inspection under Section 611 shall not be required to perform such inspection if the owner has conducted such inspection and completed any necessary repairs within three (3) years prior to the date the inspection would otherwise be required.

(iii) The owner shall provide proof of any prior Lateral Sewer replacement, inspection, and repair in the form of a certificate, paid bill, or other sufficient documentation that ensures such prior replacement, repair, or inspection. The form and content of the document or proof must be deemed sufficient by the District or its authorized

representative

Sec. 612        Installation of Backflow Check Valve Device. As part of any Application for a connection permit for residential and commercial structures, the owner shall install a backflow check valve device, approved by the District, on their Lateral Sewer within two (2) feet of the structure. Property owners shall own the backflow device and its maintenance and replacement shall be the sole obligation of the property owner and any successor in interest. Owners who choose not to install the device for any reason, including the owner's belief that the device is unnecessary or too difficult to install, must submit a letter to the District Manager for consideration. The letter will state the owner will hold the District harmless for any and all damages arising from the owner's sanitary sewer overflows/backflows.

Sec. 613        Sanitary Sewer Lateral Overflows and Stoppages. The District has the authority and responsibility to mitigate all private lateral Sanitary Sewer overflows. Therefore, if a Sanitary Sewer overflow occurs, the District will first attempt to contact the owner(s) of the private Lateral Sewer, residential or commercial, before the District or its contractor clears or repairs the stoppage. If the District cannot contact the owner(s), the District or its contractor will attempt to clear or repair the overflow and will invoice the owner(s) for the work performed by the District or its contractor. When the Lateral Sewer is used by multiple residents, the owners of the Lateral Sewer will negotiate among themselves with respect to apportioning the cost of the clearing or repair. The District will be held harmless for the condition of all private sewer laterals as a result of the clearing or repair.

#### ARTICLE VII. PUBLIC SEWER CONSTRUCTION

Sec. 701.        Permit Required. In accordance with Article IX of this Ordinance, no Person shall construct, extend or connect to any Public Sewer without first obtaining a written Permit from the District and paying all fees and connection charges and furnishing bonds as required therein. The provisions of this section requiring Permits shall not be construed to apply to contractors constructing Sewers and appurtenances under contracts awarded and entered into by District.

Sec. 702.        Plans, Profiles and Specifications Required. The Application for a Permit for Public Sewer construction shall be accompanied by complete plans, profiles and

specifications, complying with all applicable ordinances, rules and regulations of District, prepared by a Registered Civil Engineer showing all details of the proposed work based on an accurate survey of the ground. Plans shall include recommended backfilling, type of backfill material and compaction of backfill as recommended by a licensed soils engineer. The Application, together with the plans, profiles and specifications shall be examined by the District Engineer who shall within ten (10) days approve them as filed or , require them to be modified as he deems necessary for proper installation. After examination by the District Engineer, the Application, plans, profiles and specifications shall be submitted to the Board at its next regular meeting for its consideration. When the Board. is satisfied that the proposed work is proper and the plans, profiles and specifications are sufficient and correct, it shall order the issuance of a Permit predicated upon the payment of all connection charges, fees and furnishing bonds as required by the District. The Permit shall prescribe such terms and conditions as the Board finds necessary in the public interest.

Sec. 703.     Subdivisions. The requirements of Sections 701 and 702 of this Ordinance shall be fully complied with before any final subdivision map of properties lying in unincorporated areas within the District shall be approved by the Board. The final subdivision map shall provide for the dedication for public use of all streets, easements or rights of way in which public Sewer lines are to be constructed. If a final subdivision map of a tract is recorded and the work of constructing Sewers to serve the tract is not completed within the time limit allowed in the permit, the Sanitary Board may extend the time limit or may complete the work and take appropriate steps to enforce the provisions of the bond furnished by the subdivider.

Sec. 704.     Easements or Rights of Way. In the event that an easement is required for the extension of the public Sewer or the making of connections, the Applicant shall procure and have accepted by the Board a proper easement or grant of right of way sufficient in law to allow the laying and maintenance of such extension or connection.

Sec. 705.     Persons Authorized to Perform Work. Only properly licensed contractors shall be authorized to perform the work of Public Sewer construction within the District. All terms and conditions of the Permit issued by the District to the Applicant shall be binding on the



contractor. The requirements of this section shall apply to Side Sewers installed concurrently with Public Sewer construction.

Sec. 706. Grade Stakes. Grade and line stakes shall be set by a Registered Civil Engineer prior to the start of work on any Public Sewer construction. The contractor shall be responsible for accurately transferring grades to grade bars and sewer invert.

Sec. 707. Compliance with Local Regulations. Any person constructing a Sewer within a Street shall comply with all state, County, City, and Town laws, ordinances, rules and regulations pertaining to the cutting of pavement, opening, barricading, lighting and protecting of trenches, backfilling and repaving thereof, and shall obtain all permits and pay all fees required by the agency and/or department having jurisdiction prior to the issuance of a Permit by the District.

Sec. 708. Protection of Excavation. The Applicant shall maintain such barriers, lights and signals as are necessary to give warning to the public at all times that a sewer is under construction and of each dangerous condition to be encountered as a result thereof. He shall also likewise protect the public in the use of the sidewalk against any such conditions in connection with the construction of the Sewer. Streets, sidewalks, parkways and other property disturbed in the course of the work shall be reinstalled in a manner satisfactory to the District, the City, the Town, and the County or any other person or entity having jurisdiction there over.

Sec. 709. Design and Construction Standards. Minimum standards for the design and construction of Sewers within the District and subject to the jurisdiction of the District shall be in accordance with the STANDARD SPECIFICATIONS AND DRAWINGS FOR SEWER CONSTRUCTION of 2014 heretofore or hereafter adopted by the District, copies of which are on file in the District office. The District Engineer may permit modifications or may require higher standards where unusual conditions are encountered.

“As-built” drawings showing the actual location of all mains, structures, Ys, laterals and cleanouts shall be filed with the District before final acceptance of the work.

Sec. 710. Completion of Sewer Required. Before any acceptance of any Sewer line by the District and prior to the admission of any Sewage into the system, the Sewer line shall be tested and shall be complete in full compliance with all requirements of the STANDARD

SPECIFICATIONS AND DRAWINGS FOR SEWER CONSTRUCTION of 2014 and to the satisfaction of the District Engineer.

#### ARTICLE VIII. USE OF PUBLIC SEWERS

Sec. 801. Drainage into Sanitary Sewers Prohibited. No leaders from roofs and no surface drains for rain water shall be connected to any Sanitary Sewer. No surface or subsurface drainage, rain water, storm water, seepage, cooling water or unpolluted industrial process waters shall be permitted to enter any Sanitary Sewer by any device or method whatsoever.

Sec. 802. Use of Storm Sewers Required. Storm water and all other unpolluted drainage shall be discharged to such Sewers as are specifically designated as Combined Sewers or Storm Sewers, or to a natural outlet approved by the Town or City.

Sec. 803. Types of Wastes Prohibited. Except as hereinafter provided, no person shall discharge or cause to be discharged any of the following described waters or wastes to any Public Sewer:

- (a) Any liquid or vapor having a temperature higher than 150° F.
- (b) Any water or waste which may contain more than 100 parts per million, by weight, of fat, oil or grease.
- (c) Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.
- (d) Any Garbage that has not been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in Public Sewers, with no particle greater than one-half inch in any dimension.
- (e) Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure, or any other solid or viscous substance capable of causing obstruction to the flow in Sewers or other interference with the proper operation of the Sewage Works.
- (f) Any waters or wastes having a ph lower than 6.0 or higher than 8.0 or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the Sewage Works.

(g) Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, or create any hazard in the receiving waters of the Sewage Treatment Plant.

(h) Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant.

(i) Any noxious or malodorous gas or substance capable of creating a public nuisance.

(j) Any septic tank sludge.

Sec. 804. Interceptors Required. Grease, oil and sand interceptors shall be provided when the District determines that they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the District Engineer, and shall be so located as to be readily and easily accessible for cleaning and inspection.

Sec. 805. Maintenance of Interceptors. All grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times.

Sec. 806. Preliminary Treatment of Wastes. The admission into the Public Sewers of any waters or wastes having (a) a 5 day Biochemical Oxygen Demand greater than 300 parts per million by weight, or (b) containing more than 350 parts per million by weight of suspended solids, or (c) containing any quantity of substance having the characteristics described in Section 803, or (d) having an average daily flow greater than two percent of the average daily Sewage flow of the District, shall be subject to the review and approval of the District Engineer. Where necessary in the opinion of the District Engineer, the owner shall provide, at his expense, such preliminary treatment as may be necessary to (a) reduce the Biochemical Oxygen Demand to 300 parts per million and the suspended solids to 350 parts per million by weight, or (b) reduce objectionable characteristics or constituents to within the maximum limits provided for in Section 803, or (c) control the quantities and rates of discharge of such waters or wastes.

Plans, specifications, and any other pertinent information relating to proposed

preliminary treatment facilities shall be submitted for the approval of the District Engineer, the Water Resources Control Board of the State of California, and any other agency with regulatory jurisdiction and no construction of such facilities shall be commenced until said approvals are obtained in writing.

Sec. 807. Maintenance of Pretreatment Facilities. Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.

Sec. 808. Control Manholes. When required by the District Engineer, the owner of any property served by a Lateral Sewer carrying industrial wastes shall install a suitable control manhole in the Lateral Sewer to facilitate observation, sampling and measurement of wastes. Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the District Engineer. The manhole shall be installed by the owner at his expense, and shall be maintained by him so as to be safe and accessible at all times.

Sec. 809. Measurements and Tests. All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in Sections 803 and 806 shall be determined in accordance with standard methods and shall be determined at the control manhole provided for in Section 808, or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the Public Sewer to the point at which the Lateral Sewer is connected.

Sec. 810. Special Agreements - Private Facilities. No statement contained in this article shall be construed as preventing any special agreement or arrangement between the District and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the District for treatment, subject to payment therefor by the industrial concern and subject to such terms and conditions as might be required by District.

Sec. 811. Special Agreements - Public Facilities. No statement contained in this article shall be construed as preventing any special agreement or arrangement between the District and any other public corporation or entity, whereby the District undertakes to provide for the construction, acceptance, maintenance or operation of facilities for the collection, pumping or

other means of transmission of sewage from the public agencies pursuant to any appropriate legal authorization or pursuant to cooperation, joint powers, or other similar agreement.

Sec. 812. Swimming Pools. It shall be unlawful for any person to discharge the contents of a swimming pool into a Sanitary Sewer except in the manner specified herein. The size of pipe carrying discharge water shall not be larger than two inches and shall not be under a head to exceed twenty (20) feet. If the water is discharged by pumping, the rate of flow shall not exceed one hundred (100) gallons per minute. Each swimming pool discharging to a Sanitary Sewer shall be equipped with an approved separator to preclude any possibility of a backflow of Sewage into the swimming pool or piping system.

#### ARTICLE IX. PERMITS AND FEES

Sec. 901. Permit Required. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any Public Sewer or appurtenance or perform any work on any plumbing or drainage system under the jurisdiction of the District, including additions to or modifications of plumbing facilities within a building, without first obtaining a written Permit from the District.

Sec. 902. Application for Permit. Any Person, legally entitled to apply for and receive a Permit, shall make such application on forms provided by the District for that purpose. He shall give a description of the character of the work proposed to be done and the location, ownership, occupancy and use of the premises in connection therewith. The District Engineer may require plans, specifications or drawings and such other information as he may deem necessary. If the District Engineer determines that the plans, specifications, drawings, descriptions or information furnished by the Applicant is in compliance with the ordinances, rules and regulations of the District, the Secretary shall issue the permit applied for upon payment of the required fees as hereinafter fixed.

Sec. 903. Compliance with Permit. After approval of the application, evidenced by the issuance of a Permit, no change shall be made in the location of the Sewer, the grade, materials or other details from those described in the Permit or as shown on the plans and specifications for which the Permit was issued, except with written permission from the District, the District Engineer, or other authorized representatives.

Sec. 904. Agreement. The Applicant's signature on an application for any Permit as set forth in Section 905 hereof, shall constitute an agreement to comply with all of the provisions, terms and requirements of this and other ordinances, rules and regulations of the District, and with the plans and specifications he has filed with his application, if any, together with such corrections or modifications as may be made or permitted by the District, if any. Such agreement shall be binding upon the Applicant and may be altered only by the District upon the written request for the alteration from the Applicant.

Sec. 905. Classes of Permits. There shall be six (6) classes of Permits, as follows:

- (a) Single family residential sewer Permit;
- (b) Trailer court and multiple dwelling sewer Permit;
- (c) Commercial, industrial, church, school, public and other user sewer Permit;
- (d) Public sewer construction Permit;
- (e) Private sewage disposal Permit; and
- (f) Force main connection Permit.

Sec. 906. Fees - Annexation Charges. The owner or owners of lands within areas proposed to be annexed to the District shall deposit with the District Secretary a sum to be fixed by the District Secretary, prior to commencement of proceedings by the Board on the proposed annexation. The amount to be fixed by the District Secretary shall be in a sum estimated to equal the engineering, legal and publication costs and all other charges which may be incurred by the District in preparing and examining maps, legal descriptions, and other documents in relation thereto, and other expenses regularly incurred in connection therewith. Should the amount of the deposit exceed the costs incurred by the District the excess shall be refunded to the owner or owners following the conclusion of the final hearing on the proposed annexation. Should the amounts of the deposit be insufficient to pay such costs incurred by the District the owner or owners shall advance such additional sums as shall be necessary to pay said costs prior to the final hearing on the proposed annexation.

Sec. 907. Basic Connection Charge. A basic connection charge is hereby established for the privileges of connecting to the Sanitary Sewer system of the District. Except

as hereinafter provided, a separate basic charge shall be made for each Building. In the event of dispute as to whether a structure constitutes a new Building or an addition to an existing Building, the determination of the Sanitary Board shall be final.

Before any addition to or modification of plumbing facilities is undertaken which will result in a change in the number of plumbing fixtures by which the amount of the basic connection charge is calculated, as hereinafter set forth, a permit for such addition or modification shall first be obtained from the District upon payment to the District of an amount equal to the difference between the charge based upon the original number of units and that based upon the total number of original plus proposed units.

A Building which is accessory to a single family dwelling, such as a guest house or servants' quarters, is to be considered as a part of the single family dwelling rather than as a separate Building if such accessory Buildings are served by the same lateral as the single family dwelling.

The amount of charge shall be computed on the basis of the number of plumbing fixtures within or about each Building as said fixtures comprise fixture units. The number of fixture units shall be computed from Chapter 4 of the 2013 California Uniform Plumbing Code. The method of arriving at the charge per fixture unit and the application of a "diminishing use factor thereof is particularly set forth in Exhibit "A" attached hereto and incorporated by reference herein.

Sec. 908. Fees - Connection Charges. In addition to any other charges established by the ordinances, rules and regulations of the District, there shall be collected, prior to connection to the Sanitary Sewer system of the District, special connection charges, as follows:

(a) Assessment Connection Charge: For any parcel, Unit or lot, or part of said property, lying within the present boundaries of said District or hereafter annexed to said District, which abuts on or can be directly served by any existing Main Sewer or Sanitary Sewer facilities of the District, constructed pursuant to special assessment proceedings, additional connection charges to be paid prior to the issuance of a Permit for connection in any such areas are hereby established as follows:

(i) Where said facilities constructed pursuant to special assessment proceedings consist of collection mains, together with major

interceptor mains and/or any other Sanitary Sewer facilities, an additional connection charge shall be collected, in a sum to be computed by the District Engineer, as said property's share of the cost of the existing Sewer facilities of the District to be used by said property. Said sum shall be the equivalent of the cost to similar properties within the District which have paid for said facilities so to be used. Said sum shall include all costs incident to the installation of such facilities, together with interest charges thereon. Said sum shall not include any amounts for which bonds of the District are then outstanding and to which said property is or shall become subject.

(b) Special Connection Charge: For any parcel, Unit or lot, or part of said property which abuts on or can be directly served by any existing Main Sewer or Sanitary Sewer facilities of said District constructed pursuant to special agreement, wherein the District has agreed to reimburse to the party making the original installation a share of the cost of original construction attributable to parcels of property later connecting to said main or facilities, special connection charges in addition to any other charges established by the District, which must be paid prior to the issuance of a Permit for connection are hereby established as follows:

(i) Where said facilities constructed pursuant to special agreement consist of collection mains together with trunk mains and/or any other sanitary sewerage facility, an additional special connection charge shall be collected in a sum to be computed by the District Engineer as said property's share of the cost of the sewer mains and other Sanitary Sewer facility of the District, constructed pursuant to special agreement, to be used by said property. Said sum shall be equivalent to the pro rata share of the cost of the installation made pursuant to the special agreement which would have been paid by said property for the facilities so to be used if said property had contributed its equitable share to the original cost of construction. Said sum shall include all costs incident to the installation of such mains and facilities.



Sec. 909. Special Connection Charges. In addition to any other charges established herein, the District may establish special connection charges for any Sewer connection when, in the opinion of the Board, the circumstances of such connection necessitate the establishment of unusual conditions or necessitate the payment of charges over and above those established herein.

Sec. 910. Sewer Permit and Inspection Charges. Permit and inspection charges are hereby established as follows:

(a) Single Family Residence: A fee of Fifty Dollars (\$50.00) shall be paid to the District for inspecting each single family residential building sewer installation.

(b) Commercial, Industrial, Church, Trailer Court, Multiple Dwelling, School, Public and Other Users: A fee of Fifty Dollars (\$50.00) per one hundred (100) lineal feet of Sewer for inspecting said Sewer installation shall be paid to the District for each Lateral Sewer installation serving commercial, industrial, church, trailer court, multiple dwelling, school, public and other users, with a minimum of One Hundred Dollars (\$100.00) for said inspection. Where such property is to be developed for commercial and industrial uses such as, in the opinion of the District Secretary, will necessitate the conduct of special analyses of the effect of the installation on the Sewage effluent, the Person seeking a Permit for such installation shall provide the District with any such analyses as the District may require at the sole cost and expense of the Person seeking such Permit.

(c) Public Sewer Construction Permit: A fee of Fifty Dollars (\$50.00) per one hundred (100) lineal feet of Sewer for inspecting said Sewer installation, with a One Hundred Dollar (\$100.00) minimum inspection fee, shall be paid to the District for the issuance of a Permit and inspecting the installation of Public Sewer mains consisting of extensions of the existing Public Sewer facilities of the District. Should the District Secretary deem that the fee provided herein is, or may be, inadequate to pay all of the costs and expenses of the District, he may decline to issue a Permit until the Board has reviewed the application for the Permit. The Board may determine that the Permit be subject to payment of fees in an amount fixed by the District in the estimated cost of all engineering, legal, inspection and other costs which may be incurred by the District required to insure compliance with this Ordinance and all other

applicable rules and regulations. If the fee so collected shall be in excess of the actual costs to the District, any surplus shall be refunded to the Applicant, upon completion and satisfactory compliance with the Permit and all applicable rules and regulations. If the fee so established is less than the actual costs to the District the Applicant shall pay the excess costs to the District prior to acceptance of the Sewer facilities by the District.

(d) Connection to Force Main: A fee shall be paid to the District for issuing a Permit and inspecting any work which includes connection of the Sewer to a force main under the jurisdiction of the District in the same manner as provided in Sec. 909(c) hereof.

(e) Additional Fees: The above fees are for initial inspection only. If the Applicant has called for inspection and is not ready for inspection an additional fee of Fifty Dollars (\$50.00) per inspection for additional calls shall be paid.

(f). Administrative Fee: An administrative fee of \$50 will be charged to each Applicant requesting a Permit. The administrative fee covers the District's cost to issue the permit, recording all information into the District's electronic database, review plans and specifications, and accounting and additional administrative duties required to issue a permit.

Sec. 911. Bond - Public Sewer Construction. Prior to the issuance of a Permit for Public Sewer construction the Applicant shall furnish to the District a faithful performance bond or cash in the amount of the total estimated cost of the work. Said bond shall be in the minimum amount of One Thousand Dollars (\$1000.00) and shall be secured by a surety or sureties satisfactory to the District. The cash deposit or faithful performance bond shall be conditioned upon the performance of the terms and conditions of the Permit and shall guarantee the correction of faulty workmanship and the replacement of defective materials for a period of one (1) year after the date of the District's acceptance of the work.

Sec. 912. Disposition of Fees. All fees collected on behalf of the District shall be deposited with the District Secretary who shall place said funds in the depository of the District.

Sec. 913. All Work to be Inspected. All Sewer construction work, Lateral Sewers, plumbing and drainage systems shall be inspected by an Inspector of the District, the City, the Town, the County, as applicable, and any other agency or entity having jurisdiction there over, to insure compliance with any and all regulatory requirements. No Sewer shall be covered at any

point until it has been inspected and passed for acceptance. No Sewer shall be connected either directly or indirectly to the District's Public Sewer system until the work covered by appropriate Permit has been completed, inspected and approved. All Sewers shall be tested for leakage in the presence of the appropriate Inspector and shall be cleaned of all debris accumulated from construction operations. If the test proves satisfactory, the Inspector shall issue a certificate of satisfactory completion.

Sec. 914. Notification. It shall be the duty of the Person doing the work authorized by Permit to notify the office of the District in writing that said work is ready for inspection. Such notification shall be given not less than forty eight (48) hours before the work is to be inspected. It shall be the duty of the Person doing the work to make sure that the work will stand the tests required by the District before giving the above notification.

Sec. 915. Condemned Work. When any work has been inspected and the work condemned and no certification of satisfactory completion given, a written notice to that effect shall be given instructing the owner of the premises, or the agent of such owner, to repair the Sewer or other work authorized by the Permit in accordance with the ordinances, rules and regulations of the District. An additional fee for re-inspection will be charged for each subsequent inspection. Said additional fee shall be in an amount sufficient to reimburse all District costs and expenses attributable to each re-inspection.

Sec. 916. All Costs Paid by Owner. All costs and expenses incident to the installation and connection of any Sewer or other work for which a Permit has been issued shall be borne by the owner. The owner shall indemnify the District from any loss or damage that may directly or indirectly be occasioned by the work.

Sec. 917. Outside Sewers. Permission shall not be granted to connect any lot or parcel of land outside the District to any Public Sewer in or under the jurisdiction of the District unless a Permit therefor is obtained. The Applicant shall first enter into a contract in writing whereby he shall bind himself, his heirs, successors and assigns to abide by all ordinances, rules and regulations in regard to the manner in which such Sewer shall be used, the manner of connecting therewith, and the plumbing and drainage in connection therewith and also shall

agree to pay all fees required for securing the permit and a monthly fee in the amount set by the District for the privilege of using such Sewer.

Sec. 918. Permit Optional. The granting of such permission for an outside Sewer in any event shall be optional with the Board.

Sec. 919. Special Outside Agreements. Where special conditions exist relating to an outside Sewer, they shall be the subject of a special contract between the applicant and the District.

Sec. 920. Street Excavation Permit. A separate Permit must be secured from the City, Town, or County, as applicable, or any other person or entity having jurisdiction there over by owners or contractors intending to excavate in a public street for the purpose of installing Sewers or making Sewer connections.

Sec. 921. Liability. The District and its officers, agents and employees shall not be answerable for any liability or injury or death to any person or damage to any property arising during or growing out of the performance of any work by any such Applicant. The Applicant shall be answerable for, and shall save the District and its officers, agents and employees harmless from any liability imposed by law upon the District or its officers, agents or employees, including all costs, expenses, fees and interest incurred in defending same or in seeking to enforce this provision. Applicant shall be solely liable for any defects in the performance of his work or any failure which may develop therein.

Sec. 922. Time limit on Permits. If work under a Permit be not commenced within six (6) months from the date of issuance or if after partial completion the work be discontinued for a period of one (1) year, the Permit shall thereupon become void and no further work shall be done until a new Permit shall have been secured. A new fee shall be paid upon the issuance of said new Permit.

#### ARTICLE X. ENFORCEMENT

Sec. 1001. Violation. Any Person found to be violating any provision of this or any other ordinance, rule or regulation of the District, except Sections 710 and 1101 hereof, shall be served by the District Secretary or other authorized person with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. Said

time limit shall be not less than two (2) nor more than seven (7) working days. The offender shall, within the period of time stated in such notice, permanently cease all violations. All persons shall be held strictly responsible for any and all acts of agents or employees done under the provisions of this or any other ordinance, rule or regulation of the District. Upon being notified by the District Secretary of any defect arising in any Sewer or of any violation of this Ordinance, the Person(s) having charge of said work shall immediately correct the same.

Sec. 1002. Public Nuisance. Continued habitation of any Building or continued operation of any industrial facility in violation of the provisions of this or any other ordinance, rule or regulation of the District is hereby declared to be a public nuisance. The District may cause proceedings to be brought for the abatement of the occupancy of the Building or industrial facility during the period of such violation.

Sec. 1003. Disconnection. As an alternative method of enforcing the provisions of this or any other ordinance, rule or regulation of the District, the District Engineer shall have the power to disconnect the user or subdivision from the Sewer system of the District. Upon disconnection the District Engineer shall estimate the cost of disconnection from and reconnection to the system, and such user shall deposit the cost, as estimated, of disconnection and reconnection before such user is reconnected to the system. The District Engineer shall refund any part of the deposit remaining after payment of all costs of disconnection and reconnection.

Sec. 1004. Public Nuisance Abatement. During the period of such disconnection, habitation of such premises by human beings shall constitute a public nuisance, whereupon the District shall cause proceedings to be brought for the abatement of the occupancy of said premises by human beings during the period of such disconnection. In such event, and as a condition of reconnection, there is to be paid to the District a reasonable attorney's fee and cost of suit arising in said action.

Sec. 1005. Means of Enforcement Only. The District hereby declares that the foregoing procedures are established as a means of enforcement of the terms and conditions of its ordinances, rules and regulations, and not as a penalty.

Sec. 1006. Punishment for Violation of Prohibited Discharges: Misdemeanor. Section 6523 of the Health and Safety Code of the State of California provides that the violation of an ordinance, rule or regulation of a sanitary district by any person is a misdemeanor punishable by fine not to exceed One Thousand Dollars (\$1000), imprisonment not to exceed 30 days, or both. Each and every connection or occupancy in violation of the ordinances, rules and regulations of the District shall be deemed a separate violation and each and every day or part of a day a violation of the ordinance, rule or regulation continues shall be deemed a separate offence hereunder and shall be punishable as such.

Sec. 1007. Liability for Violation. Any person violating any of the provisions of the ordinances, rules or regulations of the District shall become liable to the District for any expense, loss or damage occasioned by the District by reason of such violation.

#### ARTICLE XI. MISCELLANEOUS PROVISIONS

Sec. 1101. Protection from Damage. No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the District Sewage Works. Any person violating this provision shall be subject to the penalties provided by law.

Sec. 1102. Powers and Authorities of Inspectors. The officers, inspectors, engineer and any duly authorized employees of the District shall wear or carry an official badge of office or other evidence establishing his position as such, and upon exhibiting the proper credentials and identification shall be permitted to enter in and upon any and all Buildings, industrial facilities and properties for the purposes of inspection, re-inspection, observation, measurement, sampling, testing or otherwise performing such duties as may be necessary in the enforcement of the provisions of the ordinances, rules and regulations of the District.,

Sec. 1103. Separability. If any section, subsection, sentence, clause or phrase of this Ordinance or the application thereof to any person or circumstance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance or the application of such provision to other persons or circumstances. The Board hereby declares that it would have passed this Ordinance or any section, subsection, sentence,

clause or phrase hereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared to be unconstitutional.

Sec. 1104. Repeal of. Inconsistent Ordinances. Ordinance Nos. 1, 2, 4, 4A, 5, 6, 7, 8, 12, 14, 70-01, 70-02, 73-01, 93-02, 96-01, 2007-02, and 2010-01 and any other ordinances or parts of ordinances inconsistent herewith are hereby repealed.

\* \* \* \* \*

I hereby certify that the foregoing is a full, true and correct copy of an ordinance passed and adopted at a regular meeting of the Sanitary Board of Sanitary District No. 5 of Marin County, California, duly held on the 18th day of December, 2014, by the following vote of the members thereof:

AYES, in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

Approved

Attest:

\_\_\_\_\_  
Catharine Benediktsson  
President, Board of Directors

\_\_\_\_\_  
John Carapiet  
Secretary, Board of Directors

SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
SANITARY CODE

EXHIBIT "A"  
SCHEDULE OF BASIC CONNECTION CHARGES



Enter table with the total fixture units per building computed from the Uniform Plumbing Code of Sanitary District No. 5 of Marin County. The corresponding amount is the basic connection charge.

The connection charge for total fixture units of more than 900 is computed at the same rate of charge as those in the table and may be obtained at the offices of the District.

UNIVERSITY OF ARIZONA WATER & ENERGY SUSTAINABLE TECHNOLOGY CENTER (WEST):  
SEWAGE SURVEILLANCE FOR CORONAVIRUS

The University of Arizona Water and Energy Sustainable Technology Center (WEST) has the ability to monitor for the incidence of the Coronavirus in sewage. Such monitoring will provide insight into the presence of COVID-19 in a community regardless of whether or not infected individuals show symptoms of the disease. Additionally, monitoring of wastewater will quantify any potential risk of infection to wastewater treatment workers.

With advanced laboratory capabilities and expertise in Coronavirus research, WEST is beginning a program to perform coronavirus sewage surveillance for any interested Wastewater Treatment Plant (WWTP).

In the offered service, composite samples of untreated sewage will be collected as it enters the plant and again after secondary treatment processes. Samples will then be assayed by qPCR for Coronavirus. The U.S. Centers for Disease Control and Prevention has developed a reverse transcription real time polymerase chain reaction assay (RT-qPCR) assay for detection of SARS-CoV-2. Using this method, the data can be used to determine:

- 1) When and if the new coronavirus enters a metropolitan area.
- 2) The concentration that can be expected in the untreated wastewater and potential risk to wastewater treatment workers.
- 3) Removal of the virus by the treatment process.

The molecular method (qPCR) will be used to provide initial presence/absence information on Coronavirus; WEST Center has both the cell culture/cell lines and Coronavirus controls (Coronavirus 229E) to determine viability. If negative, no Coronavirus is present, and no further testing is necessary. If positive, infectivity must be determined via cell culture, and positive cell culture samples confirmed by an additional qPCR test.

#### RESEARCHERS

**Dr. Walter Betancourt:** Ph.D., Environmental Virologist with over 15 years of experience in methods for the recovery and molecular detection of human pathogenic viruses in environmental matrices.

**Dr. Ian Pepper:** Ph.D., Environmental Microbiologist with over 45 years of experience in wastewater treatment, land application of biosolids and fate and transport of microbial pathogens.

**Dr. Charles Gerba:** Ph.D., Environmental Virologist with over 45 years of experience in risk assessment and survival of viruses in environmental matrices.

#### COST OF ANALYSIS FOR SEWAGE AND POST SECONDARY TREATMENT (Two samples)

Sample processing and initial qPCR: \$350/sample

Infectivity (viability) assay via cell culture: \$1000/sample

For Positive cell culture samples, confirmatory PCR: \$250/sample

TOTAL COST= \$3200 for both samples

Note that if the initial qPCR is negative, the only cost is \$700 for both samples

**DECISION/ACTION ITEM LOG**  
**CIP Committee: April 7, 2020**  
 Sanitary District No. 5 of Marin County  
**ACTIVE ITEMS SHEET**

Item #7

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

# Nature

## How sewage could reveal true scale of coronavirus outbreak

Wastewater testing could also be used as an early-warning sign if the virus returns.

[Smriti Mallapaty](#) 4-3-20

Scientists have found traces of the coronavirus in several wastewater treatment plants in the Netherlands.

More than a dozen research groups worldwide have started analysing wastewater for the new coronavirus as a way to estimate the total number of infections in a community, given that most people will not be tested. The method could also be used to detect the coronavirus if it returns to communities, say scientists. So far, researchers have found traces of the virus in the Netherlands, the United States and Sweden.

Analysing wastewater — used water that goes through the drainage system to a treatment facility — is one way that researchers can track infectious diseases that are excreted in urine or faeces, such as SARS-CoV-2.

One treatment plant can capture wastewater from more than one million people, says Gertjan Medema, a microbiologist at KWR Water Research Institute in Nieuwegein, the Netherlands. Monitoring influent at this scale could provide better estimates for how widespread the coronavirus is than testing, because wastewater surveillance can account for those who have not been tested and have only mild or no symptoms, says Medema, who has detected SARS-CoV-2 genetic material — viral RNA — in several treatment plants in the Netherlands. “Health authorities are only seeing the tip of the iceberg.”

But to quantify the scale of infection in a population from wastewater samples, researchers say the groups will need to find out how much viral RNA is excreted in faeces, and extrapolate the number of infected people in a population from concentrations of viral RNA in wastewater samples.

Researchers will also need to ensure that they are looking at a representative sample of what is being excreted by the population and not just one snapshot in time, and that their tests can detect the virus at low levels, say scientists representing the Queensland Alliance for Environmental Health Sciences in Australia, a research centre that advises the state government on environmental-health risks. And it's important that wastewater surveillance, should it be feasible, does not take away resources from the testing of individuals, the group says.

Some efforts to monitor the virus have been stalled by university and laboratory shut-downs and the limited availability of reagents to conduct tests — the same ones used in clinics, which are already in short supply, says Kyle Bibby, an environmental engineer at the University of Notre Dame in Indiana. “We don't want to contribute to the global shortage,” he says.

## Early-warning sign

Infection-control measures, such as social distancing, will probably suppress the current pandemic, but the virus could return once such measures are lifted. Routine wastewater surveillance could be used as a non-invasive early-warning tool to alert communities to new COVID-19 infections, says Ana Maria de Roda Husman, an infectious-disease researcher at the Netherlands National Institute for Public Health and the Environment in Bilthoven. The institute has previously monitored sewage to detect outbreaks of norovirus, antibiotic-resistant bacteria, poliovirus and measles.

de Roda Husman's group detected traces of SARS-CoV-2 in wastewater at Schiphol Airport in Tilburg only four days after the Netherlands confirmed its first case of COVID-19 using clinical testing. The researchers now plan to expand sampling to the capitals of all 12 provinces in the Netherlands and 12 other sites that have not had any confirmed cases. Medema's group found viral RNA in the city of Amersfoort before infections had been reported in the community.

Studies have also shown that SARS-CoV-2 can appear in faeces within three days of infection, which is much sooner than the time taken for people to develop symptoms severe enough for them to seek hospital care — up to two weeks — and get an official diagnosis, says Tamar Kohn, an environmental virologist at the Swiss Federal Institute of Technology in Lausanne. Tracking viral particles in wastewater could give public-health officials a head start on deciding whether to introduce measures such as lockdowns, she says. "Seven to ten days can make a lot of difference in the severity of this outbreak."

Earlier identification of the virus's arrival in a community might limit the health and economic damage caused by COVID-19, especially if it comes back next year, says Bibby.

Wastewater monitoring has been used for decades to assess the success of vaccination campaigns against poliovirus, says Charles Gerba, an environmental microbiologist at The University of Arizona in Tucson. The approach could also be used to measure the effectiveness of interventions such as social distancing, says Gerba, who has found traces of SARS-CoV-2 in raw sewage in Tucson.

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# **Bloomberg**

## **Dutch Scientists Find a Novel Coronavirus Early-Warning Signal**

By [Jason Gale](#) March 30, 2020

Dutch scientists were able to find the coronavirus in a city's wastewater before Covid-19 cases were reported, demonstrating a novel early warning system for the pneumonia-causing disease.

The so-called SARS-CoV-2 coronavirus is often [excreted](#) in an infected person's [stool](#). Although it's unlikely that sewage will become an important route of transmission, the pathogen's increasing circulation in communities will increase the amount of it flowing into sewer systems, [Gertjan Medema](#) and colleagues at the KWR Water Research Institute in Nieuwegein said on Monday.

They detected genetic material from the coronavirus at a wastewater treatment plant in [Amersfoort](#) on March 5, before any cases had been reported in the city, located about 50 kilometers (32 miles) southeast of Amsterdam. The Netherlands confirmed its first Covid-19 case on Feb. 27 and discovered [health workers](#) had fallen ill with the infection in a southern part of the country days later -- a sign that it was spreading in the community.

"It is important to collect information about the occurrence and fate of this new virus in sewage to understand if there is no risk to sewage workers, but also to determine if sewage surveillance could be used to monitor the circulation of SARS-CoV-2 in our communities," Medema, the institute's principal microbiologist, and co-authors said in [a paper](#) released ahead of peer review. "That could complement current clinical surveillance, which is limited to the Covid-19 patients with the most severe symptoms." It's the first report of detection of SARS-CoV-2 in sewage, they said.

Wastewater surveillance is a well established method of detecting poliovirus and antibiotic-resistant bacteria, as well as the use of illicit and prescription medications. Sewage surveillance could also serve as early warning of the emergence and re-emergence of Covid-19 in cities, the Dutch scientists said.

"The detection of the virus in sewage, even when the Covid-19 prevalence is low, indicates that sewage surveillance could be a sensitive tool to monitor the circulation of the virus in the population," they said.