

**NOTICE AND AGENDA  
Special Board Meeting  
Sanitary District No. 5 of Marin County  
Thursday, May 6, 2021**

**2:00 P.M. SPECIAL BOARD MEETING – BUDGET WORKSHOP**

**CORONA VIRUS (COVID-19) ADVISORY NOTICE**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the 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 Board and included in the public record for the meeting.

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

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

**How to Participate in the Meeting:**

**Join Zoom Meeting by clicking on the following link:**

**<https://us02web.zoom.us/j/6230620778>**

**Meeting ID: 623 062 0778**

**or join by phone:**

**Call in number: (669) 900-9128    Participant Code: 623 062 0778**

**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:**

**NEW BUSINESS**

1. Review and approve Cove Road Force Main Project change orders #12 through #16, and final progress payment #11, in the amount of \$189,361 (one hundred eighty-nine, three hundred sixty one dollars only) for final closeout (Rubio) – Action

2. BUDGET WORKSHOP

A. Review Fiscal Year 2021-2022 Preliminary Budget (Rubio)

- i. Operating budget review
- ii. Capital budget review
- iii. Capital Improvement Program

B. Review and discuss SD5 Strategic Plan. Provide updates to plan consistent with FY2021-2022 Budget Review (Rubio) – Action

C. Review and consideration of Fiscal Year 2021-2022 Preliminary SD5 Reserve Policies for the Tiburon and Belvedere zones (Rubio) – Action

3. Consideration of approval of Fiscal Year 2021-2022 Preliminary Budget in preparation for Public Notice to be provided at the May 20, 2021 Regular Board Meeting for consideration of approval and adoption of the Fiscal Year 2021-2022 Final Budget (Rubio) – Action

## **ADJOURNMENT**

The Board will be asked to adjourn the meeting to a Regular Board Meeting on May 20<sup>th</sup>, 2021, at 5:00 p.m. at the Main Plant of Sanitary District No. 5 of Marin County.

*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.*



555 DUBOIS STREET  
SAN RAFAEL, CA 94901



PHONE: (415) 459-8640  
FAX: (415) 459-1475

SANITARY DIST #5  
OF MARIN COUNTY  
PO BOX 227  
TIBURON, CA 94920

INVOICE: **11629**  
DATE: **3/31/2021**

**M&G JOB: 7716**  
*COVERD FORCE MAIN  
REPLACEMENT PROJECT*

CUSTOMER: SANITD  
CONTRACT/PO#:

Original Sum	\$ 1,971,971.00
Net Change by Change Orders	\$ 461,962.69
Contract Sum To Date	\$ 2,421,433.69
Total Completed To Date	\$ 2,279,944.72
Previous Retention Balance	\$ 103,405.87
Current Retention Balance	\$ 9,966.37
Total Amount Billed Less Retainage	\$ 2,154,072.48
Less Previous Billings	\$ 1,964,711.40
<b>CURRENT AMOUNT THIS INVOICE</b>	<b>\$ 189,361.08</b>

<b>CONTRACT BILLING SUMMARY</b>	
Billed to Date:	\$ 2,279,944.72
Paid to Date:	\$ 1,760,797.99
<b>Retention Balance Due:</b>	<b>\$ 113,372.24</b>
Total Amount Due :	\$ 405,774.50

No.	Bid Item Description	Tib Quant	Belv Quant	Total Quantity	Unit Price	Total Bid Price	Work Completed			Amount Due		
							Tib Quant	Belv Quant	Total	Tib Amount	Belv Amount	Total
1	Mob/Demo, SWPPP, Permits (Except For Caltrans Permit) & Licenses (Less Than 5% of Total Cost)	50%	50%	1 LS	\$95,668	\$95,668	50%	50%	100%	\$47,834.00	\$47,834.00	\$95,668
2	Install (N) 16" OD HDPE Force Main	1,539	603	2142 LF	\$322	\$689,724	1,539	603	2,142	\$495,558.00	\$194,166.00	\$689,724
3	Install (N) 16" OD HDPE Force Main With Steel Casing in Caltrans ROW	226	0	226 LF	\$1,200	\$271,200	226	0	226	\$271,200.00	\$0.00	\$271,200
4	Install (N) Five Segment 16" OD HDPE Force Main Bend With Steel Casing in Caltrans ROW	1	0	1 EA	\$8,000	\$8,000	1	0	1	\$8,000.00	\$0.00	\$8,000
5	Install Steel Cased Minor Deflection Bend	1	0	1 EA	\$13,000	\$13,000	1	0	1	\$13,000.00	\$0.00	\$13,000
6	Install Five Segment Bend 16" OD HDPE Bend	3	5	8 EA	\$1,000	\$8,000	3	5	8	\$3,000.00	\$5,000.00	\$8,000
7	Connect to Existing Manhole 624	1	0	1 EA	\$7,000	\$7,000	1	0	1	\$7,000.00	\$0.00	\$7,000
8	Construct New 5 Ft Manhole	1	0	1 EA	\$15,000	\$15,000	1	0	100%	\$15,000.00	\$0.00	\$15,000
9	Mortar Coat New 5 Ft Manhole	7	0	7 VF	\$800	\$5,600	7	0	7	\$5,600.00	\$0.00	\$5,600
10	Construct Vault for 12" Flowmeter and Existing Force Main Connection	0	1	1 EA	\$95,000	\$95,000	0	1	100%	\$0.00	\$95,000.00	\$95,000
11	Install Bore and Jack 14" Steel Casing and 6.625 OD HDPE Beach Pump Station Force Main	110	0	110 LF	\$1,000	\$110,000	110	0	110	\$110,000.00	\$0.00	\$110,000
12	Install 6.625 OD HDPE Beach Pump Station Force Main by Direct Burial	152	0	152 LF	\$300	\$45,600	152	0	152	\$45,600.00	\$0.00	\$45,600
13	Construct Beach Road Pump Station Force Main Valve Vault Connection	0	1	1 EA	\$76,000	\$76,000	0	1	1	\$0.00	\$76,000.00	\$76,000
14	Connect New 6.625 OD HDPE Beach Pump Station Force Main to Existing Valve Pit	1	0	1 EA	\$15,000	\$15,000	1	0	100%	\$15,000.00	\$0.00	\$15,000
15	Restoration of Damaged Sidewalk and Driveway Approach	32	32	64 SF	\$50	\$3,200	32	32	64	\$1,600.00	\$1,600.00	\$3,200
16	Restoration of Damaged Town of Tiburon Brick and Reinforced Concrete Sidewalk Crossing	400	0	400 SF	\$80	\$32,000	400	0	400	\$32,000.00	\$0.00	\$32,000
17	Curb and Gutter Replacement	10	10	20 LF	\$50	\$1,000	10	10	20	\$500.00	\$500.00	\$1,000
18	Asphalt Concrete Trench Repair and Replacement of Pavement Markings	300	600	900 TON	\$290	\$261,000	300	600	900.00	\$87,000.00	\$174,000.00	\$261,000
19	Hard Rock Excavate/Buried Concrete	25	25	50 CY	\$1	\$50	25	25	50	\$25.00	\$25.00	\$50
20	Groundwater Pumping Treatment System and Disposal	50%	50%	1 LS	\$30,000	\$30,000	50%	50%	100%	\$15,000.00	\$15,000.00	\$30,000
21	Shoring For All Excavations	50%	50%	1 LS	\$25,000	\$25,000	50%	50%	100%	\$12,500.00	\$12,500.00	\$25,000
22	Temporary Sewage Bypassing	1	1	1 LS	\$24,979	\$24,979	1	1	1	\$12,489.50	\$12,489.50	\$24,979
23	Caltrans Approved Encroachment Permit "Double Permit" (Sum Total of 23a to 23f)					\$54,300						\$54,300
23a	Shoring Plans Signed and Sealed by CA Registered Engineer	0	1	1 LS	\$5,000		0	1	1	\$0.00	\$5,000.00	
23b	Cal-Osha Permit for "Trenching and Excavation"	0	1	1 LS	\$100		0	1	1	\$0.00	\$100.00	
23c	Traffic Control Plans	0	1	1 LS	\$17,000		0	1	1	\$0.00	\$17,000.00	
23d	Water Pollution Control Plans (Wpcp) Signed by Qsp, Approved by RWQCB	0	1	1 LS	\$14,000		0	1	1	\$0.00	\$14,000.00	
23e	Dewatering Plans and Dewatering Permit From RWQCB	0	1	1 LS	\$600		0	1	1	\$0.00	\$600.00	
23f	Ground Movement Monitoring Plans for all Caltrans ROW Work	0	1	1 LS	\$17,600		0	1	1	\$0.00	\$17,600.00	
24.	Pothole Utility Mains	9	12	21 EA	\$650	\$13,650	9	12	21	\$5,850.00	\$7,800.00	\$13,650
25.	Pothole Existing Sewer Force Main at 100 Foot Intervals	14	6	20 EA	\$650	\$13,000	14	6	20	\$9,100.00	\$3,900.00	\$13,000
26.	Approved Traffic Control and Notifications From Tiburon and Belvedere	50%	50%	1 LS	\$15,000	\$15,000	50%	50%	1	\$7,500.00	\$7,500.00	\$15,000
27.	Changed Condition Allowance	50%	50%	1 LS	\$40,000	\$40,000	50%	50%	97%	\$20,000.00	\$20,000.00	\$40,000
28.	As-Built Drawings	50%	50%	1 LS	\$4,000	\$4,000	50%	50%	100%	\$2,000.00	\$2,000.00	\$4,000
						<b>Contract Total</b>				<b>Total Work Completed</b>		<b>\$1,971,971</b>

**CHANGE ORDERS**

CO#1	Additional Potholing			1 LS	\$18,456.74	\$18,456.74	
CO#2	Additional Cove Rd/Beach Rd Mainline Trenching Costs			1 LS	\$171,037.48	\$171,037.48	
CO#3	Additional Cove Rd/Beach Rd Mainline Trenching Costs (continued)			1 LS	\$41,546.47	\$41,546.47	
CO#4	Open Cut, Trenching and Shoring on Beach Road			1 LS	\$191,699.43	\$191,699.43	
CO#5	Open Cut, Trenching and Shoring on Beach Road (continued)			1 LS	\$83,916.62	\$83,916.62	
CO#6	Open Cut, Trenching and Shoring on Beach Road (continued)			1 LS	\$16,231.59	\$16,231.59	
CO#7	Adjust Cove Pump Station Force Main Plan and Profile			1 LS	-\$69,280.00	-\$69,280.00	
CO#8	Adjust Beach Rd Pump Station Force Main Plan			1 LS	-\$22,931.00	-\$22,931.00	
CO#9	Additional Calendar Days Added to the Contract			1 LS	\$0.00	\$0.00	
CO#10	Replaced Town of Tiburon's Storm Drain on Beach Rd			1 LS	\$12,500.00	\$12,500.00	
CO#11	Changed Field Conditions (\$38,813.84) - applied to Bid Item 27			1 LS	\$0.00	\$0.00	
CO#12	Extended Digging to Expose all PVC Pipe			1 LS	\$3,156.32	\$3,156.32	
CO#13	Bones, Cleaning and Hauling Contaminated Soil, Disposal of Creosote Treated Logs			1 LS	\$4,794.04	\$4,794.04	
CO#14	Replacement of Aged Traffic Signal Loops at Beach Rd Intersection With Tiburon Blvd.			1 LS	\$10,835.00	\$10,835.00	
CO#15	Balancing Change Order			1 LS	-\$425,551.06	-\$155,551.06	
CO#16	Additional Contaminated Soil Disposal			1 LS	\$1,562.09	\$1,562.09	
						<b>Change Orders Total</b>	<b>\$307,973.72</b>

Total Work Completed Plus Change Orders	\$2,279,944.72
Less 5% retention	(\$113,997.24)
Plus 5% retention not taken on CCO#10-paid in full	\$625.00
Less Previous Payments	(\$1,760,797.99)
<b>TOTAL AMOUNT DUE</b>	<b>\$405,774.50</b>

\*Additive Alternate 1 was not included in the Contract. However+A22, City of Belvedere still required CDF backfill. CDF backfill cost were in the Change Orders Nos 2 thru 6..

## 7716 - SANI DISTRICT COVE RD FORCE MAIN REPLACE.xlsx --- Progress #11

Bid Item	Bid Description	Bid Quantity	Units	Unit Price	Bid Total	Complete this Estimate	Total this Estimate	Previous Complete	Previous Total	Complete to Date	Total to Date
1	Mobilization, Demobilization	1	LS	95,668.00	95,668.00		\$ -	1.00	\$ 95,668.00	1.00	\$ 95,668.00
2	Install N 16" OD HDPE FM	2,142	LF	322.00	689,724.00		\$ -	1,567.00	\$ 504,574.00	1,567.00	\$ 504,574.00
3	Install N 16" OD HDPE FM w/ Casing CR	226	LF	1,200.00	271,200.00		\$ -	226.00	\$ 271,200.00	226.00	\$ 271,200.00
4	Install N 5 Segm. 16" OD HDPE FM Bend w/ Casing C	1	EA	8,000.00	8,000.00		\$ -		\$ -	0.00	\$ -
5	Install Steel Cased Minor Deflection Bend	1	EA	13,000.00	13,000.00		\$ -		\$ -	0.00	\$ -
6	Install 5 Segm. Bend 16" OD HDPE Bend	8.00	EA	1,000.00	8,000.00		\$ -	15.00	\$ 15,000.00	15.00	\$ 15,000.00
7	Connect to E MH 624	1	EA	7,000.00	7,000.00		\$ -		\$ -	0.00	\$ -
8	Construct N 5 FT MH w Liner	1	EA	15,000.00	15,000.00		\$ -	1.00	\$ 15,000.00	1.00	\$ 15,000.00
9	Mortar Coat N 5 FT Manhole	7	VF	800.00	5,600.00		\$ -	7.00	\$ 5,600.00	7.00	\$ 5,600.00
10	Construct Vault for 12" FlowMtr & E FM Connection	1	EA	95,000.00	95,000.00		\$ -	1.00	\$ 95,000.00	1.00	\$ 95,000.00
11	Install Bore & Jack 14' Casing & 6.63" OD HDPE Fm	110	LF	1,000.00	110,000.00		\$ -	110.00	\$ 110,000.00	110.00	\$ 110,000.00
12	Install 6.63" OD HDPE Beach PS FM by Open Trench	152	LF	300.00	45,600.00		\$ -	152.00	\$ 45,600.00	152.00	\$ 45,600.00
13	Construct Beach Rd PS FM Valve Vault Connection	1	EA	76,000.00	76,000.00		\$ -	1.00	\$ 76,000.00	1.00	\$ 76,000.00
14	Connect N 6.63" OD Beach Rd PS FM to E Vault Pit	1	EA	15,000.00	15,000.00		\$ -	1.00	\$ 15,000.00	1.00	\$ 15,000.00
15	Restoration of Damage SW & DW Approach	64	SF	50.00	3,200.00		\$ -	64.00	\$ 3,200.00	64.00	\$ 3,200.00
16	Restoration of Damaged Tiburon Bricks \$ PCC SW XW	400	SF	80.00	32,000.00		\$ -		\$ -	0.00	\$ -
17	Curb & Gutter Replacement	20	LF	50.00	1,000.00		\$ -	45.00	\$ 2,250.00	45.00	\$ 2,250.00
18	Trench Repair & Replace of Pave Markings	900	TON	290.00	261,000.00	617.00	\$ 178,930.00	575.29	\$ 166,834.10	1,192.29	\$ 345,764.10
19	Hard Rock Excavate/Buried Concrete	50	CY	1.00	50.00	50.00	\$ 50.00		\$ -	50.00	\$ 50.00
20	Groundwater Pumping Treatment System & Disposal	1	LS	30,000.00	30,000.00		\$ -	1.00	\$ 30,000.00	1.00	\$ 30,000.00
21	Shoring For All Excavations	1	LS	25,000.00	25,000.00		\$ -	1.00	\$ 25,000.00	1.00	\$ 25,000.00
22	Temporary Sewage Bypassing	1	LS	24,979.00	24,979.00		\$ -		\$ -	0.00	\$ -
23a	Shoring Plans Signed & Sealed By CA Reg Eng	1	LS	5,000.00	5,000.00		\$ -	1.00	\$ 5,000.00	1.00	\$ 5,000.00
23b	Cal-OSHA Permit for "Trenching & Excavation"	1	LS	100.00	100.00		\$ -	1.00	\$ 100.00	1.00	\$ 100.00
23c	Traffic Control Plans	1	LS	17,000.00	17,000.00		\$ -	1.00	\$ 17,000.00	1.00	\$ 17,000.00
23d	Water Pollution Control Plans (WPCP) Sign by QSP	1	LS	14,000.00	14,000.00		\$ -	1.00	\$ 14,000.00	1.00	\$ 14,000.00
23e	Dewatering Plans & Dewatering Permit From RWQCB	1	LS	600.00	600.00		\$ -	1.00	\$ 600.00	1.00	\$ 600.00
23f	Ground Movement Monitoring Plans for CalTrans Work	1	LS	17,600.00	17,600.00		\$ -	1.00	\$ 17,600.00	1.00	\$ 17,600.00
24	Pothole Utility Mains	21	EA	650.00	13,650.00		\$ -	50.00	\$ 32,500.00	50.00	\$ 32,500.00
25	Pothole E Sewer FM @ 100 LF Intervals	20	EA	650.00	13,000.00		\$ -	26.00	\$ 16,900.00	26.00	\$ 16,900.00
26	Approved TC & Notifications from Tiburon & Belvedere	1	LS	15,000.00	15,000.00		\$ -	1.00	\$ 15,000.00	1.00	\$ 15,000.00

7716 - SANI DISTRICT COVE RD FORCE MAIN REPLACE.xlsx --- Progress #11

Bid Item	Bid Description	Bid Quantity	Units	Unit Price	Bid Total	Complete this Estimate	Total this Estimate	Previous Complete	Previous Total	Complete to Date	Total to Date
27	Change Condition Allowance	1	LS	40,000.00	40,000.00		\$ -	0.970	\$ 38,813.84	0.970	\$ 38,813.84
28	As-Built Drawings	1	LS	4,000.00	4,000.00		\$ -	1.00	\$ 4,000.00	1.00	\$ 4,000.00
<b>TOTAL BASE BID</b>					<b>\$ 1,971,971.00</b>		<b>\$ 178,980.00</b>		<b>\$ 1,637,439.94</b>		<b>\$ 1,816,419.94</b>
CO #	Description	QTY	Units	Unit Price	Total	Complete this estimate	Total this Estimate	Previous Complete	Previous Total	Complete to Date	Total to Date
A-1	Replace all Intermediate Backfill Excavation w/ CDF	1	LS	270,000.00							
CCO - 1	Additional Potholing	1	LS	18,456.74	18,456.74			1.00	\$ 18,456.74	1.00	\$ 18,456.74
CCO - 2	Additional Cove Rd/Beach Rd Mainline Trenching Costs	1	LS	171,037.48	171,037.48			1.00	\$ 171,037.48	1.00	\$ 171,037.48
CCO - 3	Additional Cove Rd/Beach Rd Mainline Trenching Costs (continued)	1	LS	41,546.47	41,546.47			1.00	\$ 41,546.47	1.00	\$ 41,546.47
CCO - 4	Open Cut, Trenching and Shoring on Beach Rd	1	LS	191,699.43	191,699.43			1.00	\$ 191,699.43	1.00	\$ 191,699.43
CCO - 5	Open Cut, Trenching and Shoring on Beach Rd (continued)	1	LS	83,916.62	83,916.62			1.00	\$ 83,916.62	1.00	\$ 83,916.62
CCO - 6	Water Pumping, Pulled Shield Plates, Wire Run, Placed Rock and Concrete Excavation	1	LS	16,231.59	16,231.59			1.00	\$ 16,231.59	1.00	\$ 16,231.59
CCO - 7	Adjust Force Main Plan and Profile	1	LS	-69280.00	-69280.00			1.00	\$ (69,280.00)	1.00	\$ (69,280.00)
CCO - 8	Adjust Beach Rd Pump Station Force Main Plan	1	LS	-22931.00	-22931.00			1.00	\$ (22,931.00)	1.00	\$ (22,931.00)
CCO - 9	No-Cost Change Order for additional calendar days	1	LS	0.00	0.00						
CCO - 10	Storm Drain Replacement on Beach Rd.	1	LS	12,500.00	12,500.00			1.00	\$ 12,500.00	1.00	\$ 12,500.00
CCO - 11	Changed Field Conditions	1	LS	0.00	0.00						
CCO - 12	Replace PVC pipe with new ductile iron pipe	1	LS	3,156.32	3,156.32	1.00	\$ 3,156.32			1.00	\$ 3,156.32
CCO - 13	Production Delay/Clean Up Contaminated Soil	1	LS	4,794.04	4,794.04	1.00	\$ 4,794.04			1.00	\$ 4,794.04
CCO - 14	Replacement of Traffic Loops	1	LS	10,835.00	10,835.00	1.00	\$ 10,835.00			1.00	\$ 10,835.00
CCO - 15	Balancing Change Order	1	LS	-155,551.06	-155,551.06					1.00	\$ (155,551.06)
CCO - 16	Disposal of Contaminated Soil	1	LS	1,562.09	1,562.09	1.00	\$ 1,562.09			1.00	\$ 1,562.09
					\$ 307,973.72		\$ 20,347.45		\$ 443,177.33		\$ 307,973.72
<b>TOTAL BASE + ADD ALTS 1, 2, 3, 4 &amp; CCO's</b>					<b>\$ 2,279,944.72</b>		<b>\$ 199,327.45</b>		<b>\$ 2,080,617.27</b>		<b>\$ 2,279,944.72</b>
<b>MARCH 2021 Billing Amount</b>							<b>\$ 199,327.45</b>	<b>CONTRACT + CCO TOTAL</b>			<b>\$ 2,279,944.72</b>



Civil and Sanitary Consultants

April 30, 2021

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

Re: Cove Road Force Main Rehabilitation  
Progress Payment No.11 **REVISED**

Dear Tony:

Maggiora & Ghilotti has requested Progress Billing No.11 for the above referenced project for work through April 30, 2021.

We have reviewed the above payment request and recommend payment.

Very truly yours,

NUTE ENGINEERING

By

A handwritten signature in blue ink, appearing to read "Mark T. Wilson", written over a horizontal line.

Mark T. Wilson, PE

cc: Maggiora & Ghilotti

**Project:** Cove Road Sewer Rehab

**Change Order No.** 12

**Date:** April 6, 2021

**Owner:** Sanitary District No. 5

**Phone:** (415) 435-1501

**Contractor:** Maggiora & Ghilotti, Inc.

**Phone:** (415) 435-4960

The following change is hereby made to the contract:

**Description of Change:**

During the construction of the new force main connection at the Cove Pump Station, the Contractor discovered the buried existing force main transitions from ductile iron pipe to C-900 PVC, 10 inch. The District wanted to determine how much PVC to remove and requested more of the existing force main be carefully exposed.

M&G Rpt #	Loc.	Perform Date	Description	Cost
70.0		1/19/2021	Extended digging to expose all PVC pipe	\$2,405.02
71.0		1/19/2021	Materials costs related to DEWR #70.	\$751.30
<b>TOTAL CO#1</b>				<b>\$3,156.32</b>

**Reason for Change:**

The existing force main utilized two pipe materials, ductile iron and PVC. The District wanted to replace the PVC pipe with new ductile iron pipe to support the new ductile iron valves and tee.

**Pricing Data:** \$3,156.32 (see attached DEWR #70 and #71)

**Requested by:** District

**Contract Time:** Adds 1 calendar day(s) to the Contract.

The Owner and the Contractor hereby agree that this change order constitutes full and mutual accord and satisfaction for all time, all costs, and all impacts related to this revision. In accepting this change order, the Contractor agrees that it represents a full and equitable adjustment to the Contract, and further agrees to waive all rights to file claim with respect to any difficulties arising from, or as a result of, this change.

Original Contract: \$1,971,971.00

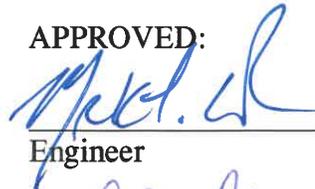
Previous Additions: \$ 535,388.33

Previous Deductions: (\$ 92,211.00)

This Change Order: \$ 3,156.32

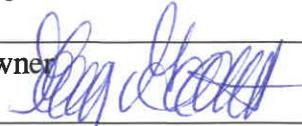
Contract to Date: \$2,418,304.65

APPROVED:



Engineer

Owner



Contractor

## DAILY EXTRA WORK REPORT

<b>SANITARY DISTRICT #5</b> Contractor Job: 7716 - COVE RD FORCE MAIN REPLACEMENT Work Performed By: Maggiora and Ghilotti, Inc. Description of Work: EXTENDED DIGGING TO EXPOSE ALL PVC PIPE										Change Order <b>001</b> Billing Number <b>70.0</b> Report Date <b>1/19/2021</b> Perform Date <b>1/15/2021</b>			
<b>Labor Charges</b>										<b>Labor Charges</b>			
Craft/Level	Employee Name				RT Hrs	OT Hrs	Subs Units	RT Rate	OT Rate	Subs Rate	Extended	RT Labor	
L01 LBR G3	A Dagler				4.00			72.820			291.280	SC 10.00%	107.41
L02 OE G2	S Hubert				4.00			76.870			307.480	OT Labor	0.00
L03 LBR G3	G Velarde				4.00			60.470			241.880		
L04 LBR G3	O Barrera				4.00			58.360			233.440		
												Subtotal Labor	1,181.49
												Subsistence	0.00
												Other Expenses	0.00
												MU 35.00%	413.52
												Labor Total	<b>1,595.01</b>
<b>Equipment Charges</b>										<b>Equipment Charges</b>			
Equipment ID	Class	Make	Model	A1	A2	RT Hrs	OT Hrs	RT Rate	OT Rate	Delay Factor	Extended	Subtotal	
E01 PT60	TRUCK T&TT		06-12			4.00		31.000			124.000	MU 15.00%	105.65
E02 FT50	TRUCK T&TT		20-28			4.00		42.490			169.960		
E03 FT42	TRUCK T&TT		28-36			4.00		47.910			191.640		
E04 DT41	TRUON TRUN		2AXL			4.00		54.690			218.760		
												Equipment Total	<b>810.01</b>
												<b>Material Charges</b>	
												Activity Total	<b>2,405.02</b>
												Work Total	<b>2,405.02</b>
												Bill Subtotal	<b>2,405.02</b>
<b>For Owner/Resident Engineer's Use Only</b>										Accepted:			
<input type="checkbox"/> New Bill	<input type="checkbox"/> Approved for Payment	Date of Action:				Customer:		Date:					
<input type="checkbox"/> Resubmittal	<input type="checkbox"/> Returned for Correction	Date Received:				Contractor:		Date:				Bill Total +	<b>2,405.02</b>



## DAILY EXTRA WORK REPORT

<b>SANITARY DISTRICT #5</b> Contractor Job: 7716 - COVE RD FORCE MAIN REPLACEMENT Work Performed By: Maggiora and Ghilotti, Inc. Description of Work: Missing December Dutra Invoice						Change Order <b>001</b> Billing Number <b>71.0</b> Report Date <b>1/19/2021</b> Perform Date <b>12/01/2020</b>	
<b>Material/Specialist Work/Lump Sum or Unit Price Payment</b>						<b>Labor Charges</b>	
Number	Date	Vendor Name and Description	Units	Unit Price	Extended		
M01 41125	12/01/2020	Dutra / 3/4" Drain Rock	1.000 LS	653.30000	653.30		
						<b>Equipment Charges</b>	
						<b>Material Charges</b>	
						Subtotal	653.30
						MU 15.00%	<u>98.00</u>
						Material Total	<b>751.30</b>
						Activity Total	<b>751.30</b>
						Work Total	<b>751.30</b>
						Bill Subtotal	<b>751.30</b>
<b>For Owner/Resident Engineer's Use Only</b>				Accepted:			
<input type="checkbox"/> New Bill <input type="checkbox"/> Approved for Payment		Date of Action:		Customer:		Date:	
<input type="checkbox"/> Resubmittal <input type="checkbox"/> Returned for Correction		Date Received:		Contractor:		Date:	
						Bill Total +	<b>751.30</b>



**DUTRA MATERIALS**

2350 Kerner Boulevard, Suite 200 | San Rafael, CA 94901 | Tel: 415.459.7740 | Fax: 415.459.0727

**INVOICE** ✓

**Sold To:** Maggiora & Ghilotti Inc.  
555 Dubois Street  
San Rafael, CA 94901



<b>Invoice #:</b>	41125
<b>Date:</b>	12/1/20
<b>Customer No:</b>	49900
<b>Customer Job:</b>	Cove Rd. Tiburon
<b>Cust Job #:</b>	
<b>PO #:</b>	7716

Sale Date	Ticket	Product	Loc	Units UM	Unit Price	Matl Total	Tax Rate	Tax	Total
MATERIAL:	3/4X1/2 DRAIN VIR								
12/1/20	515421	310	20	19.290 TON	\$31.0000	\$597.99	9.25%	\$55.31	\$653.30
<b>Total Invoice:</b>				19.290 TON		\$597.99		\$55.31	\$653.30

Payment Type: On Account

Location: 10=San Rafael, 20=Richmond

DIS Pay Terms 10TH, NET 30	\$5.27 Discount Offered If Paid Before 10th of the Following Month	Total:	\$653.30
----------------------------	--------------------------------------------------------------------	--------	----------

**Project:** Cove Road Sewer Rehab

**Change Order No. 13**

**Owner:** Sanitary District No. 5

**Date:** April 6, 2021

**Contractor:** Maggiora & Ghilotti, Inc.

**Phone:** (415) 435-1501

**Phone:** (415) 435-4960

The following change is hereby made to the contract:

**Description of Change:**

1) Production delay experienced during the excavation for new force main near the intersection of Juanita Lane and Tiburon Blvd, the Contractor discovered several large bones, 2) cleaned up contaminated soil piles and placed in super sacks for off haul, and 3) disposed of creosote treated logs.

M&G Rpt #	Loc.	Perform Date	Description	Cost
73.0		2/3/2021	Bones found in spoils	\$ 2,172.89
69.0		1/19/2021	Clean up contaminated soil piles, soil placed in super sacks for off haul	\$ 1,642.11
76.0		3/17/2021	Disposal of Creosote Logs	\$ 979.04
<b>TOTAL CO#1</b>				<b>\$4,794.04</b>

**Reason for Change:**

1) Discovery of large bones required the excavation to stop and a determination if bones were of human origin, 2) the handling of contaminated soil for eventual disposal was previously excavated from the trench and, 3) proper disposal of creosote treated logs is required.

**Pricing Data:** \$4,794.04 (see attached DEWR #73, #69 and #76)

**Requested by:** District

**Contract Time:** Adds 1 calendar day(s) to the Contract.

The Owner and the Contractor hereby agree that this change order constitutes full and mutual accord and satisfaction for all time, all costs, and all impacts related to this revision. In accepting this change order, the Contractor agrees that it represents a full and equitable adjustment to the Contract, and further agrees to waive all rights to file claim with respect to any difficulties arising from, or as a result of, this change.

Original Contract: \$1,971,971.00

Previous Additions: \$ 538,544.65

Previous Deductions: (\$ 92,211.00)

This Change Order: \$ 4,794.04

Contract to Date: \$2,423,098.69

APPROVED:

Engineer

Owner

Contractor

## DAILY EXTRA WORK REPORT

<b>SANITARY DISTRICT #5</b> Contractor Job: 7716 - COVE RD FORCE MAIN REPLACEMENT Work Performed By: Maggiora and Ghilotti, Inc. Description of Work: OPEN CUT & SHORE FOR PIPELINE ON TIBURON BLVD								Change Order <b>001</b> Billing Number <b>69.0</b> Report Date 1/19/2021 Perform Date 1/13/2021		
<b>Labor Charges</b>								<b>Labor Charges</b>		
Craft/Level	Employee Name	RT Hrs	OT Hrs	Subs Units	RT Rate	OT Rate	Subs Rate	Extended	RT Labor	1,039.20
L01	TMS G3	B Garcia	5.00		69.440			347.200	SC 10.00%	103.92
L02	OE G3	J Antone	5.00		80.040			400.200	OT Labor	0.00
L03	LBR G3	J Lemar	5.00		58.360			291.800	Subtotal Labor	1,143.12
									Subsistence	0.00
									Other Expenses	0.00
									MU 35.00%	400.09
									Labor Total	<b>1,543.21</b>
									<b>Equipment Charges</b>	
									<b>Material Charges</b>	
									Activity Total	<b>1,543.21</b>
									Work Total	<b>1,543.21</b>
									Bill Subtotal	<b>1,543.21</b>
<b>For Owner/Resident Engineer's Use Only</b>								Accepted:		
<input type="checkbox"/> New Bill	<input type="checkbox"/> Approved for Payment	Date of Action:		Customer:		Date:				
<input type="checkbox"/> Resubmittal	<input type="checkbox"/> Returned for Correction	Date Received:		Contractor:		Date:		Bill Total +	<b>1,543.21</b>	

DAILY REPORT : 005504

MAGGIORA & GHILOTTI, INC.

DAY: Wednesday

DATE: 1-13-21

FOREMAN: Dagler



FORCE ACCOUNT : YES  NO

Owners (Representative) Signature

M&G Representative Signature

EMPLOYEE	TOTALS		JOB #		JOB #		JOB #		JOB #		START		LUNCH BREAK		FINISH
	ST	OT	ST	OT	ST	OT	ST	OT	ST	OT	IN	OUT	IN	OUT	
1. Dagler	8		8								7:30	12	12:30	4	
2. Hubert	8		8								8	12	12:30	4	
3. Aaren	8		8								7	12	12:30	4	
4. Velarde	8		8								8	12	12:30	4	
5. Barrera	8		8								8	12	12:30	4	
6. Dehter	8		8								8	12	12:30	4	
7. Enriquez	8		8								8	12	12:30	4	
8. Bachmeier	8		8								8	12	12:30	4	
9. Garcia	8	.5	3	5	5						7	12	12:30	4	
10. Antune	8		3		5						7	12	12:30	3:30	
11. Lemar	8		3		5						7	12	12:30	3:30	
12.															
13.															
14.															
15.															
16.															
17.															
18.															

M&G EQUIPMENT ID#		
1.	PT-60	8 8
2.	FT-50	8 8
3.	EX-46	8 8
4.	DT-36	8 8
5.	L-37	8 8
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

**Meetings**

Tailgate Yes  No

J.H.A. Yes  No

Onsite: Yes  No

Notes: \_\_\_\_\_

**Traffic**

On Street Yes  No

Control Yes  No

Flagging Yes  No

TCP Yes  No

In Compliance Yes  No

Type (Check all that apply)

Lane Shift

Lane Closure

Single Lane Alternating

Road Closed

Other (Describe)

RENTED EQUIPMENT		
1.	PTF 0184060	✓
2.		
3.		
4.		

Force Account Notes / Comments

See tag #

005503

MATERIALS		
1.	Dutry 2242778	✓
2.		
3.		
4.		
5.		
6.		
7.		
8.		

DAILY REPORT : 005503  
 MAGGIORA & GHILOTTI, INC.  
 DAY: Wednesday  
 DATE: 1-13-21  
 FOREMAN: Dagler



FORCE ACCOUNT : YES  NO   
 Owners (Representative) Signature \_\_\_\_\_  
 M&G Representative Signature \_\_\_\_\_

EMPLOYEE	NAME	TOTALS		JOB #		JOB #		JOB #		JOB #		START		LUNCH BREAK		FINISH
		ST	OT	ST	OT	ST	OT	ST	OT	ST	OT	IN	OUT	IN	OUT	
1.	Antene	5											7			12
2.	Lemar	5											7			12
3.	Garcia	5											7			12
4.																
5.																
6.																
7.																
8.																
9.																
10.																
11.																
12.																
13.																
14.																
15.																
16.																
17.																
18.																

M&G EQUIPMENT ID#		ST	OT								
1.	Dt-38	5		5							
2.	Dt-46	5		5							
3.	EX-28	5		5							
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											

**Meetings**  
 Tailgate Yes  No   
 J.H.A. Yes  No   
 Onsite: Yes  No   
 Notes: \_\_\_\_\_

**Traffic**  
 On Street Yes  No   
 Control Yes  No   
 Flagging Yes  No   
 TCP Yes  No   
 In Compliance Yes  No   
 Type (Check all that apply)  
 Lane Shift C  
 Lane Closure C  
 Single Lane Alternating C  
 Road Closed C  
 Other (Describe) C

RENTED EQUIPMENT		ST	OT								
1.											
2.											
3.											
4.											

MATERIALS		ST	OT								
1.	MRRC 1687758										
2.											
3.											
4.											
5.											
6.											
7.											
8.											

**Force Account Notes / Comments**  
 Clean up  
 contaminated soil  
 piles from  
 Richmond yard  
 soil placed in  
 Super Sacks and  
 prepared for  
 off haul to  
 Landfill

WEIGHMASTER CERTIFICATE

THIS IS TO CERTIFY that the following described commodity was weighed, measured, or counted by a weighmaster whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by Chapter 7 (commencing with Section 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food and Agriculture.

SYSTEM GENERATED  
Ticket# 1687757

MARIN RESOURCE RECOVERY  
565 JACOBY ST  
SAN RAFAEL CA 94901

Date: 1/13/81  
In: 11:36 AM  
Out: 11:45 AM

Operator MSNELSONS

Cust# 02-0000342  
MAGGIORA & GHILOTTI INC  
555 DU BOIS ST  
SAN RAFAEL CA 94901

Vehicle ID: MAG/GHILOTTI  
Trailer/Box ID:  
Driver:  
Origin: MATB TIBURON

Tare:  
Tare:

Comment: 7716-X/DRVR JIMMY



Material	Qty	Gross Wgt	Tare Wgt	Net Wgt
MINIMUM	1.00	14640 LB A	14320 LB A	320 LB

7716-X

Total- 84.00

Driver Signature \_\_\_\_\_ Weighmaster Signature \_\_\_\_\_

Weight Codes: M=Manual, T=Stored Tare, A/B = Scale

# DAILY EXTRA WORK REPORT

## SANITARY DISTRICT #5

Contractor Job: 7716 - COVE RD FORCE MAIN REPLACEMENT  
 Work Performed By: Maggiora and Ghilotti, Inc.  
 Description of Work: BONES FOUND IN SPOILS

Change Order: 001  
 Billing Number: 73.0  
 Report Date: 2/03/2021  
 Perform Date: 2/02/2021

### Labor Charges

Craft/Level	Employee Name	RT Hrs	OT Hrs	Subs Units	RT Rate	OT Rate	Subs Rate	Extended
L01 LBR G3	A Dagler	2.00			72.820			145.640
L02 TMS G3	A Mariani	2.00			64.640			129.280
L03 LBR G3	E Aaron	2.00			61.350			122.700
L04 LBR G3	G Velarde	2.00			60.470			120.940
L05 LBR G3	J Othen	2.00			63.360			126.720
L06 LBR G3	L Law	2.00			62.360			124.720
L07 LBR G3	M Cortes	2.00			66.410			132.820
L08 TMS G3	B Garcia	2.00			69.440			138.880

### Equipment Charges

Equipment ID	Class	Make	Model	A1	A2	RT Hrs	OT Hrs	RT Rate	OT Rate	Delay Factor	Extended
E01 PT60		TRUCK T&T	06-12			2.00		31.000			62.000
E02 FT50		TRUCK T&T	20-28			2.00		42.490			84.980
E03 EX46		HCECL CAT	325FT			2.00		118.040			236.080
E04 DT38		TRUON TRUN	4AXL			2.00		80.630			161.260

Labor Charges		
RT Labor		1,041.70
SC	10.00%	104.17
OT Labor		0.00
Subtotal Labor		1,145.87
Subsistence		0.00
Other Expenses		0.00
MU	35.00%	401.05
Labor Total		1,546.92

Equipment Charges		
Subtotal		544.32
MU	15.00%	81.65
Equipment Total		625.97

Material Charges

Activity Total **2,172.89**

Work Total **2,172.89**

Bill Subtotal **2,172.89**

Bill Total + **2,172.89**

### For Owner/Resident Engineer's Use Only

New Bill   
  Approved for Payment   
  Resubmittal   
  Returned for Correction

Date of Action: \_\_\_\_\_  
 Date Received: \_\_\_\_\_

Accepted: \_\_\_\_\_  
 Customer: \_\_\_\_\_  
 Contractor: \_\_\_\_\_





Weighmaster:

**M&M SERVICES, INC.**  
**WINDSOR MATERIAL RECOVERY FACILITY**

Weighed at:

**590 CALETTI AVE. WINDSOR CA 95492**  
**PHONE 707-838-2597 FAX 707-838-2697**

**WEIGHMASTER CERTIFICATE**

THIS IS TO CERTIFY that the following described commodity was weighed, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by Chapter 7 (commencing with Section 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food and Agriculture.

VEHICLE	DATE IN	TIME IN	DATE OUT	TIME OUT	GROSS	TARE	NET	TONS	TICKET NUMBER
9A78890	03/17/2021	9:47 am	03/17/2021	9:57 am	29,140	26,640	2,500	1.25	<b>116631</b>

CUSTOMER: MAGGIORA & GHILOTTI, INC.  
 555 DU BOIS ST  
 SAN RAFAEL, CA 94901

ORIGIN: Tiburon

P.O. NO.:

CONTAINER #:

WORK ORDER #: 0

PRODUCT	QTY	UNIT	PRICE	AMOUNT
TREATED WOOD DISPOSAL	1.25	TON	185.00	231.25
TOTAL DUE:				231.25

RF #:

NOTES: HWY 131 / CAL TRANS

WEIGHMASTER  
 JUANITA QUASTER

DRIVERS SIGNATURE

**MAGGIORA & GHILOTTI, INC.**  
**DRIVERS DAILY RECORD OF ACTIVITY**

lunch  
12-1230

<b>DRIVER</b> Bachmeyer		<b>DATE</b> 3-17-21	
<b>TRUCK NO.</b> BTS	<b>TRAILER NO.</b>	<b>TIME START</b> 700	<b>TIME STOP</b> 330
<b>FOREMAN</b>		<b>NET HOURS WORKED</b>	
		ST 8	OT .5

<b>MILEAGE START:</b> 156971		<b>END:</b>		<b>SERVICE DUE:</b> 166219		
	JOB NO.	MATERIAL	LOADING		UNLOADING	
			ARRIVE	LEAVE	ARRIVE	LEAVE
1		WOOD IN TRUCK TO PLE				
2			725	730	750	805
3		CUT WOOD				
4			815			855
5		TO WINDSOR				
6			<del>855</del> 855		950	1000
7		L60 SWEEPER/PH			800	VALLEY
8			1120	1200	100	2000
9		DROP				
10		LEADER PLE			4-1	SWEEPER
11					855	
12						

BTS  
7:00 - 11:00

MORNING INSPECTION	OK	DEF	COMMENTS
BACKUP ALARM			
LIGHTS			
TIRES			
OIL			
WATER			

- ABOVE DEFECTS CORRECTED
- ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DRIVER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ORIGINAL**

**Project:** Cove Road Sewer Rehab

**Change Order No. 14**

**Date:** April 7, 2021

**Owner:** Sanitary District No. 5

**Phone:** (415) 435-1501

**Contractor:** Maggiora & Ghilotti, Inc.

**Phone:** (415) 435-4960

The following change is hereby made to the contract:

**Description of Change:**

Costs for replacement of the aged traffic signal loops at the eastbound Beach Road intersection with Tiburon Blvd.

**Reason for Change:**

Based on negotiations with the Town of Tiburon Public Works Dept for pavement restoration for the new 6" force main trenching, replacement of signal loops was agreed upon and costs will be split with the Town of Tiburon (see attached letter).

**Pricing Data:** \$10,835.00 (see attached DEWR #77.0)

**Requested by:** District

**Contract Time:** Adds 1 calendar day(s) to the Contract.

The Owner and the Contractor hereby agree that this change order constitutes full and mutual accord and satisfaction for all time, all costs, and all impacts related to this revision. In accepting this change order, the Contractor agrees that it represents a full and equitable adjustment to the Contract, and further agrees to waive all rights to file claim with respect to any difficulties arising from, or as a result of, this change.

Original Contract:	\$1,971,971.00	APPROVED:
Previous Additions:	\$ 543,341.69	
Previous Deductions:	(\$ 92,211.00)	Engineer
This Change Order:	\$ 10,835.00	Owner
Contract to Date:	\$2,433,936.69	
		Contractor

## DAILY EXTRA WORK REPORT

<b>SANITARY DISTRICT #5</b> Contractor Job: 7716 - COVE RD FORCE MAIN REPLACEMENT Work Performed By: Maggiora and Ghilotti, Inc. Description of Work: DC ELECTRIC - LOOP REPLACEMENTS/ NEW BOX	Change Order <b>001</b> Billing Number <b>77.0</b> Report Date <b>4/06/2021</b> Perform Date <b>4/06/2021</b>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------

Subcontract/Specialist Work						
Number	Date	Vendor Name and Description	Units	Unit Price	Extended	
S01 417151	4/06/2021	DC ELECTRIC / LOOP REPLACEMENTS/ NEW BOX	1.000 LS	9,850.00	9,850.00	

<b>Labor Charges</b>
<b>Equipment Charges</b>
<b>Material Charges</b>
<b>Subcontract Charges</b>
Subtotal <b>9,850.00</b>
MU 10.00% <b>985.00</b>
Subcontract Total <b>10,835.00</b>
Activity Total <b>10,835.00</b>
Work Total <b>10,835.00</b>
Bill Subtotal <b>10,835.00</b>

<b>For Owner/Resident Engineer's Use Only</b> <input type="checkbox"/> New Bill <input type="checkbox"/> Approved for Payment <input type="checkbox"/> Resubmittal <input type="checkbox"/> Returned for Correction Date of Action: _____ Date Received: _____	Accepted: _____ Customer: _____ Date: _____ Contractor: _____ Date: _____	Bill Total + <b>10,835.00</b>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------	-------------------------------



# Invoice

Remit To:  
 DC ELECTRIC GROUP, INC.  
 P.O. BOX 7525  
 COTATI, CA 94931  
 (707) 992-0141 OFFICE  
 LICENSE # 949934

Date	Invoice #
4/6/2021	417151

Bill To:
Maggiora Ghilotti 555 DuBois St Attn: Don Muns San Rafael, CA 94901

P.O. No.	Project	Terms	Due Date
7716-GG	J5700-Beach Rd. & Tib Blvd-(4) Loops (PO)	Net 30	5/6/2021

Quantity	Description	Rate	Amount
	DCE Job #J5700 - Beach Rd & Tiburon Blvd - Replace Loops and Detector Hand-Hole (G5 Box) M&G Project Name = San Dist #5 - Cove Rd - Sewer Force Main Customer PO #7716-GG		
	Scope of Work: 4/1/21 - Furnished and installed Four (4) Traffic Signal Detector Loops, per Caltrans Standards. NOTE: The G5 Box, Detector Hand Hole (DHH), was damaged and paved over (without our knowledge) and therefore a separate mobilization is required to return and replace the damaged box and finalize the splicing of the loops.		
	4/6/21 - Returned to site, saw-cut, removed and disposed of damaged DHH box. Furnished and installed one (1) new DHH (G5) box with lid marked "Detector" as required. Pulled new loop wires to pull-box in sidewalk, megged loops, made necessary splices and confirmed proper operation. Caltrans technician (Andre G.) was on-site during this work and confirmed/approved proper operation.		
	All work is complete as of 4/6/21.		
1	Loop Replacements (LS)	8,000.00	8,000.00
1	New DHH Box	1,000.00	1,000.00
1	Additional Mobilization Cost for DHH Replacement (Approved by Don Muns on 4/5/21)	850.00	850.00
		<b>Total</b>	<b>\$9,850.00</b>
		<i>(Sales Tax Included)</i>	



March 18, 2021

Tony Rubio  
General Manager  
Sanitary District No. 5  
PO Box 227  
Tiburon, California 94920

Holli Thier  
Mayor

.....

Jon Welner  
Vice Mayor

.....

Alice Fredericks  
Councilmember

.....

David Kulik  
Councilmember

.....

Jack Ryan  
Councilmember

Greg Chanis  
Town Manager

**Re: Final Project Paving  
Cove Road Pump Station Force Main Replacement Project**

Dear Mr. Rubio,

The Town received the letter dated March 16, 2021 documenting Sanitary District No. 5's (District) proposed pavement restoration for the above referenced Project. To help clarify the Town requirements, enclosed are the published standards that the Town is implementing on this and all projects (Standard Drawings 330-380). The Town's response to each of the roadway segments discussed in the March 16, 2021 letter are presented below.

**Previous Required Trench Plug in Beach Road and Juanita Lane**

The Town appreciates the District's pavement restoration in this area. Please note that per Table A on Standard Drawing 380 of the Town's trench restoration standards, the District had the option of installing 4" AC over 7" AB, or 7" deep lift AC.

**Beach Road to Juanita Lane Intersection**

The Town appreciates the District's pavement restoration in this area.

**Beach Road to Tiburon Blvd Intersection**

The Town recognizes that the pavement condition in this area was fair (PCI=58) and agrees to contribute funding for the grind and overlay of the lane as described in your letter, plus half the cost of the traffic detector loop replacement.

**Juanita Lane from Beach Road to Tiburon Blvd.**

The Town agrees to the District proposal for the Juanita Lane from Beach Road south to the beginning of the 8.5' wide restoration. Please note that the Town measured this as 80 feet, and not 40 feet as described in the letter.

For the remainder of Juanita Lane to Tiburon Boulevard, the Town is willing to accept a 2-inch grind and overlay on the east side of Juanita only (7.5 feet). This grind and overlay must overlap the new pavement restoration by 1 foot to eliminate the full depth seam in the asphalt. See enclosed cross section.

**Tiburon Blvd – Main Street Intersection to Round-About**

The Town appreciates the District's pavement restoration in this area.

If you have additional questions, please feel free to contact me at (415) 435-7388  
or [spalmer@townoftiburon.org](mailto:spalmer@townoftiburon.org).

Sincerely,

A handwritten signature in black ink, appearing to read "St Palmer".

Steven Palmer, PE  
Director of Public Works / Town Engineer

Enclosed:

Trench Restoration Standards  
Juanita Lane Cross Section

**Project:** Cove Road Pump Station and Force Main Imp

**Change Order No.** 15

**Date:** April 14, 2021

**Owner:** Sanitary District No. 5

**Phone:** (415) 435-1501

**Contractor:** Maggiora & Ghilotti

**Phone:** (415) 459-8640

---

The following change is hereby made to the contract:

**Description of Change:**

Balancing Change Order to address unit quantity differences from Contract.

**Reason for Change:**

This balancing change order addresses bid item changes from original contract quantities to actual quantities installed or deleted.

**Pricing Data:** (\$155,551.06) credit (see attached spreadsheet)

**Requested by:** District

**Contract Time:** No Change

---

The Owner and the Contractor hereby agree that this change order constitutes full and mutual accord and satisfaction for all time, all costs, and all impacts related to this revision. In accepting this change order, the Contractor agrees that it represents a full and equitable adjustment to the Contract, and further agrees to waive all rights to file claim with respect to any difficulties arising from, or as a result of, this change.

---

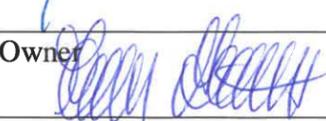
Original Contract: \$1,971,971.00

Previous Additions: \$ 554,173.69

Previous Deductions: (\$ 92,211.00)

This Change Order: (\$ 155,551.06)

Contract to Date: \$2,278,382.63

APPROVED:  
  
\_\_\_\_\_  
Engineer  
  
\_\_\_\_\_  
Owner  
  
\_\_\_\_\_  
Contractor

Bid Item	Unit Price	Original Quantity			Total Price	Revised Quantity			Actual Amount	Quantity Change			Total Amount Change	
		Tib Quant	Belv Quant	Quantity		Tib Quant	Belv Quant	Quantity		Tib Quant	Belv Quant	Quantity		
1	\$95,668	0.5	0.5	1 LS	\$95,668	0.5	0.5	1 LS	\$95,668.00	-	-	0 LS	\$0	
2	\$322	1539	603	2,142 LF	\$689,724	1567	0	1,567 LF	\$504,574.00	28	-603	-575 LF	-\$185,150.00	
3	\$1,200	226	0	226 LF	\$271,200	226	0	226 LF	\$271,200.00	-	-	0 LF	\$0.00	
4	\$8,000	1	0	1 EA	\$8,000	0	0	0 EA	\$0.00	-1	-	-1 EA	-\$8,000.00	
5	\$13,000	1	0	1 EA	\$13,000	0	0	0 EA	\$0.00	-1	-	-1 EA	-\$13,000.00	
6	\$1,000	3	5	8 EA	\$8,000	10	5	15 EA	\$15,000.00	7	-	7 EA	\$7,000.00	
7	\$7,000	1	0	1 EA	\$7,000	0	0	0 EA	\$0.00	-1	-	-1 EA	-\$7,000.00	
8	\$15,000	1	0	1 EA	\$15,000	1	0	1 EA	\$15,000.00	-	-	0 EA	\$0.00	
9	\$800	7	0	7 VF	\$5,600	7	0	7 VF	\$5,600.00	-	-	0 VF	\$0.00	
10	\$95,000	0	1	1 EA	\$95,000	0	1	1 EA	\$95,000.00	-	-	0 EA	\$0.00	
11	\$1,000	110	0	110 LF	\$110,000	110	0	110 LF	\$110,000.00	-	-	0 LF	\$0.00	
12	\$300	152	0	152 LF	\$45,600	152	0	152 LF	\$45,600.00	-	-	0 LF	\$0.00	
13	\$76,000	1	0	1 EA	\$76,000	1	0	1 EA	\$76,000.00	-	-	0 EA	\$0.00	
14	\$15,000	1	0	1 EA	\$15,000	1	0	1 EA	\$15,000.00	-	-	0 EA	\$0.00	
15	\$50	32	32	64 SF	\$3,200	32	32	64 SF	\$3,200.00	-	-	0 SF	\$0.00	
16	\$80	400	0	400 SF	\$32,000	0	0	0 SF	\$0.00	-400	-	-400 SF	-\$32,000.00	
17	\$50	10	10	20 LF	\$1,000	35	10	45 LF	\$2,250.00	25	-	25 LF	\$1,250.00	
18	\$290	300	600	900 TON	\$261,000	692.29	500	1192.29 TON	\$345,764.10	392.29	-100	292.29 TON	\$84,764.10	
19	\$1	25	25	50 CY	\$50	25	25	50 CY	\$50.00	-	-	0 CY	\$0.00	
20	\$30,000	0.5	0.5	1 LD	\$30,000	0.5	0.5	1 LD	\$30,000.00	-	-	0 LD	\$0.00	
21	\$25,000	0.5	0.5	1 LS	\$25,000	0.5	0.5	1 LS	\$25,000.00	-	-	0 LS	\$0.00	
22	\$24,979	0.5	0.5	1 LS	\$24,979	0	0	0 LS	\$0.00	-0.5	-0.5	-1 LS	-\$24,979.00	
23														
23a	\$5,000	1	0	1 LS	\$5,000	1	0	1 LS	\$5,000.00	-	-	LS	\$0.00	
23b	\$100	1	0	1 LS	\$100	1	0	1 LS	\$100.00	-	-	0 LS	\$0.00	
23c	\$17,000	1	0	1 LS	\$17,000	1	0	1 LS	\$17,000.00	-	-	0 LS	\$0.00	
23d	\$14,000	1	0	1 LS	\$14,000	1	0	1 LS	\$14,000.00	-	-	0 LS	\$0.00	
23e	\$600	1	0	1 LS	\$600	1	0	1 LS	\$600.00	-	-	0 LS	\$0.00	
23f	\$17,600	1	0	1 LS	\$17,600	1	0	1 LS	\$17,600.00	-	-	0 LS	\$0.00	
24	\$650	9	12	21 EA	\$13,650	30	20	50 EA	\$32,500.00	21	8	29 EA	\$18,850.00	
25	\$650	14	6	20 EA	\$13,000	19	7	26 EA	\$16,900.00	5	1	6 EA	\$3,900.00	
26	\$15,000	0.5	0.5	1 LS	\$15,000	0.5	0.5	1 LS	\$15,000.00	-	-	0 LS	\$0.00	
27	\$40,000	0.5	0.5	1 LS	\$40,000	0.59	0.38	0.97 LS	\$38,813.84	0.09	-0.12	-0.03 EA	-\$1,186.16	
28	\$4,000	0.5	0.5	1 LS	\$4,000	0.5	0.5	1 LS	\$4,000.00	-	-	0 LS	\$0.00	
<i>Contract total</i>					\$1,971,971					\$1,816,419.94				-\$155,551.06

**Project:** Cove Road Pump Station and Force Main Imp

**Change Order No.** 16

**Date:** April 30, 2021

**Owner:** Sanitary District No. 5

**Phone:** (415) 435-1501

**Contractor:** Maggiora & Ghilotti

**Phone:** (415) 459-8640

The following change is hereby made to the contract:

**Description of Change:**

This Change Order is for \$1,562.09 for Contractor handling, trucking and disposing of contaminated soil at a legal disposal site.

**Reason for Change:**

During the trench excavation in the Tiburon portion of the project, additional contaminated soil was encountered and required removal and disposal.

**Pricing Data:** \$1,562.09 (see attached DEWR #78)

**Requested by:** District

**Contract Time:** No Change

The Owner and the Contractor hereby agree that this change order constitutes full and mutual accord and satisfaction for all time, all costs, and all impacts related to this revision. In accepting this change order, the Contractor agrees that it represents a full and equitable adjustment to the Contract, and further agrees to waive all rights to file claim with respect to any difficulties arising from, or as a result of, this change.

Original Contract: \$1,971,971.00

Previous Additions: \$ 554,173.69

Previous Deductions: (\$ 247,762.06)

This Change Order: \$ 1,562.09

Contract to Date: \$ 2,279,944.72

APPROVED:

  
\_\_\_\_\_  
Engineer

  
\_\_\_\_\_  
Owner

Contractor

**Scott Ghilotti**  
Vice President

## DAILY EXTRA WORK REPORT

<b>SANITARY DISTRICT #5</b>		Change Order	<b>001</b>
Contractor Job: 7716 - COVE RD FORCE MAIN REPLACEMENT		Billing Number	<b>78.0</b>
Work Performed By: Maggiora and Ghilotti, Inc.		Report Date	4/21/2021
Description of Work: DISPOSAL OF CONTAMINATED SOIL		Perform Date	3/15/2021

Labor Charges									
Craft/Level	Employee Name	RT Hrs	OT Hrs	Subs Units	RT Rate	OT Rate	Subs Rate	Extended	
L01 TMS G3	B Garcia	5.00			69.440			347.200	

Equipment Charges											
Equipment ID	Class	Make	Model	A1	A2	RT Hrs	OT Hrs	RT Rate	OT Rate	Delay Factor	Extended
E01 DT39		TRUON TRUN	4AXL			5.00		80.630			403.150

Material/Specialist Work/Lump Sum or Unit Price Payment							
Number	Date	Vendor Name and Description			Units	Unit Price	Extended
M01 4212-000029980	3/15/2021	KELLER CANYON SANITARY LANDFILL / DISPOSAL OF CONTAMINATED			1.000 LS	506.85000	506.85

Labor Charges	
RT Labor	347.20
SC 10.00%	34.72
OT Labor	0.00
<b>Subtotal Labor</b>	<b>381.92</b>
Subsistence	0.00
Other Expenses	0.00
MU 35.00%	<u>133.67</u>
<b>Labor Total</b>	<b>515.59</b>

Equipment Charges	
Subtotal	403.15
MU 15.00%	<u>60.47</u>
<b>Equipment Total</b>	<b>463.62</b>

Material Charges	
Subtotal	506.85
MU 15.00%	<u>76.03</u>
<b>Material Total</b>	<b>582.88</b>

Activity Total **1,562.09**

Work Total **1,562.09**

Bill Subtotal **1,562.09**

Bill Total + **1,562.09**

<b>For Owner/Resident Engineer's Use Only</b>			Accepted:	
<input type="checkbox"/> New Bill	<input type="checkbox"/> Approved for Payment	Date of Action:	Customer:	Date:
<input type="checkbox"/> Resubmittal	<input type="checkbox"/> Returned for Correction	Date Received:	Contractor:	Date:



**KELLER CANYON LANDFILL  
COMPANY**  
901 BAILEY ROAD  
PITTSBURG, CA 94565



**INVOICE**

Invoice Date 03/15/2021  
 Invoice No 4212-000029980  
 Customer No 4-4212-0674954  
 Page No 1 of 2  
 Due Date 04/14/2021



00002169  
P205

MAGGIORA & GHILOTTI, INC. (ex.acct)  
 555 DUBOIS STREET  
 SAN RAFAEL, CA 94901

MAR 22 2021

<b>Current Charges</b>	<b>Total Amount Due</b>
\$506.85	\$506.85

Maggiora & Ghilotti, Inc

Please Pay Total Amount Due

Billing Questions? Call 925-232-2940

**PLEASE REMIT PAYMENT TO THE ADDRESS ON THE REMITTANCE COUPON!**  
 1.5% Late Fee for Invoices not paid within 30 days of the date of each invoice.

Date	Code	Description	Reference	Rate	Quantity	Amount
03/04	WU	SW-BENEFICIAL REUSE	01 1358572	38.00	13.20 TN	501.60
03/04	WU	Reference: BENJAMIN GARCIA/1229113				
03/04	WU	Vehicle: DT-39				
03/04	WU	Contract: 42122122873				
03/04	WU	Generator Name: SANITARY DISTRICT #5				
03/15	Z8	ADMINISTRATION FEE	SC201144	5.25	1.00	5.25
		----- Material Summary -----				
		SW-BENEFICIAL REUSE			13.20	

Total Current Charges =====> \$506.85



**ACCOUNT STATUS**

Current	31-60 Days	61-90 Days	Over 90 Days	Total Amount Due
\$506.85	0.00	0.00	0.00	\$506.85

↓ ↓ Please return this portion below with your payment. Do not attach check to stub. ↓ ↓



REPUBLIC SERVICES

NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST

1229113

If waste is asbestos waste, complete Sections I, II, III and IV
If waste is NOT asbestos waste, complete Sections I, II and III

I. GENERATOR (Generator completes la-r)

Form I: Generator information including EPA ID Number, Manifest Document Number, Generator Name and Location, Mailing Address, Phone numbers, and Owner's Name and Phone Number.

II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

Form II: Transporter information including Name and Address (MAGGIORA & GHILOTTI, INC.), Phone number, Driver Name (Benjamin Garcia), Signature, and Date.

III. DESTINATION (Generator complete IIIa-c and Destination Site completes III d-g)

Form III: Destination information including Disposal Facility and Site Address (Keller Canyon Landfill), US EPA Number, Discrepancy Indication Space, Name of Authorized Agent, Signature, and Date.

IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

Form IV: Asbestos information including Operator's Name and Address, Responsible Agency Name and Address, Special Handling Instructions, Friable/Non-Friable status, Operator's Name and Title, Signature, and Date.

**WTE KELLER CANYON LANDFILL 925-232-2999**  
 901 Bailey Road-Pittsburg, CA  
 CUSTOMER # 74954  
 MAGGIORA & GHILOTTI, INC. (ex.acct)  
 555 DUBOIS STREET  
 SAN RAFAEL, CA 94901  
 Contract: 42122122873  
 Generator: SANITARY DISTRICT #5

SITE 01	TICKET #	1358572	CELL
WEIGHMASTER		Felipe C.	
DATE/TIME IN	3/4/21 10:43 am	DATE/TIME OUT	3/4/21 11:06 am
VEHICLE	DT-39	CONTAINER	
REFERENCE	1229113		
BILL OF LADING	BENJAMIN GARCIA		

SCALE IN GROSS WEIGHT 51,760 NET TONS 13.20 INBOUND  
 SCALE OUT TARE WEIGHT 25,360 NET WEIGHT 26,400 INVOICE

QTY.	UNIT	DESCRIPTION	RATE	EXTENSION	TAX	TOTAL
20.00	YD	Tracking QTY				
13.20	tn	SW-BENEFICIAL REUSE Origin: TIBURON 100%				

RECEIVED

MAR 9 2021

Signature \_\_\_\_\_

**WEIGHMASTER CERTIFICATE** - This is to certify that the following described commodity was weighed, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by Chapter 7 (commencing with Section 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food & Agriculture.

The undersigned individual signing this document on behalf of Customer acknowledges that he or she has read and understands the terms and conditions on the reverse side and that he or she has the authority to sign this document on behalf of the customer.

NET AMOUNT
TENDERED
CHANGE
CHECK#

SIGNATURE \_\_\_\_\_

# Sanitary District No. 5 of Marin County

**FY 2021 - 2022 Draft Budget**

**May 6, 2021**

Prepared by:

Richard Snyder, President  
John Carapiet, Vice President  
Omar Arias-Montez, Secretary  
Tod Moody, Director  
Catharine Benediktsson, Director  
Tony Rubio, District Manager  
Robin Dohrmann, Office Manager

## Sanitary District No. 5 of Marin County

### Consolidated Budget FY 2021-2022

Income	2020-2021 Budget	2020-2021 Actuals *	2021-2022 Budget	% Diff.	Tib Zone	Belv Zone
Property Taxes	981,933	1,210,833	1,156,133	18%	1,156,133	0
Tib Sewer Service Charge Revenue	2,645,013	2,552,438	2,295,000	-13%	2,295,000	0
Belv Sewer Service Charge Revenue	2,315,443	2,234,403	2,182,589	-6%	0	2,182,589
Interest	156,402	100,000	100,000	-36%	63,090	36,910
Treatment & Collection Fees	200,000	185,000	200,000	0%	128,070	71,930
Paradise Sewer Extension Fees	13,806	13,806	14,040	2%	14,040	0
Other Income	100	-	100	0%	63	37
Connection & Inpsection Permit Fees	22,124	27,000	27,000	22%	17,034	9,966
SASM Expense Reimbursement	101,680	109,000	100,000	-2%	62,951	37,049
<b>Total Budgeted Income</b>	<b>6,436,501</b>	<b>6,432,479</b>	<b>6,074,862</b>	<b>-6%</b>	<b>3,736,381</b>	<b>2,338,481</b>
<b>Expense</b>						
Operating Expenses	3,902,346	3,941,379	3,980,842 ***	2%	2,559,010	1,421,481
Capital Expenses	3,640,460	3,650,470	2,588,740	-29%	1,910,270	753,470
<b>Total Budgeted Expenses</b>	<b>7,542,806</b>	<b>7,591,849</b>	<b>6,569,582</b>	<b>-13%</b>	<b>4,469,280</b>	<b>2,174,951</b>
<b>Net Ordinary Income</b>	<b>-1,106,306</b>	<b>-1,159,370</b>	<b>-494,720</b>	<b>-55%</b>	<b>-732,899</b>	<b>163,529</b>

\* Actual numbers are based on estimates, as of 5.5.2021

\*\*\* Operating Expenses does not include CalPERS Reserve Funding for FY21-22

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

**Operating Budget**

**FY 2021- 2022**

## Operating Assumptions

### Operating Revenue Assumptions:

- Paradise Cove flow represents 2.92% of total flow for District. This percentage reflects Paradise Cove's share of the District-wide revenues
- Tiburon Sewer Service (including Paradise Cove) Charge is \$1,034 per EDU (Equivalent Dwelling Unit)
- Belvedere Sewer Service Charge is \$1,985 per EDU. TBD% of this revenue is allocated for operational needs to meet reserve/fund policy requirements
- Interest revenue for LAIF (Local Agency Investment Fund) accounts is estimated at 1.06% for FY 2021-2022
- "Other Income" account reflects Outstanding A/R, Private Lateral SSO Reimbursements, CAL-Card incentive payments, and CSRMA PLP Dividends

### Operating Expense Assumptions:

- "County fees" account reflects Property Tax Collection fees imposed by County (per SB2557) and annual LAFCO (Local Agency Formation Commission) fees
- Salary categories include 2.5% COLA increase
- PERS Classic Members' Employer Contribution Retirement rate is 14.02%, and Employer-paid Employee Contribution rate is 7.96% for FY 2021-2022
- SD5 PERS Classic Members/Employees are scheduled for 4.00% reimbursement to the District for Employer-paid Employee Contribution rate
- Workers compensation premium based on 41.363% composite rate, with an 1.32% experience modification factor
- Paradise Cove operating expense is 2.92% of operating expenses in applicable District-wide categories; this is based on Paradise Cove's average annual percentage of influent flow from the 2020 calendar year
- Belvedere operating expense is 37.05% of main plant-related categories, and 35.96% of expenses that pertain to all three zones; this is based on Belvedere's average annual percentage of influent flow from the 2020 calendar year
- CalPERS Reserve fully funded at 0.00% of CalPERS Market Value Assets, as of 6.30.2021

### Formulas for Determining Percentage Breakdowns (Operating & Capital)

Belvedere only = 100%

Tiburon only = 100%

Paradise Cove only = 100%

Shared Belvedere : Tiburon = 37.05% : 62.95%

Shared Tiburon : Paradise Cove = 95.43% : 4.57%

Shared Belvedere : Tiburon : Paradise Cove = 35.96% : 61.11% : 2.92%

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

2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget	Breakdown by Zone		
			Tib Ops	P.C. Ops	Belv Ops

Expense

Administrative Expenses

Advertising	1,000	500	1,000	611	29	360	Legal Notices
Audit & Accounting	35,000	40,000	40,000	24,446	1,168	14,386	COLA Increase (2.5%); Perotti & Carrade
Consulting Fees	200,000	350,000	100,000	61,115	2,920	35,965	Nute (Cove Rd), HDR (Clxns + Solar), Cassie Prudell (Lab Ops), GovInvest (Pension/OPEB)
Travel & Meetings	15,000	13,000	15,000	9,167	438	5,395	Staff training
Continuing Education	10,000	7,000	10,000	6,112	292	3,597	CWEA, WEF, SRJC Classes, SSU online Classes
County Fees	16,500						LAFCO, Tax Collection Fees
Directors Fees	9,000	6,500	9,000	5,500	263	3,237	18 Mtgs/yr
Dues & Subscriptions	34,000	30,000	31,000	18,946	905	11,149	Memberships: CWEA, SWRCB, CSDA, Chmb of Comm., The Ark, BNYMellon, DMV, <b>CASA</b>
Elections	9,000						
Insurance PLP General Liability	43,291	39,235	45,000	27,502	1,314	16,184	
PLP (GL) Rating Ajustments		8,204					Rate Adjustments (+/-)
PLP (GL) Dividends		-10,401					Dividends based on prior years' (1986-87 thru 2012-13) claim results - TBD ea/yr
Insurance APIP (Real) Property	23,301	25,857	25,000	15,279	730	8,991	Property Appraisal will be in effect in FY20-21 + Increase due to conttd natural disasters
Insurance Damage - Auto	1,435	3,780	4,000	2,445	117	1,439	Factor added to policy
Legal	50,000	40,000	50,000	30,558	1,460	17,983	BWS
Office Supplies	13,000	10,000	10,000	6,112	292	3,597	Staples, CostCo, Office Max/Depot; Printers/copying supplies & maintenance
Postage	1,000	900	1,000	611	29	360	Stamps + Retrun-Receipt postage re resident correspondence
Pollution Prevention	5,000	5,000	5,000	3,056	146	1,798	3% of CMSA Public Outreach Program (events, booth rentals, pamphlets,  swag, etc); East BayMUD/BACWA
Miscellaneous Expense							
<b>Total Administrative</b>	<b>466,527</b>	<b>569,575</b>	<b>346,000</b>	<b>211,458</b>	<b>10,103</b>	<b>124,439</b>	
<b>Ops &amp; Maintenance Expenses</b>							
<b>Pumps &amp; Lines Maintenance</b>							
Pumps & Lines Maintenance	50,000	75,000	75,000	45,836	2,190	26,974	
Emergency Line Repairs	50,000	1,700	50,000	25,000		25,000	
<b>Total Pumps &amp; Lines Maintenance</b>	<b>100,000</b>	<b>76,700</b>	<b>125,000</b>	<b>70,840</b>	<b>2,190</b>	<b>51,970</b>	

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget	Breakdown by Zone			
				Tib Ops	P.C. Ops	Belv Ops	
<b>Main Plant Maintenance</b>							
Plant Maintenance Supplies	15,000	20,000	25,000	15,738		9,263	Goodman's, Jackson's, Grainger, Home Depot, etc.
Plant Maint. Parts & Service	100,000	100,000	130,000	81,835		48,165	Burlingame Engineers, Ken Grady, Pape, TESCO, etc.
Janitorial Supplies & Service	9,000	6,000	9,000	5,666		3,335	\$3k Increase
Main Plant Chemicals	105,000	100,000	111,000	69,875		41,126	(10% Increase) Univar, Wintersun, etc.
Lab Supplies & Chemicals	15,000	20,000	20,000	12,590		7,410	(QA/QC requirements) Ken Grady, ATI, USA BlueBook, etc.
Electrical & Instrument	5,000	5,000	15,000	9,443		5,558	(PM-PLC/Backups) Maltby, Telstar, Grainger, etc.
Grounds Maintenance	5,000	5,000	5,000	3,148		1,853	Goodman's, Martin Brothers, etc.
Main Plant Sludge Disposal	40,000	39,750	41,000	25,810		15,191	Increase at Redwood Waste Management, Lystek, etc.
Main Plant Outfall: SASM			6,500	4,092		2,408	Shared with SASM
<b>Total Main Plant Maintenance</b>	<b>294,000</b>	<b>295,750</b>	<b>362,500</b>	<b>228,194</b>	<b>0</b>	<b>134,306</b>	
<b>Paradise Cove Plant Maintenance</b>							
Paradise Parts & Service	10,000	12,000	10,000		10,000		TESCO, O'Reily, Goodman's, etc.
Paradise Supplies & Chemicals	5,000	5,500	5,000		5,000		Dublin/SR Services Distr.; ATP, Inc., Solenis, Univar, Wintersun
Paradise Sludge Disposal		3,000					Full reduction due to Vactor Truck Purchase
<b>Total Paradise Cove Plant Maintenance</b>	<b>15,000</b>	<b>20,500</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	
<b>Monitoring</b>							
Main Plant Lab Monitoring	50,000	35,000	45,000	28,328		16,673	Brelje & Race, Caltest, SASM - increased QA / QC testing
Paradise Cove Monitoring	15,000	15,000	15,000		15,000		Brelje & Race, Caltest, SASM
Dilution Study							SD5 (50%) / SASM (50%)
<b>Total Monitoring</b>	<b>65,000</b>	<b>50,000</b>	<b>60,000</b>	<b>28,328</b>	<b>15,000</b>	<b>16,673</b>	
<b>Permits/Fees</b>							
Main Plant NPDES Renewal							Current expenses due to delayed billing; Larry Walker, due 2023
Permits/Fees - General	41,000	50,000	50,000	31,475		18,525	Includes Cove Rd., BAAQMD, SWRCB, RWQCB, Co. of Marin (Hazmat), CUPA, SFEI, BACWA
Paradise Cove Permits/Fees	8,000	8,000	9,000		9,000		Includes Cove Rd., BAAQMD, SWRCB, RWQCB, Co. of Marin (Hazmat), CUPA, SFEI, BACWA
Paradise Cove NPDES Renewal	40,000	20,000					Larry Walker, Due in 2021
<b>Total Permits/Fees</b>	<b>89,000</b>	<b>78,000</b>	<b>59,000</b>	<b>31,475</b>	<b>9,000</b>	<b>18,525</b>	

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

Factor usage + increase in fuel prices

Includes 3.3% COLA Increase, 5 step-increases, 1 New Hire

3.3% COLA Increase + 2 add'l Ees for S/B

Up to \$5k for 9 Ees + \$50k Early Exit Incentive

SS, SUI, FUI & Medicare

Add 1 new PEPR Member

Ended FY18-19

TBD

Achieved CalPERS Trust Funding @ \$1M (Legislative split: Belv @ 35.625%; Tib @ 64.375%)

6 Retirees; Monthly CalPERS PEMCHA + MidAmerica Costs+ Admin Fees

Includes \$46k from MPR Bond Refi

22% Increase (3 SD5 injuries reported in FY18-19; + Lrg (add'l) Retro Adjmnt + U

U 50% increase @ FY20-21 policy

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

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

**Capital Budget**

**FY 2021- 2022**

## Capital Assumptions

### Capital Revenue Assumptions:

- Secured Property Tax (TEETER) is a general revenue of the District (Tiburon zone only) and is subject to CA State tax shifts
- Supplemental property tax applies (Tiburon zone only) as homes are re-valued and sold
- Excess ERAF (Educational Revenue Augmentation Fund) reimbursement is announced mid-year
- HOPTR = Home Owner Property Tax Relief
- Belvedere capital income is set at 60.6% of its sewer service charge revenue to meet reserve/fund policy requirements
- Paradise Drive Sewer Line Extension Fee income estimated: 1 homes @ \$12,838.01 (3.0% CPI Increase) each

### Capital Expense Assumptions:

- New capital projects are indicated in notes
- Supplemental property tax applies (Tiburon zone only) as homes are re-valued and sold
- Excess ERAF (Educational Revenue Augmentation Fund) reimbursement is announced mid-year
- HOPTR = Home Owner Property Tax Relief
- Belvedere capital income is set at **TBD%** of its sewer service charge revenue to meet reserve/fund policy requirements
- Paradise Drive Sewer Line Extension Fee income estimated: 1 home @ \$14,040.32 (1.70% CPI Increase) each; Vogt Extended Sewer Line Fee estimate is \$3,2060.25 (5.0% negotiated annual increase) each
- Belvedere capital expense is 37.05% of total main plant-related expenditures, based on Belvedere's average annual percentage of influent flow from the 2020 calendar year
- Tiburon capital expense is 62.95% of total main plant-related expenditures, based on Tiburon's average annual percentage of influent flow from the 2020 calendar year
- The remaining (bond payments only) Tiburon Main Plant Rehabilitation (MPR) was refinanced in FY19-20. The new “MPR Refi Loan” amount for Tiburon remains at the same expense ratio (64.78%) of the total project-related expenditures, based on the MPR Bond split
- The remaining (bond payments only) Belvedere Main Plant Rehabilitation (MPR) was refinanced in FY19-20. The new “MPR Refi Loan” amount for Belvedere remains at the same expense ratio (35.22%) of the total project-related expenditures, based on the MPR Bond split

Tib vs. PC Split:	95.43%	4.57%	100.00%
Tib vs Belv Split:	62.95%	37.05%	100.00%
3-Way Split:	61.12%	2.92%	35.97%
			100.00%

2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget		Breakdown by Zone		
				Tib Cap	P.C. Cap	Belv. Cap

**Capital Income**

**Property Taxes**

Property Tax Current Secured - Capital	700,000	825,000	825,000		787,298	37,703	0
Prop Tax Current Unsecured	13,000	16,000	15,000		14,315	686	0
Supplemental Assessment Current	15,000	12,000	12,000		11,452	548	0
Supplemental Assessment Redm	500				0	0	0
Supplemental Unsecured	100	300	300		286	14	0
Prop Tax Prior Unsecured	0	500	500		477	23	0
Excess ERAF	250,000	350,000	300,000		286,290	13,710	0
HOPTR	3,333	3,333	3,333		3,181	152	0
Other Tax (Unitary, RR, Misc.)		3,700			0	0	0
<b>Total Property Taxes</b>	<b>981,933</b>	<b>1,210,833</b>	<b>1,156,133</b>	<b>0%</b>	<b>1,103,298</b>	<b>52,835</b>	<b>0</b>

Tiburon Sewer Service Charge - Capital	121,313	117,067	12,000		11,452	548	0
Belvedere Sewer Service Charge - Capital	914,600	882,589	866,300		0	0	866,300

**Connection Fees**

Collection	100,000	90,000	100,000		61,115	2,920	35,965
Treatment	100,000	95,000	100,000		61,115	2,920	35,965
<b>Total Connection Fees</b>	<b>200,000</b>	<b>185,000</b>	<b>200,000</b>		<b>122,230</b>	<b>5,840</b>	<b>71,930</b>

Paradise Drive Sewer Line Extension Fees	13,806	13,806	14,040	1.70%	0	14,040	0
<b>Total Capital Income</b>	<b>1,249,719</b>	<b>1,198,462</b>	<b>2,248,473</b>		<b>1,236,979</b>	<b>73,264</b>	<b>938,230</b>

1.7% (aby Area CPI Increase)

2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget		Breakdown by Zone		
				Tib Cap	P.C. Cap	Belv. Cap

↻ Relevant Splits ↻

Capital Expenditures

Main Plant Equip Capital Expense

9202.1 - M.P. Drainage - Infl. Sample Rm Drain+Secondary Drain			75,000	47,213		27,788
9202.2 - M.P. Drainage - Load-out & Filtering			30,000	18,885		11,115
9204.1 - M.P. Boiler - Exhaust Stainless Pipling Replacement			30,000	18,885		11,115
9205.0 - M.P. Influent Pump Replacement			40,000	25,180		14,820
9208.0 - M.P. Chemical Feed Transfer Pump Replacement			20,000	12,590		7,410
9209.0 - M.P. Screw Press Poly Blend Redundancy	15,000		35,000	22,033		12,968
9212.0 - M.P. Headworks Grinder Replacement	15,000	23,487	25,000	15,738		9,263
9212.1 - M.P. Headworks Explosion Proof Electric Hoist			10,000	6,295		3,705
9218.0 - M.P. Generator Control Panel	35,000					
9219.0 - Cl2 Flash Mixer	15,000	12,161	15,000	9,443		5,558
9220.0 - Office, Bath & Breakroom Floor Replacement	15,000					
9221.0 - Portable Fuel Storage Tank	15,000					
9225.94 - Bis. Server Replacement + Upgrade		5,324				
9225.95 - SCADA Upgrade & Replacement		18,850				
9229.8 - Vehicle Replacement		3,000				
<b>Total Main Plant Equip Capital Expense</b>	<b>110,000</b>	<b>62,821</b>	<b>280,000</b>	<b>176,260</b>	<b>0</b>	<b>103,740</b>

↻ Relevant Splits ↻

Pumps & Lines Capital

9227.8 - Rodder / Vactor Truck		7,891				
9301.0 - Tiburon Sewer Line Rehab			1,000,000	1,000,000		
9304.0 - Belvedere Sewer Line Rehab			100,000			100,000
9305.1 - Belvedere Wet Well Rehabilitation (BPS#7)			75,000			75,000
9305.2 - Tiburon Wet Wells Rehabilitation (TPS#4)		363	50,000	50,000		
9306.0 - PS Pump & Valve Replacement Program	50,000	3,286	50,000	25,000		25,000
9307.0 - PS Generator Replacement (BPS #1 + roof)			100,000			100,000
9311.1 - Cove Rd. Force Main - Engineering		5,657				
9311.2 - Cove Rd. Force Main - Construction	1,200,000	2,341,117				
9312.0 - Force Main Rehab - Multiple Sites	700,000			50,000		25,000
9313.0 - Man Hole Rehabilitation	70,000	15,098	75,000	50,000		25,000
9314.0 - 100kw Portable Emergency Generator	75,000	95,588				
<b>Total Pumps &amp; Lines Capital</b>	<b>2,095,000</b>	<b>2,469,000</b>	<b>1,450,000</b>	<b>1,175,000</b>	<b>0</b>	<b>350,000</b>

↻ Relevant Splits ↻

Paradise Cove Capital

9401.0 - P.C. Sewer Line Rehab	500,000					
9402.0 - P.C. Flow Meter Replacement		19,502				
9403.1 - P.C. Communications Upgrade - Cellular			20,000		20,000	
9406.0 - P.C. Plant Grating Replacement		1,731				
9415.0 - P.C. Paint at Treatment Plant		52,759				
<b>Total Paradise Cove Capital</b>	<b>500,000</b>	<b>73,991</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>0</b>

2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget		Breakdown by Zone		
				Tib Cap	P.C. Cap	Belv. Cap

**Undesignated Capital**

Undesignated Cap - Main Plant	25,000		25,000		15,738		9,263
Undesignated Cap - Paradise Cove Plant	10,000	26,547	10,000			10,000	
Undesignated Cap - P&L	50,000		50,000		25,000		25,000
<b>Total Undesignated Capital</b>	<b>85,000</b>	<b>26,547</b>	<b>85,000</b>		<b>40,738</b>	<b>10,000</b>	<b>34,263</b>

**Debt Service**

Debt Service - MPR Bond Principal							
Debt Service - MPR Bond Interest		167,675	950		615		335
Debt Service - MPR Bond REFI Principal	660,000	660,000	595,000		385,441		209,559
Debt Service - MPR Bond REFI Interest	190,457	190,432	157,790		102,216		55,574
<b>Total Debt Service</b>	<b>850,457</b>	<b>1,018,107</b>	<b>753,740</b>		<b>488,273</b>	<b>0</b>	<b>265,467</b>

(Final Fees)

MPR Splits (do not vary): T @ 0.6478/ B @ 0.3522

MPR Splits (do not vary): T @ 0.6478/ B @ 0.3522

<b>Total Capital Expenditures</b>	<b>3,640,460</b>	<b>3,650,470</b>	<b>2,588,740</b>		<b>1,880,270</b>	<b>30,000</b>	<b>753,470</b>
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**Sanitary District No. 5  
of Marin County**

**Capital Improvement Program**

**FY 2021/2022 – FY2030/2031**

**MAIN PLANT CAPITAL IMPROVEMENT PROGRAM**

<b>M.P. Project Description</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>	<b>2028/2029</b>	<b>2029/2030</b>	<b>2030/2031</b>	<b>TOTAL</b>
Screw Press 3W Filtering Unit	30,000										30,000
Dry Weather Influent Pump	40,000							40,000			80,000
Wet Weather Influent Pump						60,000					60,000
M.P. Boiler Exhaust Piping	30,000										30,000
Headworks Grinder Replacement		15,000			15,000			15,000			45,000
Headworks Explosion-proof Electric Hoist	10,000										10,000
Chemical Feed Transfer Pump	20,000								20,000		40,000
(Utility) Truck Purchase		75,000						75,000			150,000
MP & Secondary Drain Replacements	75,000										75,000
Aeration Basin Diffuser Upgrade			200,000								200,000
Emergency Generator Replacement							250,000				250,000
Maintenance Shop-Rehabilitation					500,000	500,000					1,000,000
Headworks Grinder Retrofit-Channel Monster			50,000								50,000
Digester Roof Recoating and Cleaning				250,000				250,000			500,000
Dry Weather Primary Tank Cover Replacement		100,000									100,000
Odor Control System Rehabilitation									650,000		650,000
Headworks Valve and Check Valve Replacement			75,000								75,000
MP Valve and Piping Replacement Program		25,000			25,000			25,000			75,000
Cl2 Flash Mixer	15,000			15,000			15,000			15,000	60,000
MPR Bond Refi	752,360	752,790	752,848	752,534	751,848	750,793	749,360	752,496	750,198	752,466	7,517,693
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
<b>Treatment Plant Total</b>	<b>245,000</b>	<b>240,000</b>	<b>350,000</b>	<b>290,000</b>	<b>565,000</b>	<b>585,000</b>	<b>290,000</b>	<b>430,000</b>	<b>695,000</b>	<b>40,000</b>	<b>3,730,000</b>

**MAIN PLANT CAPITAL IMPROVEMENT PROJECTS**

<b>Main Plant Project Name</b>	<b>DESCRIPTION</b>
<b>Odor Control Upgrade</b>	This Project will evaluate current odor control system and vulnerabilities and also provide for options to replace, add to or enhance the current system.
<b>Dry Weather Influent Pump</b>	These funds will be used to purchase one new dry weather influent pump. These were not part of the MPR project.
<b>Wet Weather Influent Pump</b>	These funds will be used to purchase one new Wet Weather Influent Pump. These were not part of the MPR project.
<b>Headworks Grinder Replacement</b>	These funds will be used to replace grinders that have a usefule life of 5-10 years. Grinders were not replaced during MPR Project only the cutting cartridges were replaced.
<b>Truck Purchase</b>	These funds will be used to replace the Utility truck from the current fleet of vehicles.
<b>Emergency Outfall Rehabilitation</b>	This project will consist of rehabilitating the abandoned effluent outfall pipe in order to have it available for use during emergency situations. Emergency Preparedness
<b>Waste Gas Burner Rehabilitation</b>	Tiger mag flow meters with Krohne flow meters. These were not part of the MPR project. This project will evaluate current waste gas burner system and will be enhanced or replaced, dependent on evaluation report.
<b>Aeration Basin Diffuser Upgrade</b>	This project consists of replacing the current diffusers in the off line aeration basin with new style diaphragm type diffusers like the online aeration basin this did not get upgraded during the MPR project
<b>Underground Pipe &amp; Valve Rehabilitation</b>	These funds will be used for the replacement of non-working valves and rusted-out pipes in the shipping/receiving area, as well as next to the secondary clarifiers, as identified during the MPR Project.
<b>Maint Shop/Replacement/Ops Control Room</b>	This project will consist of replacing a 35+ y.o. corrugated metal maintenance shop, not rehabbed during the MPR Project. Consideration will be given to making the building 2 stories for a a new operator/maintenance control room.
<b>Sludge Box Replacement</b>	Replacement of Biosolids container, used for hauling bio-solids to Redwood landfill.
<b>Emergency Generator Replacement</b>	This project will consist of replacing the Main Plant Emergency Generator. These were not part of the MPR project. Generator is currently serviceable but planning and budgeting needs to be in line for 2024/25.
<b>Outfall Difuser Upgrades</b>	Current condition of outfall is serviceable. Outfall is inspected every 5 years and must budget a reasonable amount for repairs or upgrades, as determined by future reports.
<b>Undesignated Capital Projects</b>	These funds will be used for unforeseen projects, which may come up after the MPR project is complete.
<b>MPR Bond</b>	Main Plant Rehabilitation Completed in 2014 - Bond Payments to show true annual CIP projections.

**TIBURON CAPITAL IMPROVEMENT PROGRAM**

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

**TIBURON ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS**

<i>Tiburon Zone Pumps &amp; Line Project Name</i>	<i>DESCRIPTION</i>
<b>Sewer Line Rehabilitation Program</b>	These funds will be used for the ongoing Board approved 10 year sewer rehabilitation program. 10,137 lf of pipe remain to be rehabbed/replaced from the Harris Report.
<b>Pump Station Pump and Valve Replacement Program</b>	The District has 24 pump stations with 2-3 pumps in each station. The life expectancy for these pumps are 7-10 years. Therefore the District has a program to replace pumps over a period of time instead of replacing them all at once.
<b>Pump Station Generator Replacement</b>	The District has standby generators located at many of the Pump Stations. Some generators were installed between 1980 - 1983. These generators (in most cases) are located along the waterfront. The salt air has wreaked havoc on some of these generators; All have been replaced as of 7/1/2018
<b>Pump Station Control Panel - Upgrade</b>	These funds will be used for replacement of control panels at the District Pump Stations. The control panels are of various ages, of which most are extremely old/obsolete. / With the exception of stations #6 & #7, which are furthest away from marine conditions, all SD5 tiburon control panels have been replaced as of 7/1/2018
<b>Man Hole Rehabilitation</b>	This project will consist of rehabilitating or replacing man holes in the Tiburon area that have have defeciencies due to hydrogen sulfide deterioration.
<b>CCTV Sewer System New PACP Data</b>	This project will consist of retelevising the entire collection system in order to provide updated information regarding the condition of the system and to assist in establishing a new CIP project regarding sewer line rehabilitation
<b>Station No.5 Replacement</b>	<p>This is a phased project of upgrading the main pump station in the Tiburon Zone:  <i>Phase I</i> has been completed, which replaced the motor control center/electrical controls and the installation of a diesel powered standby emergency generator.</p> <p><i>Phase II</i> has also been completed, which converted the dry-pit configuration into a wet-pit configuration, thus eliminating the need for dry-pit centrifugal pumps (which are now obsolete). The old pumps were replaced with 2 new submersible flygt pumps for standarization with District requirements. This also eliminated a confined-space entry situation.</p> <p><i>Phase III</i> consists of rehabilitating the force main servicing this site. It is the last phase of this project anticipated around 2024</p>
<b>Flow Meter Installation Project</b>	This project will consist of installing flow meters at certain corresponding pump stations to record flows from each site. This will assist with flow monitoring and assist in the District's continued effort to reduce I&I.
<b>Vactor Truck Purchase</b>	This purchase will allow the District to clean sewer lines more frequently at typical "hot spot" areas (e.g., downtown area, Pt. Tiburon, Tiburon Blvd., Peninsula, San Rafael Ave., etc.). SD5 will also to perform more frequent cleaning at the Main Plant grit chamber, headworks and split box, as well as pump and transport solids from Paradise Cove back to the Main Plant. Recycle Water will be used for sewer cleaning activities
<b>Force Main Rehabilitation Project</b>	This project will consist of rehabilitating several force mains in the Tiburon Zone. Station #2, #3, #6 & #7
<b>Pump Station Communications Project</b>	Phase I completed. Master radio at the Main Plant has been upgraded, as well as the radio at Station #5. As new control panels come on-line in the Tiburon Zone, funds will be needed to bring the remaining 8 sites into the Main Plant communication network.
<b>Undesignated Capital Projects</b>	These funds are for unforeseen problems within the collection system.

**BELVEDERE CAPITAL IMPROVEMENT PROGRAM**

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

**BELVEDERE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS**

<b>Belvedere Zone Pumps &amp; Line Project Name</b>	<b>DESCRIPTION</b>
<b>Sewer Line Rehabilitation Program</b>	These funds will be used for the ongoing Board approved 10-year sewer rehabilitation program. 7,644 lf of pipe remain to be rehabbed/replaced from the Harris Reports.
<b>Pump Station Rehabilitation Program</b>	The District has 24 pump stations with 2-3 pumps in each station. The life expectancy for these pumps are 7-10 years. Therefore, the District has a program to replace pumps over a period of time instead of replacing them all at once.
<b>Pump Station Control Panel Replacement</b>	Within the Belvedere Zone, there are many pump stations with single-phase power with capacitors installed in the panel to generate three-phase power. The District is replacing the generators to new standardized control panels. To date - station #15, 14,13,12,5 & 3 control panels have been replaced. Need to purchase panels for #2 & #7
<b>Pump Station Generator Replacement</b>	Standby generators at the Belvedere pump stations were installed in the early 1980. Station #3 Generator recently replaced need to replace station #1 & #2 Generators
<b>Pump Station Comm. Upgrade Project</b>	These funds will be used to provide alarming and communication back to the Main Plant SCADA system, The new communication equipment will be standardized
<b>Cove Rd. Force Main Replacement</b>	These fund will be used to replace 2107 lf of 10' force main. The force main has blown out on two occasions prior to 2005. According to previous Staff, it was difficult to find good pipe material to connect to, when making the repair. Recently the forcemain was compromised as a result of a 3rd party. Same issue was encountered when repairing. The current pipe size also lacks capacity during major wet weather events.
<b>Lagoon Rd. Power Feed Improvement Project</b>	Lagoon Rd. has 3 pump stations which pump sewage to one another. These station have no back-up power. These funds would be available to purchase a generator and install power conduits to connect all three stations in order to provide immediate back up power to these sites and it also reduce staff overtime. Emergency preparedness
<b>Flow Meter Installation Project</b>	This project will consist of installing flow meters at certain corresponding pump stations to record flows from each site. This will assist with flow monitoring and assist District's continued effort to reduce l&l.
<b>San Rafael Ave. Diverter Project</b>	This project will consist of evaluating current flows and collection system capacity at the intersection of Westshore and San Rafael Ave., feeding into TPS #3.
<b>Manhole Rehabilitation Project</b>	This Project will consist of rehabilitating or replacing man holes in the Tiburon area that have have defeciencies due to hydrogen sulfide deterioration.
<b>CCTV Sewer System</b>	This project will consist of retelivziing the belvedere collection system in order to get an updated condition of the sewer system and to assist in establishing an updated CIP program for sewer rehabilitation projects.
<b>Undesignated Capital Projects</b>	These monies are for unforeseen problems within the collection system.

**PARADISE COVE PLANT CAPITAL IMPROVEMENT PROGRAM**

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

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

<i>Paradise Cove Project Name</i>	<i>DESCRIPTION</i>
<b>Influent Pump Replacement Program</b>	Currently there are 6 grinder-style pumps in service at ParadiseCove. Each has a usefule life of 7-10 years. This program is established to replace pumps as needed; not all at once.
<b>Package Plant Coating</b>	Due to its close proximty to the bay, the metal package-plants require marine coatings every 7-10 years.
<b>Influent Well Access Cover Replacement</b>	This project consists of replacing the current access covers with fixed, mounted, flush-to-the-ground, traffic-rated, as there is limited space at the Paradise Cove Plant.
<b>Blower Replacement</b>	The current blowers were installed as part of the 2009 start-up of the upgraded plant. They have a useful life of 7-15 years. SD5 must begin to replace them soon.
<b>Plant Grating Replacement</b>	This project will consist of replacing the current grating with non-rusting fiberglass grating.
<b>Grit Removal Project</b>	This project will consist of evaluating the Paradise Cove Plant for possible grit removal systems in order to prolong the life of the pumps.
<b>UV Disinfection</b>	Possible installation of UV disinfection, which would eliminate the transportation of chemicals to the Paradise Cove plant. Will need a feasibility study. Language included in current permit for future installation date, if feasible.
<b>Undesignated Capital Projects</b>	These funds will be used for unforeseen projects.

## SUMMARY OF CAPITAL IMPROVEMENT PROGRAM

Project Descriptions	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	TOTAL
Main Plant	245,000	240,000	350,000	290,000	565,000	585,000	290,000	430,000	695,000	40,000	3,730,000
Tiburon Pumps & Lines	1,150,000	550,000	850,000	175,000	1,350,000	175,000	675,000	400,000	650,000	75,000	6,050,000
Belvedere Pumps & Lines	350,000	825,000	825,000	775,000	275,000	775,000	175,000	775,000	375,000	775,000	5,925,000
Paradise Cove	30,000	85,000	30,000	570,000	10,000	35,000	35,000	30,000	160,000	35,000	1,020,000
MPR Debt Service + 2020 Refi	752,360	752,790	752,848	752,534	751,848	750,793	749,360	752,496	750,198	752,466	7,517,693
<b>TOTAL</b>	2,527,360	2,452,790	2,807,848	2,562,534	2,951,848	2,320,793	1,924,360	2,387,496	2,630,198	1,677,466	24,242,693

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



7/1/2021

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

Adopted by the Board of Directors on June XX, 2021

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

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

## FISCAL YEAR 2021-2022 BUDGET ACKNOWLEDGEMENTS

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### Board of Directors

*Richard Snyder, President*      *Elected: November 2020-2024*

*John Carapiet, Vice President*      *Elected: November 2020-2024*

*Catherine Benediktsson, Secretary*      *Elected: November 2018-2022*

*Tod Moody, Director*      *Elected: November 2018-2022*

*Omar Arias Director*      *Elected: November 2020-2024*

### EXECUTIVE TEAM

*Tony Rubio, District Manager*

*Robin Dohrmann, Office Manager*

*Rulon K Cottrell, Operations Superintendent*

*Dan Latorre, Maintenance/Collection System Superintendent*

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## SD5 MISSION STATEMENT, VALUES AND GOALS

### SD5 Mission Statement

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

### SD5 Values

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

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

### SD5 Goals

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

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

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*SD5 General Information and Description of Facilities*

**SD5 General History**

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

**SD5 Facilities Description**

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

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

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## Budget Introduction

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

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

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

## Budget Guide

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

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

A complete set of financial schedules for the budget are included in the Appendix A-J of this report. Also included in this budget report is set an ongoing 1-year Capital Improvement Program List and individual summary sheets for FY2021-2022 CIP projects providing individual description, cost, scope and purpose.

## Budget Overview

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

In summary the FY2021-2022 budget includes \$6.05 million in total income, \$6.53 million in total expenses and an ending fiscal year balance of \$12 million.

**Table 1- Budget Summary**

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

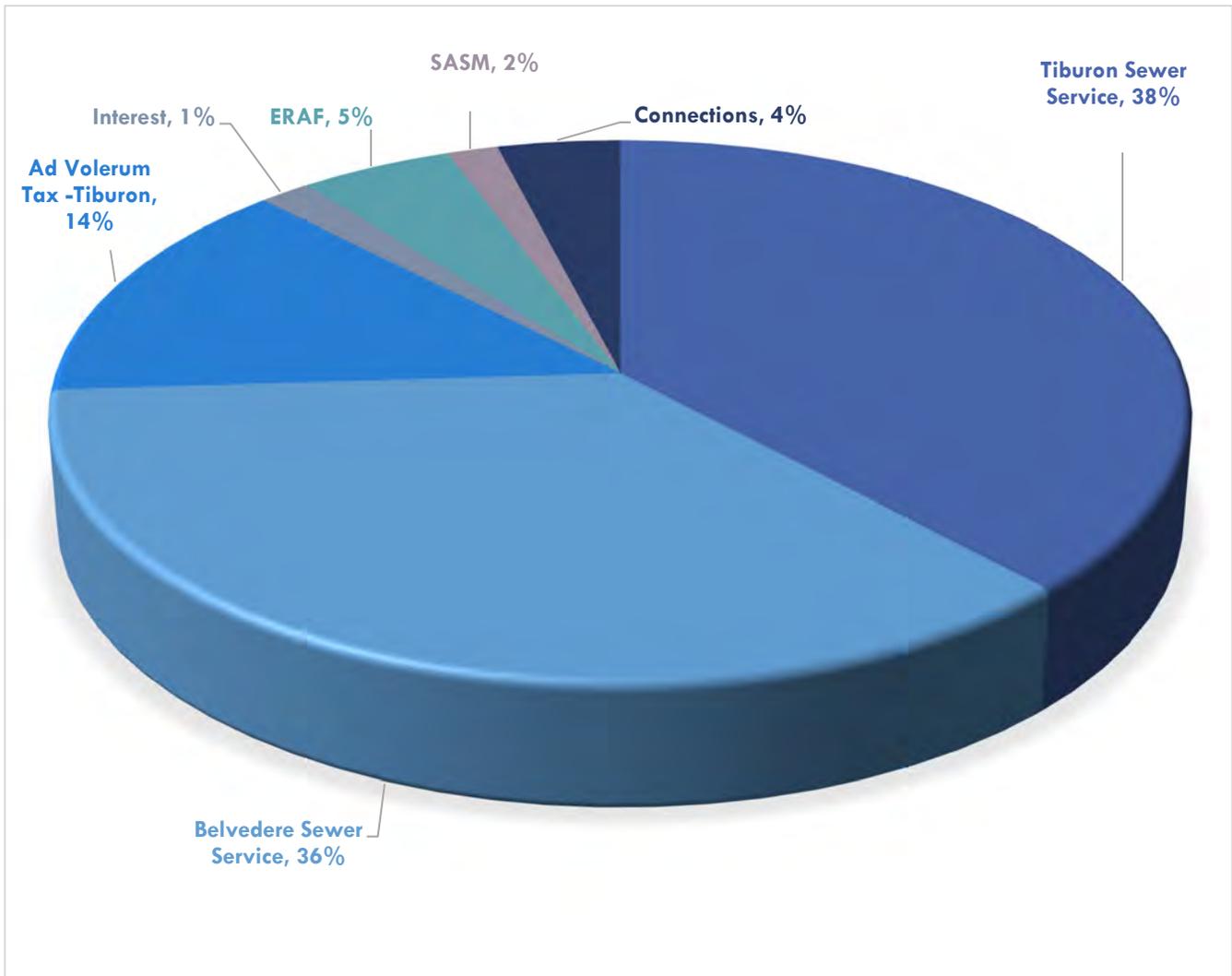
## Income Summary

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

Income Assumptions:

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

Chart 1- Budgeted Income by Source



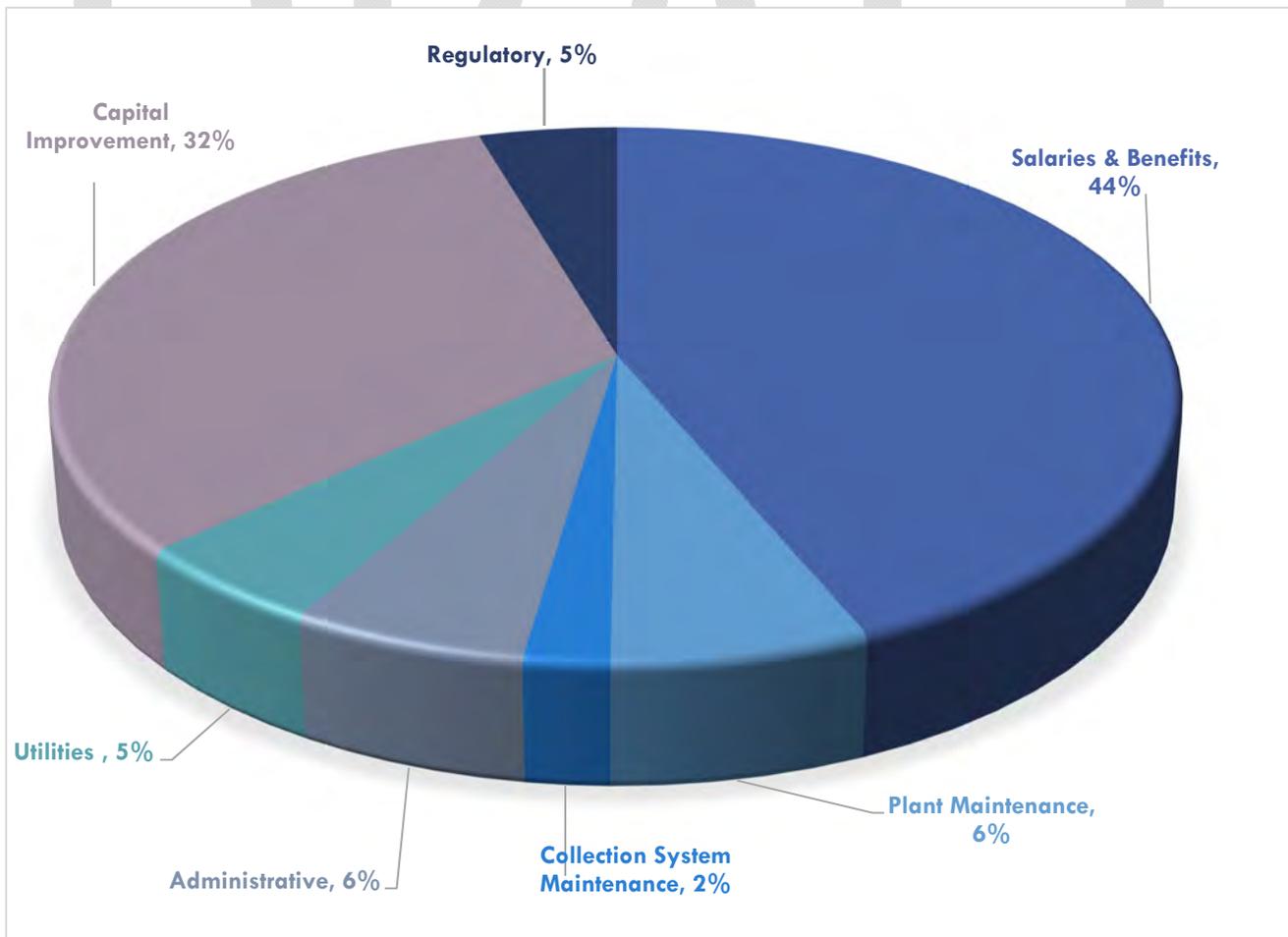
## Expense Summary

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

Expense Assumptions:

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

Chart 2 Budgeted Expenditures by Type



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

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

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

## Operating Budget

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

### Operating Income

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

### Sewer Service Charges

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

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

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

### Rate Review in FY21-22 ?

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

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

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

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

## Operating Expenses

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

### Administrative Expenses

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

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

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## Pumps & Lines Maintenance

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

## Main Plant Maintenance

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

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

## **Paradise Cove Plant Maintenance**

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

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

## **Monitoring**

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

## **Permits & Fees**

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

## **Truck Maintenance**

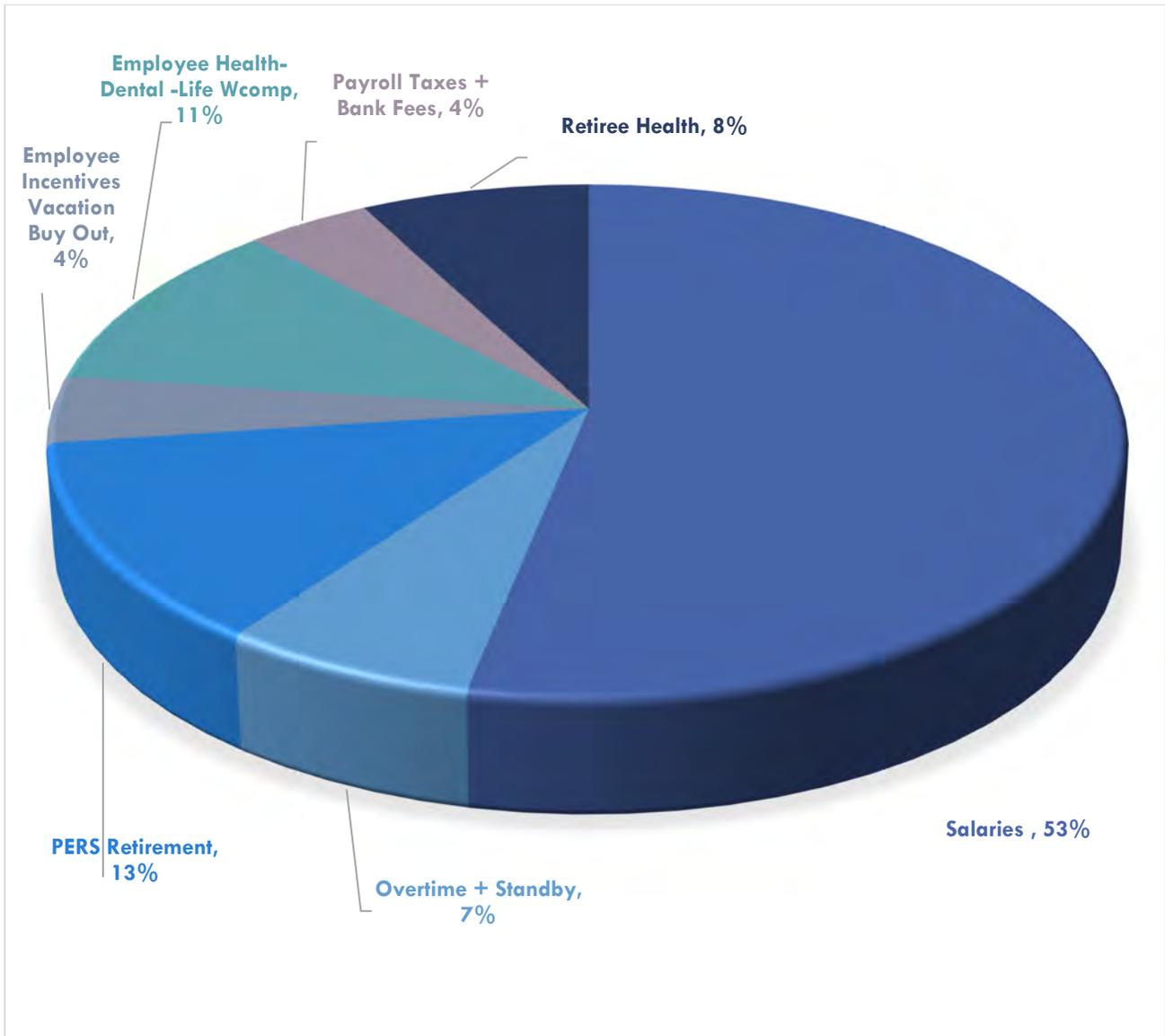
Truck maintenance expenses are split between actual maintenance and fuel. We track how much fuel is used per year and the maintenance line item is for actual planned maintenance and corrective maintenance that occurs during the course of the year. The District owns 8 total vehicles. A Vactor, Rodder,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

**Salaries & Benefits**

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

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

**Chart 3 Salaries and Benefits Breakout**



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

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

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## Salaries and Benefits Continued...

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

## OPEB Liabilities Funding Strategy

As of June 30, 2020 the Districts OPEB liability was \$1,547,722. Of that amount the District has currently funded \$700,131 or 45%. The net unfunded OPEB liability is \$847,591. Paying down the unfunded actuarial liability will improve the Districts overall balance sheet and credit rating, decrease the Districts long term payments and operational costs and provide benefit security for current and former employees. Currently the District has adopted strategy 1 funding on the CERBT trust. This is to be reviewed each fiscal year as part of the adoption of the budget. The District recently refinanced the Main Plant Rehab bond and at the time there was interest in possibly using the savings from that refi to further prefund the OPEB benefits. This would be the time to consider...

## Pension Liabilities Funding Strategy

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

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

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

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

### **Other Operating Expenses**

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

- Data Alarm & IT- is used for annual software licensing and support for our business and SCADA servers. It also provides outside assistance for our IT security and day-to-day needs, provides for programming and SCADA programming assistance. We have support for the following items: Arc View GIS (Collection System Mapping System), INFOR MP2 (Computerized Maintenance Management System), HACH WIMS (Laboratory Information Management System) Wonderware SCADA (Supervisory Control and Data Acquisition), TOPVIEW (SCADA Alarm Dialer Software) RWQCBers2 (Johnson Lam ESMR reporting software); also Quick Books, Paychex, LaserFische, etc.
- Safety- is used for the Districts ongoing required safety training and safety equipment – for compliance with CalOSHA and ultimately for the safety and well-being of our staff
- Personal Protection Equipment- is used for the purchasing of safety clothing for staff- this is outside of the regular safety budget as it is CalPERS special compensation reported item.
- Telephones- used for the multiple phone lines required at the district. There are several phone lines in use at the District. There is 11 pump stations that currently have phone lines that are used for analog communications and the Paradise Cove treatment plant has its own dedicated phone line for calling. The Main treatment plant has multiple phone numbers for its business use and SCADA calling out features.
- Utilities- is used for water at the main plant, and three pump stations purchased through MMWD and power and gas is purchased from PG&E. Currently the District is in Marin Clean Energy light green tier. 9 sites have natural gas use for generators or general purpose use like that of the main plant. There are a total of 20 different PG& E accounts for power.

### SD5 Historical Staff Summary

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

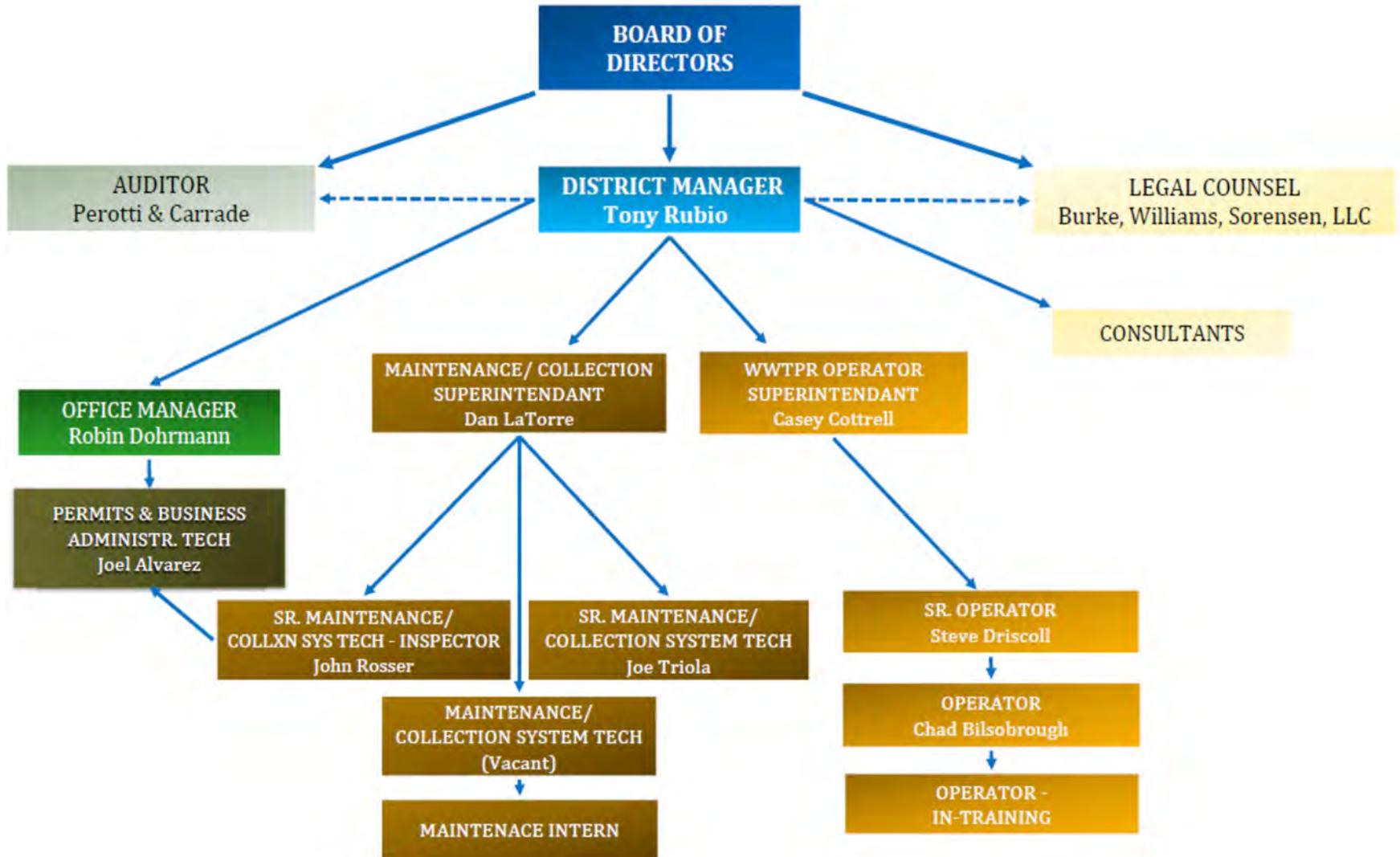
Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14
District Manager	1	1	1	1	1	1	1	1
Office Manager	1	1	1	1	1	1	1	0
WWFM	0	0	0	1	1	1	1	1
Maintenance Supervisor	1	1	1	1	1	0	0	0
Senior Operator	3	3	3	2	2	2	2	2
Operator	0	0	0	0	0	0	1	1
Office Assistant	0	0	0	0	0	1	1	2
Maintenance/ Collections	4	4	4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

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

FY 2021-2022 Position Allocation

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

Organization Chart



## Capital Budget

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

Capital Improvement Program income is estimated at \$2.248 million

### **Capital Improvement Program (CIP) Income**

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

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

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

### **Ad Valorem (Property Taxes)**

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

### **Connection Fees**

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

### **Debt Financing**

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

## Capital Improvement Program Expenses

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

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

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

## Tiburon Main WWTP Capital Expenses

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

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

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

- Headworks Grinder Replacement
- Boiler Exhaust Permanent Stainless Piping
- Influent DW Pump Replacement
- Influent Sample Room Drain Replacement and Secondary Drain
- Cl<sub>2</sub> Flash Mixer Redundancy
- Headworks Explosion Proof Electric Hoist
- Chemical Feed Transfer Pump Replacement
- Plant water load out and screw press filtering screen Installation

### **Paradise Cove WWTP Expenses**

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

### **Tiburon Collection System Capital Improvements**

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

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

### **Belvedere Collection System Capital Improvements**

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

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

### **DEBT Service**

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

## Reserve Policy

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

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

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

### **Operating Reserve**

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

### **Capital Improvement Reserve**

The Capital Improvements reserve is used to provide adequate funding to

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

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

### **CalPERS Retirement Reserve**

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

### **Disaster Recovery Reserve**

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



Appendix B Operating Income Budget FY2021-2022

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

## Appendix C: Operating Expense Budget FY2021-2022

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

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

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

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

## Appendix D: Capital Income Budget FY2021-2022

	2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget		Breakdown by Zone		
					Tib Cap	P.C. Cap	Belv. Cap
<b>Capital Income</b>							
<b>Property Taxes</b>							
Property Tax Current Secured - Capital	700,000	825,000	825,000		787,298	37,703	0
Prop Tax Current Unsecured	13,000	16,000	15,000		14,315	686	0
Supplemental Assessment Current	15,000	12,000	12,000		11,452	548	0
Supplemental Assessment Redm	500				0	0	0
Supplemental Unsecured	100	300	300		286	14	0
Prop Tax Prior Unsecured	0	500	500		477	23	0
Excess ERAF	250,000	350,000	300,000		286,290	13,710	0
HOPTR	3,333	3,333	3,333		3,181	152	0
Other Tax (Unitary, RR, Misc.)		3,700			0	0	0
<b>Total Property Taxes</b>	<b>981,933</b>	<b>1,210,833</b>	<b>1,156,133</b>	<b>0%</b>	<b>1,103,298</b>	<b>52,835</b>	<b>0</b>
<b>Tiburon Sewer Service Charge - Capital</b>	<b>121,313</b>	<b>117,067</b>	<b>12,000</b>		<b>11,452</b>	<b>548</b>	<b>0</b>
<b>Belvedere Sewer Service Charge - Capital</b>	<b>914,600</b>	<b>882,589</b>	<b>866,300</b>		<b>0</b>	<b>0</b>	<b>866,300</b>
<b>Connection Fees</b>							
Collection	100,000	90,000	100,000		61,115	2,920	35,965
Treatment	100,000	95,000	100,000		61,115	2,920	35,965
<b>Total Connection Fees</b>	<b>200,000</b>	<b>185,000</b>	<b>200,000</b>		<b>122,230</b>	<b>5,840</b>	<b>71,930</b>
<b>Paradise Drive Sewer Line Extension Fees</b>	<b>13,806</b>	<b>13,806</b>	<b>14,040</b>	<b>1.70%</b>	<b>0</b>	<b>14,040</b>	<b>0</b>
<b>Total Capital Income</b>	<b>1,249,719</b>	<b>1,198,462</b>	<b>2,248,473</b>		<b>1,236,979</b>	<b>73,264</b>	<b>938,230</b>

Appendix E: Capital Expense Budget FY2021-2022

	2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget	Breakdown by Zone		
				Tib Cap	P.C. Cap	Belv. Cap
<b>Capital Expenditures</b>				⤴ Relevant Splits ⤵		
<b>Main Plant Equip Capital Expense</b>						
9202.1 - M.P. Drainage - Infl. Sample Rm Drain+Secondary Drain			75,000	47,213		27,788
9202.2 - M.P. Drainage - Load-out & Filtering			30,000	18,885		11,115
9204.1 - M.P. Boiler - Exhaust Stainless Pipling Replacement			30,000	18,885		11,115
9205.0 - M.P. Influent Pump Replacement			40,000	25,180		14,820
9208.0 - M.P. Chemical Feed Tansfer Pump Replacement			20,000	12,590		7,410
9209.0 - M.P. Screw Press Poly Blend Redundancy	15,000		35,000	22,033		12,968
9212.0 - M.P. Headworks Grinder Replacement	15,000	23,487	25,000	15,738		9,263
9212.1 - M.P. Headworks Explosion Proof Electric Hoist			10,000	6,295		3,705
9218.0 - M.P. Generator Control Panel	35,000					
9219.0 - Cl2 Flash Mixer	15,000	12,161	15,000	9,443		5,558
9220.0 - Office, Bath & Breakroom Floor Replacement	15,000					
9221.0 - Portable Fuel Storage Tank	15,000					
9225.94 - Bis. Server Replacement + Upgrade		5,324				
9225.95 - SCADA Upgrade & Replacement		18,850				
9229.8 - Vehicle Replacement		3,000				
<b>Total Main Plant Equip Capital Expense</b>	<b>110,000</b>	<b>62,821</b>	<b>280,000</b>	<b>176,260</b>	<b>0</b>	<b>103,740</b>
<b>Pumps &amp; Lines Capital</b>				⤴ Relevant Splits ⤵		
9227.8 - Rodder / Vactor Truck		7,891				
9301.0 - Tiburon Sewer Line Rehab			1,000,000	1,000,000		
9304.0 - Belvedere Sewer Line Rehab			100,000			100,000
9305.1 - Belvedere Wet Well Rahabilitation (BPS#7)			75,000			75,000
9305.2 - Tiburon Wet Wells Rehabilitation (TPS#4)		363	50,000	50,000		
9306.0 - PS Pump & Valve Replacement Program	50,000	3,286	50,000	25,000		25,000
9307.0 - PS Generator Replacement (BPS #1 + roof)			100,000			100,000
9311.1 - Cove Rd. Force Main - Engineering		5,657				
9311.2 - Cove Rd. Force Main - Construction	1,200,000	2,341,117				
9312.0 - Force Main Rehab - Multiple Sites	700,000			50,000		25,000
9313.0 - Man Hole Rehabilitation	70,000	15,098	75,000	50,000		25,000
9314.0 - 100kw Portable Emergency Generator	75,000	95,588				
<b>Total Pumps &amp; Lines Capital</b>	<b>2,095,000</b>	<b>2,469,000</b>	<b>1,450,000</b>	<b>1,175,000</b>	<b>0</b>	<b>350,000</b>
<b>Paradise Cove Capital</b>				⤴ Relevant Splits ⤵		
9401.0 - P.C. Sewer Line Rehab	500,000					
9402.0 - P.C. Flow Meter Replacement		19,502				
9403.1 - P.C. Communications Upgrade - Cellular			20,000		20,000	
9406.0 - P.C. Plant Grating Replacement		1,731				
9415.0 - P.C. Paint at Treatment Plant		52,759				
<b>Total Paradise Cove Capital</b>	<b>500,000</b>	<b>73,991</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>0</b>

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

Appendix F: Summary of Continuous 10 Year Capital Improvement Program

MAIN PLANT CAPITAL IMPROVEMENT PROGRAM											
<i>M.P. Project Description</i>	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Screw Press 3W Filtering Unit	30,000										30,000
Dry Weather Influent Pump	40,000							40,000			80,000
Wet Weather Influent Pump						60,000					60,000
M.P. Boiler Exhaust Piping	30,000										30,000
Headworks Grinder Replacement		15,000			15,000			15,000			45,000
Headworks Explosion-proof Electric Hoist	10,000										10,000
Chemical Feed Transfer Pump	20,000								20,000		40,000
(Utility) Truck Purchase		75,000						75,000			150,000
MP & Secondary Drain Replacements	75,000										75,000
Aeration Basin Diffuser Upgrade			200,000								200,000
Emergency Generator Replacement							250,000				250,000
Maintenance Shop-Rehabilitation					500,000	500,000					1,000,000
Headworks Grinder Retrofit-Channel Monster			50,000								50,000
Digester Roof Recoating and Cleaning				250,000				250,000			500,000
Dry Weather Primary Tank Cover Replacement		100,000									100,000
Odor Control System Rehabilitation									650,000		650,000
Headworks Valve and Check Valve Replacement			75,000								75,000
MP Valve and Piping Replacement Program		25,000			25,000			25,000			75,000
Cl2 Flash Mixer	15,000			15,000			15,000			15,000	60,000
MPR Bond Refi	752,360	752,790	752,848	752,534	751,848	750,793	749,360	752,496	750,198	752,466	7,517,693
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
<b>Treatment Plant Total</b>	<b>245,000</b>	<b>240,000</b>	<b>350,000</b>	<b>290,000</b>	<b>565,000</b>	<b>585,000</b>	<b>290,000</b>	<b>430,000</b>	<b>695,000</b>	<b>40,000</b>	<b>3,730,000</b>

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

**TIBURON CAPITAL IMPROVEMENT PROGRAM**

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

**BELVEDERE CAPITAL IMPROVEMENT PROGRAM**

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

### SUMMARY OF CAPITAL IMPROVEMENT PROGRAM

Project Descriptions	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Main Plant	245,000	240,000	350,000	290,000	565,000	585,000	290,000	430,000	695,000	40,000	3,730,000
Tiburon Pumps & Lines	1,150,000	550,000	850,000	175,000	1,350,000	175,000	675,000	400,000	650,000	75,000	6,050,000
Belvedere Pumps & Lines	350,000	825,000	825,000	775,000	275,000	775,000	175,000	775,000	375,000	775,000	5,925,000
Paradise Cove	30,000	85,000	30,000	570,000	10,000	35,000	35,000	30,000	160,000	35,000	1,020,000
MPR Debt Service + 2020 Refi	752,360	752,790	752,848	752,534	751,848	750,793	749,360	752,496	750,198	752,466	7,517,693
<b>TOTAL</b>	2,527,360	2,452,790	2,807,848	2,562,534	2,951,848	2,320,793	1,924,360	2,387,496	2,630,198	1,677,466	24,242,693

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

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

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

**TIBURON ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS**

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

**BELVEDERE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS**

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

Appendix G: Five Year Historical Budget Summary- Detailed

In Progress -attach spreadsheet here when completed

Appendix H: Five (5) Year Historical - LAIF Fund Summary

DRAFT

In Progress attach spread sheet here when completed

Appendix I: Debt Service Summary – 2020-2031

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

**BOND DEBT SERVICE**

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

**Taxable Advance Refunding all 2012 Revenue Bonds**

**Private Placement - California Bank & Trust Lender**

**Callable anytime with 30 day's written notice**

**FINAL PRICING**

Dated Date 03/26/2020

Delivery Date 03/26/2020

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

Appendix J: SD5 Reserve Policy

	OPERATING RESERVE*	CAPITAL IMPROVEMENTS RESERVE	CalPERS RETIREMENT RESERVE*	DISASTER RECOVERY RESERVE*
FUNDING ORDER	#1	#2	#3	#4
FUNDING PURPOSE	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	To provide adequate funding A) to support both treatment plants' operation and conveyance systems, B) to fund debt payments of financed capital projects, C) to finance capital projects as listed in the District's budgeted CIP Plan, and D) to reserve funds for future plant +/- or systemic sewer line renovations E) 2012 Main Plant Rehabilitation (MPR) Bond Service	To provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
CURRENT BALANCE	\$949,655* Current Operating Reserve Fund  \$5,376,430* Current Operating Fund	\$6,746,481.82  (Current Capital & Capital Reserve Balance)	\$714,705*  (Current Trust Balance)	\$1,000,000*
TARGET BALANCE	\$2,500,000***	\$15,000,000***	\$1,000,000*	\$1,000,000
PROPOSED ANNUAL FUNDING	5% of Sewer Service Charges (FY18/19 Total SS Ops Revenue = \$5,010,545) 5% of Sewer Service Charges ≈ \$251,200**	TBD per Annum	3.5% of SD5's Share of CalPERS' FY18-19 Market Value Assets (\$8.95M) FY18-19 ≈ \$313,250** (From Ops)	N/A
FUNDING PROCESS	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter.  If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed annually and funded as cashflow permits, based on annual projects; any remaining funds will be reserved for long-term capital needs.  (see Funding Purpose above, Items C & D)	3.5% of SD5's Pooled Plan Share of CalPERS Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account. No additional funding required, once target balance is achieved. Finance Committee will evaluate the need to reinstate.
AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS	District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, upon review by the Finance Comitee, as set forth in this Reserve policy.  All other transfers to be presented for review by the Finance Comitee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Comitee, as set forth in this Reserve policy.  All other transfers to be presented for review by the Finance Comitee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities upon review by the Finance Comitee, as set forth in this Reserve policy.  All other transfers to be presented for review by the Finance Comitee and recommended prior to withdrawal. Board approval is required for atypical funding.	All withdrawals and transfers to be presented for review by the Finance Comitee and recommended to the Board for approval.

\* Balances based on SD5 Balance Sheet, as of 6.15.2020

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

Belvedere Zone Only Reserve Policy

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

\* Balances based on SD5 Balance Sheet, as of 6.15.2020

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

Tiburon Zone Only Reserve Policy

	OPERATING RESERVE*	CAPITAL IMPROVEMENTS RESERVE	CalPERS RETIREMENT RESERVE*	DISASTER RECOVERY RESERVE*
FUNDING ORDER	#1	#2	#3	#4
FUNDING PURPOSE	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	To provide adequate funding A) to support both treatment plants' operation and conveyance systems, B) to fund debt payments of financed capital projects (MPR), C) to finance capital projects as listed in the District's budgeted CIP Plan, and D) to reserve funds for future plant +/- or systemic sewer line renovations	To provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
CURRENT BALANCE	\$548,730* Current Operating Tiburon Reserve Fund  Working Tiburon Ops Fund: \$1,878,730*	Tiburon: \$3,812,784.52* Current Capital & Capital Reserve Balance	\$460,090*	\$643,750*
TARGET BALANCE	Tiburon: \$1,609,375***	Tiburon: \$9,656,250***	Tiburon: 643,750***	Tiburon: \$643,750***
PROPOSED ANNUAL FUNDING	(\$2,703,943) 5% of Sewer Service Charges  5% of Sewer Service Charges ≈\$135,200**	TBD per Annum	3.5% of SD5's Share of CalPERS' Market Value Assets (\$8.95M) FY18-19 ≈ \$313,250***  Tiburon's FY20-21 CalPERS Trust: \$201,650**	N/A
FUNDING PROCESS	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed semi-annually and apportioned as needed, based on annual projects; any remaining funds will be reserved for long-term capital needs.  (see Funding Purpose above, Items C & D)	3.5% of SD5 Plan's Share of the CalPERS Pool's Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account. No additional funding required, once target balance is achieved. If reserve subsequently dips below target balance, funding is to be reinstated.
AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS	District Manager is authorized to make monthly withdrawals as necessary, to cover operating shortfalls, as set forth and approved in this Reserve Policy.  All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Committee, as set forth in this Reserve policy.  All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities.  All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	All withdrawals and transfers to be presented for review by the Finance Committee and recommended to the Board for approval.

\* Balances based on SD5 Balance Sheet, as of 6.15.2020

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

Appendix K: FY 2021-2022 CIP Project Descriptions- multiple -single descriptions

In progress attach sheets here

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

**STRATEGIC PLAN**

**JUNE 30, 2020**



**BOARD OF DIRECTORS:**

*Catherine Benediktsson, President*

*Tod Moody, Vice President*

*Richard Snyder, Secretary*

*John Carapiet, Director*

*Michael Lasky, Director*

**DISTRICT MANAGER:**

*Tony Rubio*

# Sanitary District No.5 of Marin County

## Table of Contents

1. Introduction, History and Overview	2
2. SD5 Mission Statement and Values	6
3. SD5 Accomplishments	7
4. Current Conditions, Future Challenges & Opportunities	8
5. SD5 Goals	11
i. Protecting Public Health and Employee Safety	12
ii. Infrastructure Reliability	12
iii. Financial Stability	12
iv. Operation Capability	13
v. Employee Development	13
vi. Resource Recovery/Energy Reduction	13
6. Strategic Plan Annual Evaluation	14

## 1. Introduction, History and Overview

Sanitary District No.5 of Marin County was formed in 1922 primarily as a refuse district. In the 1960's a primary treatment plant was constructed at its current location at 2001 Paradise Drive. In the 1980's the District added on a secondary treatment portion to the plant to comply with new local and federal standards of the 1972 Clean Water Act. During that period state and federal grant funding was available for those upgrades which the District took advantage of. Also during the 1980's upgrade the Main Plant treatment facility was designed with a new commonly shared out fall into the SF Bay. The District shares an outfall with SASM (Sewerage Agency of Southern Marin) The District is also responsible for dechlorinating SASM's effluent prior to discharge into the receiving waters of the state of California. In the mid 1980's, a smaller, secondary treatment package plant was constructed on the eastern side of the Tiburon peninsula to serve the unincorporated area of Tiburon, known as the Paradise Cove plant. The District was able to get about 30+ years out of both plants before they were due for major upgrades and were upgraded to improve efficiencies and reliability.

In 2005 the City of Belvedere sewage collection system was annexed to the District. When this task was completed, a new sewer rate had to be established for the City of Belvedere residents, as it was treated as a separate zone per the annexation agreement with Belvedere. In that annexation agreement, the City of Belvedere negotiated keeping the sewer service revenue portion of the property tax, thus the higher rates in the City of Belvedere currently. As of 2018 the Belvedere zone sewer service fee charge is \$1985 per EDU compared to \$1034 per EDU in the Tiburon zone. Prior to annexation into Sanitary District No.5 of Marin County, an investigation of the entire sewer collection was performed by Harris & Associates to assist the District in determining the condition of the collection system and the required repairs that would be needed in the future. A similar study was also performed for the collection system owned by the District for the Tiburon zone. Those studies assisted in determining the rates that are in place today.

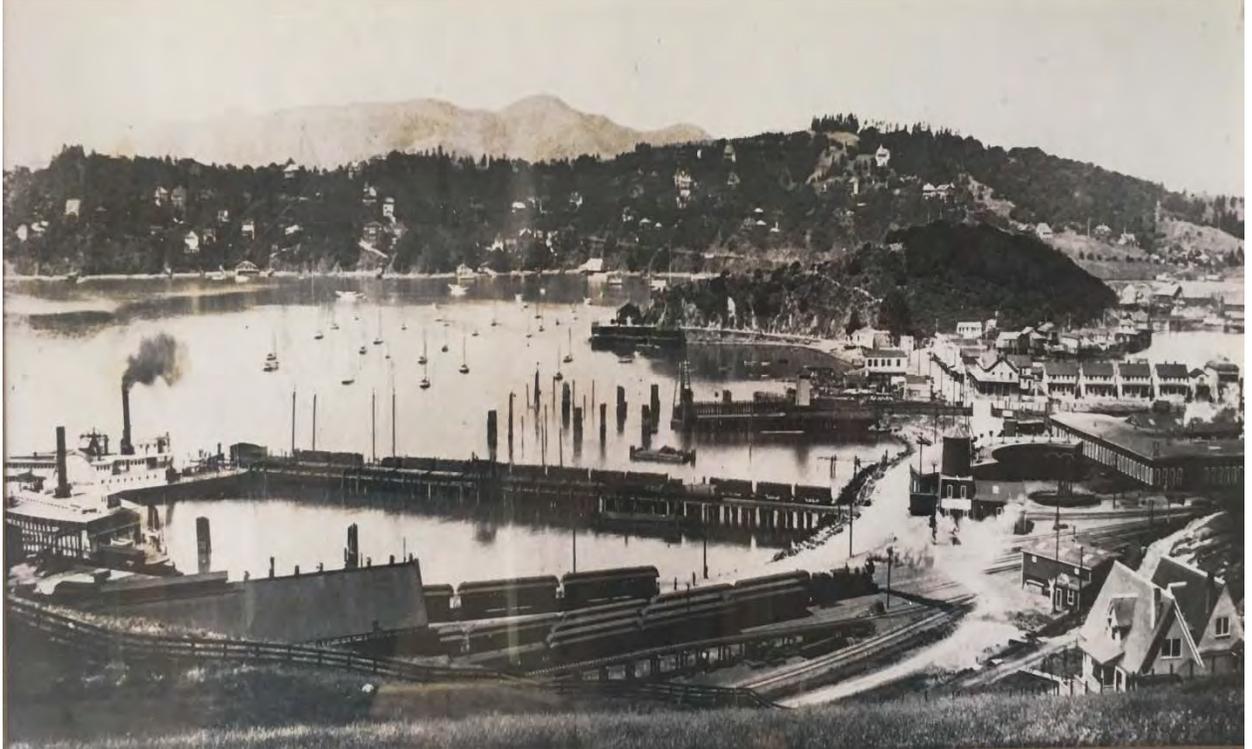
In 2009, the smaller Paradise Cove plant was upgraded and enlarged to accommodate a growing population on the eastern Tiburon peninsula. Treatment plant capacity went from 20,000 gallons per day up to 40,000 gallons per day, with a peak flow max of 100,000 gallons per day. In conjunction with the treatment plant upgrades, the Seafirth Estates subdivision constructed 2 pump stations to serve the residents in that area, in order for them (Seafirth Estates) to cease operation of the Seafirth Estates RBC (Rotating Biological Contactor) plant that had reached its useful life. Both pump stations were turned over to the District for ownership and operation after a year of successful operation. In 2018 the District worked with San Francisco State Romberg Center in successfully negotiating an outside sewer service agreement which allowed the university to decommission several septic tanks serving the property and allowed for the construction of a new pump station that the university owns and operates to pump into the Districts publicly available sewer system located on Paradise Drive (Vogt Extension Line). SFSU Romberg began service on January 1, 2019.

In 2014 the District invested \$12 million dollars to upgrade and enhance the Main Treatment plant, which serves the City of Belvedere and the residents eastward of Gilmartin Drive in the Town of Tiburon. The electrical system of the plant was upgraded with a more reliable up-to-date system, major treatment plant equipment was replaced with newer, more energy-efficient equipment, and additional wet weather storage was configured into the project using the existing facilities.

In 2017 the District completed a 2-year phased project at the Mar West Pump Station in Tiburon worth 1.5 million dollars. The work involved converting an older dry pit pump station to a wet pet submersible style pump station. It also involved the installation of Diesel standby generator and all new electrical control panels and meters. This pump station is the largest pump station in the Tiburon service area.

The District has a total of 24 pump stations in its service area and 153,120 lateral feet (29 miles) of gravity sewer lines that range in size from 6" to 24" and a total of 26,400 lateral feet (5 miles) of pressure force main. The District is governed by a 5-member Board of Directors, while the day- to-day management is the

responsibility of the District Manager, and his or her staff of 9 employees. Many Districts have different priorities, goals and challenges that face them day-to-day and in the future. That is why this District seeks to layout its priorities, address its concerns and prioritize its future challenges with the creation of this strategic plan. This planning would also assist future Board Members and District Managers with staying on-course in providing the best, safest, and most reliable collection conveyance and treatment of sewage for the Tiburon/Belvedere peninsula residents. The strategic plan shall reflect the direction, insight, and expertise of the Board Members and its District Staff and shall provide for the overall strategic direction of the District.



1920's era –Tiburon Peninsula- Location of future Waste Water Treatment Plant



1960's era- Tiburon Peninsula – Wastewater Treatment Plant in service- Primary Treatment only



1980's era- Tiburon Peninsula- Secondary Treatment additions to Wastewater Treatment Plant



2014 – Tiburon Peninsula –Main Plant Rehabilitation at Wastewater Treatment Plant



1980's era Unincorporated East Tiburon -Paradise Cove Wastewater Treatment Plant



2010 Unincorporated East Tiburon- Upgraded Paradise Cove Wastewater Treatment Plant

## **2. Mission Statement and Values**

### Mission Statement

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

### SD5 Values

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

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

### **3. Accomplishments**

#### SD5 Accomplishments

A generalized list of recent accomplishments:

##### Main Treatment Plant:

- Invested \$12 Million dollars and rehabilitated the Main Treatment Plant: this was a 2-year project, which improved treatment plant efficiencies and reliability
- Updated the Sewer Use Ordinance to include sewer lateral inspection and repair mechanism to reduce I&I from the collection system
- Began pump station controls replacement program: 16 of 22 pump stations now have new standardized control panels –Panels have been raised per Baywave sea level report study
- 20,500 Linear feet of pipe have been replaced/rehabilitated since 2006
- Completed the Point Tiburon Sewer Line acquisition (a 30+yr dispute/unresolved item)
- Completed the Mar West Phase 1 and Phase 2 Pump Station Upgrade - \$1.5 Million Invested to this site.
- Completed a LED lighting upgrade as part of our continued efforts to conserve energy & keep costs down
- Completed Bio-Solids Management Plan and negotiated disposal contract with Lystek Intl.

##### Paradise Cove Plant:

- Acceptance of the Seafirth Estates subdivision pump stations: allowed for the decommissioning of Seafirth Estates' Rotating Biological Contactor (RBC) treatment plant
- Acceptance of the Paradise Drive Sewer Line Extension (PDSLE) Line Sewer line: allowed sewer service connections for 52 homes allowing people to decommission septic systems in the unincorporated area of Tiburon an connecting to the public sewer
- Acceptance of Vogt sewer line extension at Paradise Cove which will allow for an additional 12 connections and the connection of the Romberg Tiburon Center
- Established an Outside Sewer Service Agreement with SFSU Romberg Center for Sewer Service
- Paradise Cove Treatment Plant upgrade and installation of new discharge pipe and diffuser: treatment plant capacity doubled and treatment efficiency improvement

##### Finance & HR:

- Major work on the District's Finances and Capital Improvement Program in FY2009/2010: this led to difficult decisions to increase sewer rates for the prolonged safety and compliance of both treatment plants and its collection system. Prior to 2005, the sewer rates had not been raised in 20+ years
- Made the difficult decisions to cut benefits for new hires, in part of the 2012 Employee Negotiations: this established a lower tier for transferring Classic Members as a result of higher CalPERS pension obligations
- Began funding a California Employee Retirement Benefit Trust (CERBT) for Other Post-Employment Benefits (OPEB) in 2011
- Paid off CalPERS side fund and SD5's unfunded accrued liability, through 2018
- Updated the SD5 Connection Fee Schedule
- Created a District wide succession plan
- Created new Financial Policy & Procedure Manual
- Updated the SD5 Reserve Policy and created a new CalPERS Reserve Trust in order to fund future CalPERS' inability to obtain target returns in their investment strategies

#### **4. Current Conditions, Future Challenges & Opportunities**

##### Current Conditions:

The District overall income is around \$6 million dollars. Total operations and maintenance costs, which includes salary, is averaging around \$3 million dollars (not including CalPERS unfunded liabilities) with about 3% inflation each year. Currently, Capital Expenditures run anywhere between \$1.5 - \$2.5 million dollars yearly including debt service. The Districts net operating/capital income varies between \$500k-\$1 million dollars each year. That is the current overall trend of the District finances as of 2018. Please note that both treatment plants recently were improved so the need for costly capital expenditures at both of these facilities will mostly likely not occur for another 4-9 years.

The current National Pollutant Discharge Elimination System (NPDES) permits, for both facilities, have been in compliance year-in and year-out with our current standard of treatment and configuration of both facilities. Labor, Electricity, and Chemicals are the costliest items for operating and maintaining both facilities. The District has done everything possible to reduce those costs, such as installing automated Supervisory Control and Data Acquisition (SCADA) software for improved reliability and to keep labor costs down, installing new energy-efficient equipment (blowers) & completing a LED lighting upgrade throughout the plant to reduce PG&E costs; and performing annual competitive bidding on chemical purchasing contracts to ensure we get the lowest price from the most competitive suppliers.

In 2013, CalPERS enacted new retirement formulas for new-hire employees into the CalPERS' retirement system (Public Employees' Pension Reform Act - PEPR), which keeps our employee overhead costs down. Currently the District has 5 employees under the Classic Member formula of 2.7% @ 55 formula, and 4 employees under the PEPR formula of 2.0% @ 62. The District has paid its CalPERS pension liabilities up through fiscal year 2016. The Districts OPEB Other Post-Employment Benefits (retiree health) is around 40% funded as of 2017. The District currently has 6 retirees receiving OPEB. The Board of Directors receive compensation of \$100 for attendance at each Board Meeting; no other benefits are granted to the Board of Directors.

Capital Improvement wise, the Districts main function is to provide high quality collection, conveyance, treatment and disposal of the wastewater in this service area. A main priority currently for the District is the rehabilitation of the districts collection system – an ongoing 10 year Capital Improvement Program (CIP) is in place to replace/rehabilitate the collection system based on video reports conducted in 2006 and 2011. Also, the District is currently under way with a project standardizing the control panels at the 24 pump stations, servicing the areas and raising them per the Marin BayWAVE Marin Bay Waterfront Adaptation Vulnerability Evaluation

The District when feasible participates in regional programs/partnerships for the benefit of rate payers and the overall enhancement of services in Marin. Some examples include, mutual aid services agreements which allows the District to call on other sewer agencies that participate in the group for assistance with equipment/staffing in times of need, the Marin County Public Education Group, which collaborates with other agencies in the Districts efforts to inform the rate payers and the general public about pollution prevention, and monthly general manager meetings with the managers of the 5 other Treatment plant agencies in Marin to share ideas and assist one another on critical issues facing the agency or the wastewater community.

## Future Challenges and Opportunities:

The District has several challenges in the near and far future. Some of those items include:

### ***Wastewater Treatment System:***

- Possible Nutrient limits in National Pollutant Discharge Elimination System (NPDES) permits - requiring expensive upgrades to facilities
- Possible Toxicity Limits in NPDES permit- requiring expensive upgrades to facilities
- More stringent requirements from the Bay Area Air Quality Management District (BAAQMD) -New Sources-Emergency Generators and Portable Pumps must comply with new standards
- Increased electrical costs due to provider raising rates
- Treatment Plant Upgrades in 2040
- Opportunities to enhance collaboration with neighboring agencies on larger items like laboratory service and safety training services

### ***Customer Service:***

- Improved web site for ease of customer use
- Development of quarterly newsletter -increased awareness of district activities and accomplishments for customers- for website
- Additional Staff time for permits and Inspections as identified in the recently approved succession plan
- Additional Ark Newspaper Articles

### ***HR and Employee Development:***

- Encourage staff to cross train in Operations and Maintenance
- Enhance SR WWTP Maintenance/Collection System Tech Position to a Supervisor to assist in the day to day organization of maintenance and long range planning and responsibility in keeping up to date records- responsible for WDR's (waste discharge requirements) for Main Plant and Paradise Cove (LRO Legally Responsible Official Requirement)-as identified in the recently approved succession plan
- Enhance SR WWTP Operator Position to a Supervisor position to assist in the day-to-day organization of operations and long range planning (Chief Plant Operator) responsible for Main Plant and Paradise Cove permits (designated operator in charge)- as identified in the recently approved succession plan
- Create a Permits/Administrative Tech position to assist in the office and to handle the increased work as result of sewer lateral inspections required by Sewer Use Ordinance 2014-02

### ***Renewable Energies and Continued Energy Reduction:***

- Investigate all possible paths to energy savings
- Investigate pumping plan development for pumping during off hours and or reducing the start & stops

### ***Organization, Budget and Finance:***

- Sewer Rate Sustainability
- CalPERS Pension Sustainability
- Other Post Employee Benefits (OPEB) Sustainability
- Complete scanning project
- Clean up and organize current District administrative database

***Organization, Budget and Finance (Cont'd):***

- Create standards and file storage location, and file storage paths for staff to save work that all staff need access to
- Connection Fee Rates
- Contracted Services
- Sewer Rate Study- Last sewer rate survey completed in 2010

***Facilities and Operations:***

- Rebuild the maintenance shop and create 2<sup>nd</sup> floor for an overall operations/maintenance building.
- Review of Emergency Planning/Preparedness: Boat access to treatment plant sites, and Vector truck availability, and bypass pumping review
- Planning for future Treatment Plant Rehabilitation or Relocation Options
- Office Upgrades – Limited Space
- Complete a Collection System Master Plan in conjunction with Sewer Rate Study- Last full scale sewer system evaluation completed in 2006

## 5. SD5 Goals

The SD5 Strategic Plan is organized according to six major goals which assumes Financial Stability as the overall goal:

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

The Goal areas represent Board members overall top priorities. Within each Goal area, Board Members identified their top priorities and programs which are summarized on the following pages.

## **Goal One: Protecting Public Health and Employee Safety**

The Districts main purpose for existing is for the sole purpose of protecting public health through safe and efficient collection, conveyance, treatment, and disposal of wastewater generated in the Districts service area, and to ensure a safe working environment for all staff.

The SD5 Board established the following key objectives:

- Maintain Adequate Staffing and Training of Staff
- Strive to eliminate all SSO's
- Compliance with National Pollutant Discharge Elimination System (NPDES) and Bay Area Air Quality Management Board (BAAQMD) permit requirements
- Maintain Robust safety
- Proactive with our Maintenance Activities

## **Goal Two: Infrastructure Reliability**

In order to protect public health, the Districts infrastructure reliability goes a long way in achieving that primary purpose. Good, sound planning and management of the District's facilities must be in order, while preventive maintenance must also be a top priority.

The SD5 Board established the following key objectives:

- Maintain and evaluate the on-going 10-year Capital Improvement Plan annually
- Maintain a comprehensive CMMS system for tracking and forecasting of future Capital work and to maintain current equipment in service
- Clean 25% of SD5's sewer line each year
- Installation of a new sewer force main serving the city of Belvedere (Cove Road Pump Station Sewer Force Main Replacement Project)
- Develop Emergency Plan for abandoned emergency outfall line at the Main Plant
- Review Emergency Plan for plant-access during non-access situations (road closures, etc.)

## **Goal Three: Fiscal Accountability**

To maintain a well-operating and functional District, we must be conscious of its financial obligations, by budgeting accurately and managing the operations of the District fittingly in order to maintain financial stability.

The SD5 Board established the following key objectives:

- Ensure sewer rates are adequate for operation of the District
- Review CalPERS unfunded liabilities annually
- Ensure Achievable CIP Plan is in-line with current level of funding
- Review Sewer Rates (2020-2021)
- Ensure Adequate Sewer Reserves in-line with Reserve Policy
- Review California Employee Retirement Benefit Trust (CERBT) Trust Funding
- Evaluate & Apply for Grant Funding when applicable
- Review MOU obligations regarding Classic and PEPRA and keeping pensions costs down

## **Goal Four: Operational Capability**

Evaluation of operational strategies to ensure satisfactory collection, conveyance and treatment for possible reductions in operational costs.

The SD5 Board established the following key objectives:

- National Pollutant Discharge Elimination System (NPDES) , Occupational Safety and Health Administration (OSHA), and Bay Area Air Quality Management District (BAAQMD) Compliance
- Reduce Inflow and Infiltration (I&I)
- Reclaim Water Program Review for use in sewer cleaning activities
- Maintain good partnership with Sanitary Agency of Southern Marin SASM
- Continue Collaboration, with MASS Group Marin Association of Sanitary Sewers group
- Evaluate Grit Removal System at Paradise Cove Plant

## **Goal Five: Employee Development**

A well trained and hard-working staff leads to operational success, and a safe and fun work environment. In order to maintain that type of culture and work space, employee development plays a key role.

The SD5 Board established the following key objectives:

- Create new WWTP Operations Superintendent Position
- Create new WWTP Maintenance & Collection System Superintendent Position
- Create new Permit/Administration Assistant Position
- Maintain Adequate Staffing levels
- Continue Cross training activities
- Review Staff - Bi-annual Performance Evaluations
- Maintain and update succession plan as necessary

## **Goal Six: Resource Recovery and Energy Reduction**

With the operation of two wastewater treatment plants, the District collects, treats, and disposes tons of organic matter each year. That organic matter, which is eliminated during the treatment process, requires a lot of energy to remove it. It also generates energy in the form of methane gas, during the treatment process, which is currently used for heating purposes. Other forms of re-use exist and should be explored. The disposal of bio-solids is becoming increasingly difficult with new regulations and the restrictions of landfills. A comprehensive plan for disposal should be a key objective.

The SD5 Board established the following key objectives:

- Develop Bio-Solids Master Plan
- Develop Energy Saving Master Plan
- Seek Economical Go Green options/projects

## **6. Strategic Plan Review and Monitoring**

Board members and staff agree that the strategic plan should be reviewed annually, in conjunction with the budget, making review process. Annual reports shall be prepared by SD5 staff for presentation to the Board Members in order to explore top priorities in more depth, as needed or requested by the Board.

**SD5 RESERVE POLICY  
RESOLUTION NO. 2020-07  
June 18, 2020**

**Item #2C**

	<b>OPERATING RESERVE*</b>	<b>CAPITAL IMPROVEMENTS RESERVE</b>	<b>CalPERS RETIREMENT RESERVE*</b>	<b>DISASTER RECOVERY RESERVE*</b>
<b>FUNDING ORDER</b>	#1	#2	#3	#4
<b>FUNDING PURPOSE</b>	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	To provide adequate funding A) to support both treatment plants' operation and conveyance systems, B) to fund debt payments of financed capital projects, C) to finance capital projects as listed in the District's budgeted CIP Plan, and D) to reserve funds for future plant +/- or systemic sewer line renovations E) 2012 Main Plant Rehabilitation (MPR) Bond Service	To provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
<b>CURRENT BALANCE</b>	\$949,655* <b>Current Operating Reserve Fund</b>  \$5,376,430* <b>Current Operating Fund</b>	\$6,746,481.82  <b>(Current Capital &amp; Capital Reserve Balance)</b>	\$714,705*  <b>(Current Trust Balance)</b>	\$1,000,000*
<b>TARGET BALANCE</b>	\$2,500,000***	\$15,000,000***	\$1,000,000*	\$1,000,000
<b>PROPOSED ANNUAL FUNDING</b>	5% of Sewer Service Charges (FY18/19 Total SS Ops Revenue = \$5,010,545) 5% of Sewer Service Charges ≈ \$251,200**	TBD per Annum	3.5% of SD5's Share of CalPERS' FY18-19 Market Value Assets (\$8.95M) FY18-19 ≈ \$313,250** <b>(From Ops)</b>	N/A
<b>FUNDING PROCESS</b>	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter.  If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed annually and funded as cashflow permits, based on annual projects; any remaining funds will be reserved for long-term capital needs.  (see Funding Purpose above, Items C & D)	3.5% of SD5's Pooled Plan Share of CalPERS Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account.  No additional funding required, once target balance is achieved.  Finance Committee will evaluate the need to reinstate.
<b>AUTHORITY REQUIRED FOR FUNDING &amp; WITHDRAWALS</b>	District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, upon review by the Finance Committee, as set forth in this Reserve policy.  All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Committee, as set forth in this Reserve policy.  All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities upon review by the Finance Committee, as set forth in this Reserve policy.  All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	All withdrawals and transfers to be presented for review by the Finance Committee and recommended to the Board for approval.

\* Balances based on SD5 Balance Sheet, as of 6.15.2020

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

**EXHIBIT A: BELVEDERE  
SD5 RESERVE POLICY  
RESOLUTION NO. 2020-07  
June 18, 2020**

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

\* Balances based on SD5 Balance Sheet, as of 6.15.2020

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

**EXHIBIT B: TIBURON/PARADISE COVE  
SD5 RESERVE POLICY  
RESOLUTION NO. 2020-07  
June 18, 2020**

	<b>OPERATING RESERVE*</b>	<b>CAPITAL IMPROVEMENTS RESERVE</b>	<b>CalPERS RETIREMENT RESERVE*</b>	<b>DISASTER RECOVERY RESERVE*</b>
<b>FUNDING ORDER</b>	#1	#2	#3	#4
<b>FUNDING PURPOSE</b>	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	To provide adequate funding A) to support both treatment plants' operation and conveyence systems, B) to fund debt payments of financed capital projects (MPR), C) to finance capital projects as listed in the District's budgeted CIP Plan, and D) to reserve funds for future plant +/- or systemic sewer line renovations	To provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
<b>CURRENT BALANCE</b>	\$548,730* <b>Current Operating Tiburon Reserve Fund</b>  <b>Working Tiburon Ops Fund: \$1,878,730*</b>	<b>Tiburon: \$3,812,784.52*</b> <b>Current Capital &amp; Capital Reserve Balance</b>	<b>\$460,090*</b>	<b>\$643,750*</b>
<b>TARGET BALANCE</b>	<b>Tiburon: \$1,609,375***</b>	<b>Tiburon: \$9,656,250***</b>	<b>Tiburon: 643,750***</b>	<b>Tiburon: \$643,750***</b>
<b>PROPOSED ANNUAL FUNDING</b>	(\$2,703,943) 5% of Sewer Service Charges  5% of Sewer Service Charges ≈\$135,200**	<b>TBD per Annum</b>	<b>3.5% of SD5's Share of CalPERS' Market Value Assets (\$8.95M) FY18-19 ≈ \$313,250***</b>  <b>Tiburon's FY20-21 CalPERS Trust: \$201,650**</b>	<b>N/A</b>
<b>FUNDING PROCESS</b>	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed semi-annually and apportioned as needed, based on annual projects; any remaining funds will be reserved for long-term capital needs.  (see Funding Purpose above, Items C & D)	3.5% of SD5 Plan's Share of the CalPERS Pool's Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account. No additional funding required, once target balance is achieved. If reserve subsequently dips below target balance, funding is to be reinstated.
<b>AUTHORITY REQUIRED FOR FUNDING &amp; WITHDRAWALS</b>	District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, as set forth and approved in this Reserve Policy.  All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Comitee, as set forth in this Reserve policy.  All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities.  All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	All withdrawals and transfers to be presented for review by the Finance Committee and recommended to the Board for approval.

\* Balances based on SD5 Balance Sheet, as of 6.15.2020

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