



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, January 11, 2016, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

III. Approval of January 11, 2016 BOD Agenda Action

IV. Board Member Reports

V. Approval of November 9, 2016 Minutes Action

VI. TVCS D Board Officer Elections

VII. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures Action
- b. Financial Manager's Report Action
- c. Review and Approve Financial Statements Action

VIII. General Manager's Report

- a. Plan for performance review and updated contract

IX. Phillips & Associates Report

- a. Review reports for October & November 2016
- b. Status and action steps for O & M RFP

X. Committee Reports

- a. Financial Advisory Committee (FAC)
 1. Review approved November minutes
 2. Goals update for rest of fiscal year
- b. Park Advisory Committee (PAC)
 1. Review approved November minutes
 2. Review and approve construction RFP; resolve posting and interview process
 3. Project Manager hiring
 4. Request for possible loan from TVCS D for projects

XI. Pending Business

1. Board and staff...Form 700 due, W2's and time sheets due
2. SUSD contract review plan
3. Staff performance reviews...timeline, format and action plan.

XII. Other Business

XIII. New Business

XIV. Correspondence

XVI. Adjournment

TVCS D MISSION STATEMENT: *Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum for active community participation and input.*

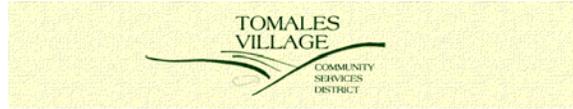
The agenda and supporting documents can be accessed on the TVCS D website 72 hours prior to the meeting. Anyone requesting

disability related accommodations may contact the district office 72 hours prior to the meeting.

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● www.tomalescsd.ca.gov

Board of Directors:

Bill Bonini, President ● Deborah Parrish, Vice President ● Donna Clavaud ● Peter MacLaird ● Dru Fallon O'Neill



TVCS D Board of Director’s Meeting Minutes

Date: Wednesday, November 9, 2016, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Bill Bonini, President; Deborah Parrish, Vice President; Donna Clavaud, Dru Fallon O’Neill, Peter MacLaird

Board Members Absent: None

Also Present: Cynthia Hammond; TVCS D Recording Secretary, Walter Earle, Margaret Graham, Terry Duffy, Venta Leon, Nicole Vigeant

I. Call To Order

Bill Bonini called the meeting to order at 7:05 p.m.

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

None

III. Approval of November 9, 2016 TVCS D BOD Agenda

Bill Bonini motioned to approve November 9, 2016 TVCS D BOD agenda. No objections.

IV. TVCS D Board Member reports

Donna Clavaud requested input from TVCS D BOD’s regarding the letter to RCAC; should it be written on behalf of the TVCS D BOD’s or the TVCS D Finance Advisory Committee? It was determined the letter would come from the TVCS D Finance Advisory Committee.

Bill Bonini reminded the TVCS D BOD’s that TVCS D’s General Manager, Jose Ortiz’s, contract is up for renewal December 31, 2016 and there isn’t a December 2016 BOD meeting. The next TVCS D BOD meeting is January 11, 2017. It was determined that a performance review would be conducted. Deborah Parrish suggested sending out the prior years TVCS D performance review form to all BOD’s. This discussion will be added to the January 11, 2017 agenda and a performance review will be conducted in February 2017 in a closed session before the February BOD meeting.

Bill Bonini said Jose Ortiz is working on a letter to Telstar, which summarizes problems with the SCADA system.

V. Approval of October 12, 2016 TVCSD BOD minutes

Bill Bonini motioned to approve the October 12, 2016 TVCSD BOD minutes. Dru Fallon O’Neill seconded the motion. M/S/U

VI. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

Deborah Parrish questioned whether Telstar’s October invoice was normal maintenance or part of ongoing issues. Bill Bonini explained the radio transmitters at the ponds were not working properly. Transmitters were replaced and they still are not working properly. Jose Otiz will contact other vendors if Telstar cannot fix problems with the SCADA system.

Deborah Parrish asked about the status of the contract with Shoreline Unified School District (SUSD). Donna Clavaud reminded the TVCSD BOD’s this item is on the priorities calendar for January 2017 and Bill Bonini will contact Bruce Abbott, CFO for SUSD.

Deborah Parrish motioned to accept check registers and approve expenditures. Donna Clavaud seconded the motion. M/S/U

b. Financial Manager’s Report:

Donna Clavaud reported that she; Deborah Parrish and Melinda Bell drafted an Accounting Policies and Procedures Manual based on other CSD models. Deborah Parrish stated this document is more of a procedural than policies manual. FAC determined that this draft seemed adequate to implement now. Dru Fallon O’Neill suggested removing the word “Policies”, Donna Clavaud suggested removing “Manual” so the document reads “Accounting Procedures”.

Donna Clavaud motioned to adopt the TVCSD Accounting Procedures and amend them to omit the words “Policies and “Manual” and to revisit them as needed for any possible amendments. Deborah Parrish seconded the motion. M/S/U

c. Review and approve financial statements:

Deborah Parrish motioned to approve the October financial statements. Dru Fallon O’Neill seconded the motion. M/S/U

d. Update on cost saving items (publications, memberships, etc.):

Donna Clavaud reported that Melinda Bell did a review of subscribed publications and organizational memberships. Major memberships like CSDA and others will be kept. Melinda Bell was able to trim a

few of the expensive subscriptions. This will be reviewed again with Melinda Bell.

VII. General Manager's Report

General Manager's report was reviewed.

VIII. Phillips & Associates Report

a. September 2016 reports were reviewed.

Phillips and Associates name has been changed to Natural Systems Utilities (NSU). Steve Chase will be TVCSD's contact regarding plant operations. Nicole Vigeant asked if there was a new contract with NSU. Donna Clavud noted TVCSD still has the 1999 contract with Phillips and Associates. When Jose Ortiz finishes updating the new O & M Manual, TVCSD will move forward to put out an RFP for O & M services as we need a current contract.

IX. Committee Reports

a. Financial Advisory Committee (FAC)

1. Review approved October 26, 2016 minutes:

Donna Clavud amended the FAC October 26, 2016 minutes to read Grizzly "Flats" instead of Grizzly "Peak".

2. Discuss "in-progress" amendments to By-Laws and board approval to seek legal council:

Donna Clavud reported that FAC reviewed the TVCSD By-Laws (developed in 2000). Corrections in Section Six (6) were made to reflect current stipends. Corrections in Section Nine (9) were made on the frequency of regular and annual TVCSD BOD meetings. One major area in Article Fourteen (14) titled Meetings of Members and Ratepayers, which includes all the rules of holding meetings of members and ratepayers. FAC not clear as to what defines "membership" and how it differentiates from "ratepayers". Nicole Vigeant suggested the distinction might be "members" are renters who live in the district and "ratepayers" are the property owners in the district. Deborah Parrish said the confusion was the By-Laws stated "membership" meetings and "ratepayer" meetings shall be held separately. Donna Clavud requests County Counsel's advise to clarify the definition of "membership" and "ratepayers" as stated in Article Fourteen (14) and asks for TVCSD BOD support. Venta Leon suggested contacting local attorneys Jill Satori or Mike Buckley. Vento Leon offered to facilitate.

3. Update and adjust priorities calendar:

Donna Clavud suggested FAC review priorities calendar and make adjustments as some goals have been met and some priorities are taking longer than anticipated. Bill Bonini said Jose Ortiz will complete the Asset Management Plan for the January 2017 TVCSD BOD meeting.

b. Park Advisory Committee (PAC)

1. Review approved October 24, 2016 minutes:

October 24, 2016 PAC minutes were reviewed.

2. Approval of new PAC member Susan Alvarez:

Peter MacLaird made a motion to approve Susan Alvarez as a PAC member. Deborah Parrish seconded the motion. M/S/U

3. Project Manager discussion:

Margaret Graham made a list of concerns regarding Park projects which include the following: RFP technical details, Fibar may be a safety concern, review of bids when they come in, rules of playground safety, ordering materials, following regulations, interfacing with TVCSD BOD's. Hiring a Project Manager would help to alleviate these issues.

General Manager's report states that Harry Burrowes has been contacted to get names of local construction management firms. Donna Clavaud and Venta Leon had a conversation with Ted Anderson who expressed interest in volunteering as the Project Manager and expressed interest in becoming a PAC member. Donna Clavaud will invite Ted Anderson to the November 28, 2016 PAC meeting. Clarification of roles, duties and compensation need to be discussed.

Margaret Graham wanted to clarify and define what is "local" in the PAC rental agreement and suggested to include the following five (5) communities within a seven and one half (7 ½) mile radius: Two Rock, Bloomfield, Valley Ford, Dillon Beach and Marshall.

Donna Clavaud motioned to amend the Tomales Community Park policy to define "local" which will be a seven and one half (7 ½) mile radius to include the communities of Two Rock, Bloomfield, Valley Ford, Dillon Beach and Marshall and those parts in between. Dru Fallon seconded the motion. M/S/U

X. Pending Business

1. Newsletter update and approval of Disaster Council insert:

Cynthia Hammond handed out a mock layout of the TVCSD newsletter. Items include President and General Manager's message, FAC and PAC news, general overview of the sewer plant schematic and an article of what not to flush down drains. Donna Clavaud requested an insert from the Tomales Disaster Council announcing CERT training and Rescue and First Aid training course be included in the TVCSD newsletter.

Dru Fallon O'Neill motioned to include the Tomales Disaster Council insert into the TVCSD newsletter. Deborah Parrish seconded the motion. M/S/U

2. Letter of appreciation to Steve Kinsey:

Letter of appreciation to Steve Kinsey will come from the TVCSD BOD on behalf of the District. Donna Clavaud and Dru Fallon O'Neill will draft letter of appreciation.

XI. Other Business

None

XII. New Business

1. Call for Committee member volunteers:

Call for Committee member volunteers are mentioned in the TVCSD newsletter.

2. No TVCSD BOD's meeting in December; discuss January 11, 2017 meeting agenda:

Items to be included on January 11, 2017 TVCSD BOD agenda to include the following: Review the

evaluation form, Officer's election, and General Manager and O & M contracts, property owner sewer inspection prior to sale of property. FAC will update priorities calendar.

3. Explore issue of property owner inspection of private sewer lines:

Bill Bonini suggests adapting a plan when properties sell; a pipe inspection from dwelling to lateral should be done. This would be a cost to the property owner. TVCSD would receive the report. Donna Clavaud questioned compliance, how would TVCSD make sure the owner would comply. Deborah Parrish asked how either a buyer or seller would know this had to be done and what needs to be done to implement this? Peter MacLaird suggested going to the County to request a sewer inspection be conducted prior a property being sold. This will be discussed with Jose Ortiz.

4. Ethic and sexual harassment training status:

A reminder for everyone to take the ethics and sexual harassment trainings on-line.

XIII. Correspondence

None

XIV. Adjournment

Deborah Parrish motioned to adjourn the November 9, 2016 TVCSD BOD meeting. Dru Fallon O'Neill seconded the motion. M/S/U

Meeting adjourned at 8:33 pm

Next TVCSD BOD Meeting, January 11, 2017, 7 pm at Tomales Town Hall

Approved by: President, Bill Bonini

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

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Bank Accounts 11/01/2016 through 12/31/2016

	Type	Date	Num	Name	Memo	Amount	Balance
131.46 · Bank of Marin - Park Account					Beginning		117,330.62
	Bill Pmt -Check	11/07/2016	1152	PGE	7399820768-9	-109.21	117,221.41
	Payment	11/17/2016		Henry Elfstrom	November	70.00	117,291.41
	Bill Pmt -Check	11/30/2016	1153	Capital One Bank	donation box	-27.95	117,263.46
	Deposit	11/30/2016			Interest	0.48	117,263.94
	Bill Pmt -Check	12/07/2016	1154	PGE	7399820768-9 10/25-11/23	-86.41	117,177.53
	Deposit	11/30/2016			Interest	0.48	117,178.01
Total 131.46 · Bank of Marin - Park Account					Ending	-153.09	117,178.01
131.31 · Redwood Credit Union					Beginning		135,849.98
131.31 · Redwood Credit Union	Deposit	11/30/2016			Interest	11.57	135,861.55
Total 131.31 · Redwood Credit Union					Ending	11.57	135,861.55
131.42 · Bank of Marin - Money Market					Beginning		6,625.24
	Deposit	11/19/2016			Levy 4	31.44	6,656.68
	Deposit	11/30/2016			Interest	0.14	6,656.82
	Deposit	12/15/2016			Levy 4	53,885.30	60,542.12
	Deposit	12/23/2016			HOPTR Levy 4	9.17	60,551.29
	Deposit	12/31/2016			Interest	1.18	60,552.47
Total 131.42 · Bank of Marin - Money Market					Ending	53,927.23	60,552.47
131.44 · Bank of Marin - Sewer					Beginning		87,400.00
	Bill Pmt -Check	11/07/2016	4276	PGE	8044736439-1 9/24-10/25 784 kwh	-75.16	87,324.84
	Bill Pmt -Check	11/08/2016	4277	Melinda K. Bell	October 36 hours	-1,260.00	86,064.84
	Bill Pmt -Check	11/08/2016	4278	Natural Systems Utilities -CA	inv 232775 and duckweed	-5,669.01	80,395.83
	Bill Pmt -Check	11/09/2016	4279	Natural Systems Utilities -CA	lab invoice 99359 samples 9/7/16	-239.76	80,156.07
	Bill Pmt -Check	11/09/2016	4280	Nelson Staffing	11/2 & 11/6 4 hours	-279.60	79,876.47
	Payment	11/17/2016		Tomales Regional Histroy Center	Novembefr	63.00	79,939.47
	Bill Pmt -Check	11/18/2016	4281	AT&T	138729848 11/11-12/10	-28.83	79,910.64
	Bill Pmt -Check	11/18/2016	4282	AT&T Uverse	145835838 10/7-11/6	-123.59	79,787.05
	Deposit	11/30/2016			Interest	0.32	79,787.37
	Bill Pmt -Check	12/01/2016	4283	Capital One Bank	CSDA dues, payr tax, Sonic	-1,017.08	78,770.29
	Bill Pmt -Check	12/01/2016	4284	Marin County Dept of Public Works	Annual HazMat Business Plan 60-0549	-290.00	78,480.29
	Bill Pmt -Check	12/01/2016	4285	Municipal Finance Corp.	#09-006 annual fee	-750.00	77,730.29
	Bill Pmt -Check	12/07/2016	4286	Melinda K. Bell	November 22 hours	-770.00	76,960.29
	Bill Pmt -Check	12/07/2016	4287	Natural Systems Utilities -CA	invoices 233253&233530	-6,166.35	70,793.94
	Bill Pmt -Check	12/07/2016	4288	Nelson Staffing	11/7, 11/9, 11/26, 11/27	-305.81	70,488.13
	Bill Pmt -Check	12/07/2016	4289	PGE	8044736439-1	-87.19	70,400.94
	Bill Pmt -Check	12/07/2016	4290	SWRCB SRF Loan	C-064633-110	-24,137.68	46,263.26
	Bill Pmt -Check	12/07/2016	4291	Hammond, Cynthia	newsletter Staples and FedEx	-167.28	46,095.98
	Bill Pmt -Check	12/07/2016	4292	SWRCB	2016/2017 annual permit Facility 2 21507200	-1,044.00	45,051.98
	Bill Pmt -Check	12/12/2016	4293	AT&T Uverse	145835838 11/7-12/6	-123.51	44,928.47
	Bill Pmt -Check	12/12/2016	4294	Kristin Lawson	Dec-Feb Rent	-300.00	44,628.47
	Payment	12/20/2016		Tomales Regional Histroy Center	December	63.00	44,691.47
	Bill Pmt -Check	12/20/2016	4295	AT&T	145835838	-123.51	44,567.96
	Bill Pmt -Check	12/20/2016	4296	Capital One Bank	Sonic December	-19.95	44,548.01
	Bill Pmt -Check	12/27/2016	4297	AT&T	138729848	-70.00	44,478.01
	Bill Pmt -Check	12/27/2016	4298	Nelson Staffing	invoice 6149964	-174.75	44,303.26
	Bill Pmt -Check	12/28/2016	4299	Ortiz, Jose	July & August 2016	-6,937.50	37,365.76
	Deposit	12/23/2016			Interest	0.26	37,366.02
Total 131.44 · Bank of Marin - Sewer					Ending	-50,033.98	37,366.02
131.48 · Bank of Marin - Solar					Beginning		29,838.97
	Deposit	11/30/2016			Interest	0.13	29,839.10
	Bill Pmt -Check	12/01/2016	1003	City National Bank	09-006	-17,941.18	11,897.92
	Deposit	12/23/2016			Interest	0.07	11,897.99
Total 131.48 · Bank of Marin - Solar					Ending	-17,940.98	11,897.99
Total 131.00 · Cash	SEWER				Ending	-14,036.16	245,678.03



Financial Manager's Report January 11, 2017

Financial Results for the First Half of the Fiscal Year

The budget comparisons for July through December show that actual income for the Park is very close to budget. The Park has expended \$2,440 in Measure A funding for the drinking fountain plus \$25 for plans. This is reported as a Measure A expense for County and Budgetary purposes, but at year-end will be capitalized as part of capital equipment, not reported as an expense for this year ongoing, but depreciated over its life. Park depreciation is not recorded until year-end, at the same time as the capitalization entry. Other Park expenditures have been minimal so far, slightly over \$1,150.

Sewer income is less than budgeted for connection fees and regular Sewer charges but higher for SUSD Sewer charges. The regular Sewer charges are less because of the properties that were withdrawn from service. SUSD charges are higher due to year-end calculations after the budget was adopted. Total Sewer expenses are less than budgeted for this time of year because the delay in payments for the General Manager and maintenance costs offset the actual but unbudgeted depreciation expenses. Sewer depreciation is not budgeted, but it is recorded monthly during the year. Not including the recorded depreciation, Sewer expenses would be \$24,000 less than budgeted instead of \$2,000 less, but these other delayed payments may erase that additional budget-basis favorable variance later in the year.

In the interest of clarity, I welcome Board comments on the best basis for the monthly reports. Our audited statements include Park results both ways, with and without capitalization and depreciation. But audited Sewer activities are reported only with capitalization and depreciation, not with capital outlay as expenses. Our monthly reports show Park capital outlay as expense and no depreciation, and Sewer with depreciation and any capital outlay as fixed asset additions. If preferred, I could report monthly Sewer capital expense with no depreciation and then enter them at year-end. We have had very little capital outlay for Sewer in recent years anyway, so the issue becomes merely depreciation for Sewer.

Reminder: Board Meeting Attendance

Please send me your time sheets for the months through December 31, 2016.

Vacation Schedule

I will be gone this year the second half of June. The financial deadlines for June are the final adoption of the budgets, sending the budgets to the County, adoption of resolutions setting the 2017/2018 fiscal year sewer rate, hook-up fees, ad valorem tax rate, and sending the resolutions to the County. I will be here for the preparation of the June and July Board packets and will be in town on Board meeting days. All the budget work should be completed before I leave, and I will return before year-end. I can leave the bank balances and checkbooks here with someone, and leave a telephone message to call someone else. If anyone has a concern about my absence, please contact me.

December 31 Balance Sheets

			Dec 31, 16	Dec 31, 15
ASSETS				
		131.46 · Bank of Marin - Park Account	117,178.01	86,933.00
		137.00 · Accounts Receivable	70.00	0.00
Fixed Assets				
	100.20 · Land and Land Rights		132,000.00	132,000.00
	111.00 · Park Equipment		309,286.28	305,532.92
	105.00 · Depreciation		-51,433.00	-43,933.00
Total Fixed Assets			392,293.29	393,599.92
TOTAL ASSETS			509,541.30	480,532.92
LIABILITIES & EQUITY				
		222.00 · Accounta Payable	2,440.01	200.00
		217.00 · Unearned Revenue	25,000.00	25,000.00
Total Liabilities			27,440.01	25,200.00
Equity				
	252.50 · Investment in Capital Assets		389,853.28	393,599.92
	260.00 · Unassigned Fund Balance		75,928.61	40,670.58
	Net Income		13,879.39	21,062.42
Total Equity			479,661.28	455,332.92
TOTAL LIABILITIES & EQUITY			507,101.29	480,532.92
		131.31 · Redwood Credit Union	135,861.55	135,733.26
		131.42 · Bank of Marin - Money Market	60,552.47	96,640.35
		131.44 · Bank of Marin - Sewer	37,366.02	12,944.85
		131.48 · Bank of Marin - Solar	11,897.99	21,458.73
Total 131.00 · Cash			245,678.03	266,777.19
Fixed Assets				
	100.00 · Property, Plant and Equipment		791,665.97	791,665.97
	100.10 · Maps and Records		17,248.00	17,248.00
	100.20 · Land and Land Rights		52,788.00	52,788.00
	110.00 · Improvement Project		939,393.31	939,393.31
	112.00 · Solar System		269,945.21	269,945.21
	105.00 · Less Accumulated Depreciation		-554,371.66	-504,516.01
Total Fixed Assets			1,516,668.83	1,566,524.48
	136.00 · SUSD Note Receivable		18,275.90	19,729.90
TOTAL ASSETS			1,780,622.76	1,853,031.57
LIABILITIES & EQUITY				
		222.00 · Accounts Payable	131.80	2,316.70
		231.00 - CA Payroll Tax Payable	7.25	0.00
		230.00 - Fed Payroll Tax Payab	8.05	0.00
	Total Current Liabilities		147.10	2,316.70
	Long Term Liabilities			
		211.00 · SWRCB SRF Loan	134,813.90	155,074.71
		215.00 · CREBS Bond	161,470.56	197,352.92
	Total Long Term Liabilities		296,284.46	352,427.63
Total Liabilities			296,431.56	354,744.33
Equity				
	260.00 · Retained Earnings		1,214,215.19	1,274,279.74
	261.00 · Sinking Fund - Debt Reserve		47,775.00	47,775.00
	262.00 · Capital Improvement Reserve		42,758.97	42,758.97
	263.00 · Emergency Reserve		33,982.00	33,982.00
	264.00 · Operating Reserve		3,537.37	3,537.37
	265.00 · Net Assets - Unrestricted		105,000.00	105,000.00
	Net Income		36,922.67	-9,045.84
Total Equity			1,484,191.20	1,498,287.24
TOTAL LIABILITIES & EQUITY			1,780,622.76	1,853,031.57

Park and Sewer Year-to-Date Budget Comparisons 12/31/2016

	Jul - Dec 16	Actual	Budget
Park Income			
311.00 · Interest Income		2.82	1.00
315.80 · Measure A Funds		16,498.68	16,450.00
320.00 · Contributions Income - Other		550.00	100.00
322.50 · Cleaning and Security Deposit		-200.00	
322.00 · Park Use Rental - Other		200.00	400.00
322.60 · Water Tower PGE		420.00	420.00
Total Park Income		17,471.50	17,371.00
Park Expense			
414.57 · Accounting		105.00	
414.81 · Measure A Project Expenses		2,465.60	15,000.00
414.82 · Measure A Maintenance Expenses		389.30	400.00
414.83 · PGE Park		604.26	660.00
414.85 · Matching Project Funds		0.00	13,169.00
Total 414.80 · Measure A		3,564.16	29,229.00
423.30 · Fundraising Expense		27.95	
Total Park Expense		3,592.11	29,229.00
Park Net Income		13,879.39	-11,858.00
Sewer Income			
301.10 · Service Charges - Monthly		378.00	378.00
301.15 · Service Charges - Annual Fees		1,512.00	1,512.00
301.20 · Service Charges - SUSD		68,689.47	61,258.00
301.30 · Service Charges - County		50,395.57	62,000.00
303.00 · Connection Fees		0.00	10,000.00
305.00 · SUSD Sinking Fund		8,062.00	8,062.00
311.00 · Interest Income		1,253.00	1,492.00
315.50 · Levy 4		4,351.59	4,100.00
Total Sewer Income		134,641.63	148,802.00
SewerExpense			
410.00 · Sewage Collection		144.16	189.00
411.00 · Sewage Treatment		5,045.15	4,050.00
412.00 · Sewage Disposal		140.50	168.00
414.13 · State Unemployment Tax		67.78	89.00
414.12 · Medicare Payroll Tax		21.74	30.00
414.11 · Social Security Tax		92.98	156.00
414.05 · Administrator's Fees		6,937.50	22,737.00
414.22 · Licenses and Permits		1,334.00	
414.31 · Property & Liability Insurance		6,050.59	6,000.00
414.33 · Worker's Comp Insurance		750.73	500.00
414.41 · Postage and Delivery		47.84	175.00
414.42 · Printing and Copies		0.00	20.00
414.43 · Office Supplies		65.91	155.00
414.44 · Sonic - Web Hosting		59.85	125.00
414.45 · Equipment Expense		0.00	125.00
414.465 · Board Meber Stipend		1,300.00	2,000.00
414.467 · Board Training		0.00	400.00
414.47 · Clerical/Bookkeeping		5,503.75	4,620.00
414.48 · Office Rent		600.00	600.00
414.49 · Secretary		1,826.12	3,200.00
414.50 · O&M Contractual Services		32,795.82	35,499.00
414.552 · Accounting		5,000.00	4,750.00
414.61 · Newsletter Expense		167.28	355.00
414.62 · Dues and Subscriptions		1,108.20	1,050.00
414.67 · Solar Lease Admin Fee		750.00	750.00
414.71 · Plant and Building Maintenance		0.00	500.00
414.72 · Computer Repairs		149.00	124.00
414.73 · Equipment Repairs		0.00	574.00
414.76 · Collection System Maintenance		0.00	2,500.00
414.77 · Irrigation Field Maintenance		0.00	3,000.00
414.78 · Solar Panel Maintenance		0.00	200.00
Total 414.70 · Repairs and Maintenance		149.00	6,898.00
414.83 · Meetings and Seminars		0.00	160.00
414.90 · Telephone and Internet Services		1,471.14	1,320.00
417.30 · LAFCO Charges		160.40	
415.50 · Depreciation Expense		22,251.65	
420.20 · Interest Expense - SRF Loan		3,876.87	3,877.00
Total Sewer Expense		97,718.96	99,998.00
Sewer Net Income		36,922.67	48,804.00

GENERAL MANAGER'S REPORT

JANUARY 11, 2017

Coordination with Staff

- ❖ Reviewed January 11, 2017 agenda and optimized agenda packet.
- ❖ Coordinated with Financial Manager and approved invoices submitted by NSU/PSI, Telstar and others.
- ❖ Prepared draft letter to send to Telstar regarding the status of SCADA related repairs. This letter summarizes the chronology of problems with the SCADA system since its upgrade in the fall of 2015 and will be discussed with the Board in January.
- ❖ Reviewed reports from PAC and FAC for upcoming actions.
- ❖ I have begun collecting and preparing materials to conduct performance reviews of the staff, including the positions of General Manager, Financial Manager, and Administrative support.
- ❖ I will contact Bruce Abbott from the school district to invite participation in the rate setting work that Tomales will be conducting for its request to RCAC to prepare an updated rate analysis.

New/Continuing Business

- ❖ We are able to remotely connect to the plant SCADA system and make adjustments remotely as necessary. With the major storms hitting the area (the pineapple express), NSU/PSI is on alert to monitor conditions as the storms progress through the area.
- ❖ We have been having some pump issues at the lift station and will need to contract with an electrician to evaluate the pumps' loss of pumping efficiency.
- ❖ Following the manual skimming suggested by NSU/PSI to remove duckweed from Pond #1 that proved to be ineffective, we have contracted with North Bay Tree and Weed to begin chemical applications to Pond #1 for duckweed control. This will be done in three applications spaced 21 days apart. Total cost for these applications is under \$1,000.00.
- ❖ As a follow-up to the draft asset inventory presented to the Board at the October meeting, I have begun discussions with NSU/PSI to update the O&M Plan and to begin preparing the asset management plan. I will be presenting this to the Board at the January meeting.
- ❖ In light of the decision by the Park Advisory Committee to proceed with retaining the services of Ted Anderson to provide construction management services to oversee our park projects I have not had further discussions with Harry Burrows. As the Board recalls, we wanted the names of a few local firms that could provide such project management services.

Next Month

Report Preparation

- ❖ After review by NSU/PSI of the O&M Manual for consistency with WDRs and the current activity NSU/PSI matrices that describe the various tasks and their frequency, we will be submitting the manual to the Regional Board in January. We had hoped to submit the O&M Plan to the TVCSD Board at the November meeting, but are unable to do so. We will discuss the manual with the Board at the January meeting in conjunction with our

discussion of the asset management plan and the District's five-year financial plan.

- ❖ Begin preparation of CSD standards and policies for sewer connections.
- ❖ Address contract administration and project management needs for some of the upcoming park improvement projects.
- ❖ Continue upgrading our website to improve the special district web transparency scorecard from a D to a B- grade.



November 11, 2016

Mr. Blair Allen
Regional Water Quality
San Francisco Bay Region
1515 Clay Street Suite 1400
Oakland, CA 94612

Emailed To:
WDR.monitoring@waterboard.ca.gov

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
October 2016

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

I certify under the penalty of law that this document and all attachments have been prepared under my direction or supervision in accordance with a system designed to assure that qualified personal proper gathered and evaluated the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Sincerely,
NATURAL SYSTEMS UTILITIES

Steve C. Chase
Operations Supervisor
Certified Chief Plant Operator #II-40930

cc: Tomales Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmond

NSU-CA was formerly Phillips Services Inc. dba Phillips & Associates

revised 1506

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Oct. 16
2. Pond Standard Observation required every week year round.

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date		10-4	10-11	10-19	10-24
Day		TU	TU	WE	MO
Time		0945	1030	0945	1245
Operator		SC	SC	SC	SC
* Nuisance odors from ponds		N	N	N	N
* Evidence of pond berm seepage		N	N	N	N
* Evidence of improper system components and hydraulic integrity		N	N	N	N
Sign posting that wastewater is unsafe to drink		Y	Y	Y	Y

* Report Yes or No and any Yes responses please report immediately to supervisor or Chief Plant Operator

TOMALES INFLUENT HEADWORKS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) October 16

2. Influent Headworks Standard Observation required every week year round.

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date		10-4	10-11	10-19	10-24
Day		TU	TU	WE	MO
Time		0950	1100	1000	1250
Operator		SC	SC	SC	SC
Rain fall, inches		0.1	Ø	1.5	0.2
* Nuisance odors (smell)		N	N	N	N
*Evidence of any standing water		N	N	N	N
* Evidence of mosquitos breeding		N	N	N	N
* Evidence of improper system components and hydraulic integrity		N	N	N	N
* Evidence of structure seepage		N	N	N	N

* Report Yes or No and any Yes response s report immediately to supervisor or Chief Plant Operator

TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Oct 16

2. Storage Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	10-4	10-11	10-19	10-24	
Day	TU	TU	WE	MO	
Time	0915	1130	1030	1315	
Operator	SC	SC	SC	SC	
* Nuisance odors from ponds	N	N	N	N	
* Evidence of pond berm seepage	N	N	N	N	
* Evidence of improper system components and hydraulic integrity	N	N	N	N	
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	

* Report Yes or No and any Yes response s please report immediately to supervisor or Chief Plant Operator

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Oct 16

2. Chlorine Storage Tank Standard Observation required every week year round.

INSPECTION					
Date	10-4	10-11	10-19	10-24	
Day	TU	TU	WE	MO	
Time	0845	1130	1015	1300	
Tech	SL	SL	SL	SL	
* Evident of any leaks	N	N	N	N	
Tank level, inches	14	14	14	14	
Cl2 gallons added	0	0	0	0	
New tank level after adding Cl2, inches	14	14	14	14	
Gallons used for treatment since last check	0	0	0	0	
Warning Signs Improperly Posted	N	N	N	N	

3. * Any Yes response s please report immediately to supervisor

4. I certify that this report information, to the best of my knowledge is true and correct.

TANK = 52 INCHES



December 14, 2016

Mr. Blair Allen
Regional Water Quality
San Francisco Bay Region
1515 Clay Street Suite 1400
Oakland, CA 94612

Emailed To:
WDR.monitoring@waterboard.ca.gov

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
November 2016

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

I certify under the penalty of law that this document and all attachments have been prepared under my direction or supervision in accordance with a system designed to assure that qualified personal proper gathered and evaluated the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Sincerely,

NATURAL SYSTEMS UTILITIES

Steve C. Chase
Operations Supervisor
Certified Chief Plant Operator #II-40930

cc: Tomales Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmond

NSU-CA was formerly Phillips Services Inc. dba Phillips & Associates

SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-FLOW		EFF-D (Discharge eff)		
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. (C)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Ammonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/l)	BOD (mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	C12 Tank Level (Inches)	Coliform MPN/100	
11/1/2016	17.8		8.8	19.0	240.0	510.0	0.9	<.4	6.7	<.2	6.7	560.0	65.0	9.2	4.2	16.2	0.0		14.0		
11/2/2016	17.8																0.0				
11/3/2016	17.8																0.0				
11/4/2016	17.8																0.0				
11/5/2016	17.8																0.0				
11/6/2016	17.8																0.0				
11/7/2016	17.1	179.0															0.0				
11/8/2016	17.1											520.0	40.0	9.1	5.7	17.0	0.0		14.0		
11/9/2016	17.1																0.0				
11/10/2016	17.1																0.0				
11/11/2016	17.1																0.0				
11/12/2016	17.1																0.0				
11/13/2016	17.1																0.0				
11/14/2016	17.1	125.0															0.0				
11/15/2016	17.1																0.0				
11/16/2016	21.1											520.0	39.0	9.4	5.1	12.8	0.0		14.0		
11/17/2016	21.1																0.0				
11/18/2016	21.1																0.0				
11/19/2016	21.1																0.0				
11/20/2016	21.1																0.0				
11/21/2016	21.1	137.0															0.0				
11/22/2016	28.7											520.0	61.0	9.4	7.1	12.1	0.0		14.0		
11/23/2016	28.7																0.0				
11/24/2016	28.7																0.0				
11/25/2016	28.7																0.0				
11/26/2016	28.7																0.0				
11/27/2016	28.7																0.0				
11/28/2016	28.7	127.0															0.0				
11/29/2016	19.5											470.0	18.0	9.1	9.4	9.4	0.0		14.0		
11/30/2016	19.5																0.0				
Max		28.7	179.0			240.0	510.0	0.9	<0.4	6.7	<0.2	6.7	560.0	65.0	9.4	5.1	17.0	0.0		14.0	0.0
Min		17.1	125.0			240.0	510.0	0.9	<0.4	6.7	<0.2	6.7	470.0	18.0	9.2	9.4	9.4	0.0		14.0	0.0
Mean		20.2	142.0			240.0	510.0	0.9	<0.4	6.7	<0.2	6.7	518.0	44.6	9.3	6.3	13.5	0.0		14.0	0.0
Total		559.5															0.0			14.0	#DIV/0!

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Nov 2014

2. Pond Standard Observation required every week year round.

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4	
Date		11-1	11-8	11-16	11-22	11-29
Day		TU	TU	WE	TU	TU
Time		1200	1100	0835	0850	0645
Operator		SC	SC	SC	SC	SC
* Nuisance odors from ponds		N	N	N	N	N
* Evidence of pond berm seepage		N	N	N	N	N
* Evidence of improper system components and hydraulic integrity		N	N	N	N	N
Sign posting that wastewater is unsafe to drink		Y	Y	Y	Y	Y

* Report Yes or No and any Yes responses please report immediately to supervisor or Chief Plant Operator

TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Nov 2016

2. Storage Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	11-1	11-8	11-16	11-22	11-29
Day	TU	TU	WE	TU	TU
Time	1230	1115	0800	0805	0710
Operator	SC	SC	SC	SC	SC
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	Y

* Report Yes or No and any Yes response s please report immediately to supervisor or Chief Plant Operator

TOMALES INFLUENT HEADWORKS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Nov 2016

2. Influent Headworks Standard Observation required every week year round.

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4	
Date		11-1	11-8	11-16	11-22	11-29
Day		TU	TU	WE	TU	TU
Time		1200	1050	0845	0845	0645
Operator		SC	SC	SC	SC	SC
Rain fall, inches		4.5	0.2	0	2.5	2.1
* Nuisance odors (smell)		N	N	N	N	N
* Evidence of any standing water		N	N	N	N	N
* Evidence of mosquitos breeding		N	N	N	N	N
* Evidence of improper system components and hydraulic integrity		N	N	N	N	N
* Evidence of structure seepage		N	N	N	N	N

* Report Yes or No and any Yes response s report immediately to supervisor or Chief Plant Op

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Nov 2014

2. Chlorine Storage Tank Standard Observation required every week year round.

INSPECTION					
Date	11-1	11-8	11-16	11-22	11-29
Day	Tu	Tu	We	Tu	Tu
Time	1230	1105	0800	0800	0710
Tech	JC	SL	SL	SL	SL
* Evident of any leaks	N	N	N	N	N
Tank level, inches	14	14	14	14	14
Cl2 gallons added	0	0	0	0	0
New tank level after adding Cl2, inches	14	14	14	14	14
Gallons used for treatment since last check	0	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N	N

3. * Any Yes response s please report immediately to supervisor

4. I certify that this report information, to the best of my knowledge is true and correct.

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

NOVEMBER 30, 2016

PRESENT: Melinda Bell (Chair), Deborah Parrish, Venta Leon, Donna Clavaud

The meeting was convened by Melinda Bell at 6:30pm and there was a quorum to conduct business. Donna Clavaud recorded the minutes of the meeting.

AGENDA

STATUS REPORTS:

a. Park CIP Plan, Park Construction RFP, County Fence Grant-

CIP Plan no action at this time.

TCP Construction RFP-The committee reviewed the draft RFP and made additional changes. As soon as we receive drawings from David Judd we can finalize and present at January Board meeting for final approval and broadcasting. The FAC agreed that Ted Anderson should meet with General Manager for hiring as Park Project Manager. He should have a Scope of Work and TVCSD Service Contract and submit biweekly invoices for payment.

County Fence Grant-pending

b. Staff Contracts & Scopes of Work/Performance Reviews-

General Manager to review Staff and report to Board in February.

c. Asset Management Inventory-

General Manager is working on this and will report to Board in January.

d. Policies & Procedures-

No action at this time.

e. Newsletter-

The Fall 2016 TVCSD Newsletter is In progress now and will be distributed at any time.

f. TVCSD By-Laws-

Venta Leon will have Jill Sartori, local lawyer, review and help us clarify confusion over language so we can resolve problems, amend and re-submit to Board for approval.

REVISE CALENDAR FOR:

a. O & M RFP Process-

We recommend this be discussed at the January Board meeting and action steps with timeline be identified.

b. 5 & 10 year CIP Plan-

No progress yet.

c. 5 & 10 Year Financial Plans-

We have a rough draft of a plan at this time that will require more details once we have our CIP needs identified.

d. RCAC Rate Analysis-

No information at this time.

e. SUSD Negotiations-

Request that General Manager contact CFO to initiate discussions.

FISCAL 2016/17 PLANNING BASED ON 10/31 BOARD FINANCIAL REPORTS

In the past four years, our total net income, counting depreciation is a negative \$140,000. Not counting depreciation, our cumulative 4 year net income is positive, but we must account for declining capital asset values and our need to replace them. We need a capital improvement and asset management plan.

Melinda also reminds us that we need to consider optimal cash balance levels. What cash balances should we aim to maintain?

The balance sheet analysis illustrates our two major challenges:

- Capital asset management
- Cash management

The next meeting will be January 18 at 5:30 pm to accommodate committee members' schedules at this time.

The meeting was adjourned at 8pm.

Park Advisory Committee Meeting Minutes
Monday, November 28, 2016

Present - Bill Bonini, Donna Clavaud, Susan Alvarez, David Judd, Ted Anderson, Patty Oku
Absent - Margaret Graham, Walter Earle, Beth Koelker

Meeting opened @ 6:35p.m.

Open Communication - nothing

RFP for Park Projects

Donna shared the RFP with the Committee. It's a work in progress subject to change. She still needs an est. of costs and specs for fence, gazebo, retaining wall & ADA ramps. Jose Ortiz may know an engineer willing to do the cost estimates. Please send your notes/suggestions on the RFP to Donna asap.

RFP/Bid info will be posted on our website with contact info for Bill Bonini, to answer questions from potential Contractors. Local papers will also advertise our Park projects. Contractors Bids will be sent to Bill Bonini and opened at a TVCSD Public meeting.

David Judd will have installation of the water fountain completed by April 1, 2017.

TVCSD Board Candidate for Park Project Manager

Ted Anderson attended the meeting. He is recommended by the TVCSD Board for the position of Project Manager. Donna will talk with Jose Ortiz regarding hours and rate of pay for Mr Anderson.

Park Finances

Melinda Bell provided current Park financial docs for the meeting. Patty will forward more info to Susan & Ted. Bill & Donna will request the Board loan the Park money from Sewer District reserves if our projects exceed the money we have on hand.

Adjourn

Patty Oku made a motion to hold the next PAC meeting in January, Susan Alvarez seconded the motion y-3, n-0. The meeting was adjourned at 7:41p.m.

(ADD TVCSD LOGO)

DRAFT WORKING COPY

**REQUEST FOR
PROPOSAL**

Construction Contractor

For

Tomales Community Park

Community Improvement Projects

TVCS D REQUEST FOR PROPOSAL: Construction Contractor for Tomales Community Park

1. PURPOSE

The Tomales Village Community Services District (TVCS D) is requesting proposals from qualified and experienced individuals or firms who can provide construction services for numerous planned projects located at Tomales Community Park, located in NW Marin County, CA for fiscal year 2017. This Request for Proposal (RFP) position will be completed by private contract utilizing a transparent competitive bidding process.

We seek a Construction Contractor or Contractors for three specific projects:

- A 23 foot diameter wooden gazebo replacement-**See Scope of Work Appendix A**
- 230 foot North Fence Replacement and Posts for retaining wall-**See Scope of Work Appendix B**
- ADA Concrete Ramps for 4 play areas -**See Scope of Work Appendix C**

Qualified individuals or firms are invited to submit proposals for any of these three (3) proposed projects. TVCS D has certified engineering and architectural plans for the gazebo and was granted an approved building permit from Marin County Community Development Agency on April 29, 2016.

The purpose of the RFP is to provide TVCS D with the assurance that a Construction Contractor will be in substantial compliance with all local, state and federal provisions, where applicable. An important objective is to maintain a level of high quality service to the people of this service district in the most responsible, cost effective and environmentally sensitive manner possible.

Qualified individuals or firms are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the TVCS D hereinafter referred to as the "District" and the Contractor entity is hereinafter referred to as "Contractor".

The contract will be regulated according to the provisions of all State and local laws and ordinances that are applicable.

2. BACKGROUND

The TVCS D was formed in 1999 as a CSD after acquiring the Tomales village sewer treatment system from North Marin Municipal Water District. Its primary purpose is to operate and maintain the Tomales area wastewater treatment system and the Tomales Community Park. TVCS D is governed by a Board of Directors and is staffed by a part time General Manager, Financial Service Manager and Administrative Support person. Two volunteer advisory committees, one for the Park and one for Finances offer oversight, research and recommendations to the Board.

Tomales Community Park was originally formed as a non-profit entity in 1979 by community volunteers and has been managed by TVCS D since 1999. The purpose of TCP is to maintain public access to safe and reliable recreational park facilities in a remote area of the NW Marin coast where no other such services exist. TCP is located in the village of Tomales on Hwy 1 and is just under one acre. It is widely utilized by locals and by visitors travelling scenic Hwy 1. It is also a popular destination for groups and organizations for private rental events, and it is the site for our Annual Founder's Day festival and parade, which attracts hundreds of residents and visitors each year.

Since 1992, TVCD has undertaken an ongoing effort to upgrade park facilities to meet strict public access regulations for safety. To date, we have installed permanent bathrooms, all new play equipment, and extensive graded pathways.

Marin County Measure A funds, donations, fundraisers, park rental fees, grants and in-kind donations of time and labor are enabling park restoration, improvements and ongoing maintenance.

Tomales Community Park lies within the Tomales Community Planning Area and is within the Coastal Zone and is considered a historical resource area.

For more information, please refer to the TVCSD website: www.tomalescsd.ca.gov

3. PROPOSED SCHEDULE OF EVENTS

TVCSD will issue RFP and will submit up to 3 proposals for committee review. Bidder interviews will be held and contractor selection will occur. It is our aim to begin project construction as soon as possible.

4. SELECTION CRITERIA

The District will evaluate proposals based on the following criteria:

1. The completeness of the proposal in response to the RFP
2. The methodology for carrying out the tasks
3. The qualifications, experience and performance of similar work and the possession of all licenses to perform the work
4. References
5. Proposed fees
6. Interview

The interviewer(s) will rank all timely and responsive proposals. TVCSD may interview some or all proposers. If interviews are conducted, the proposal rankings will not be final until interviews are complete. When rankings are final, negotiations will begin with the highest ranked proposer.

After negotiating a proposed agreement that is fair and reasonable, the TVCSD Board has final authority to approve or reject the final agreement. By submitting a proposal, each proposer agrees to the following:

- The District reserves the right to waive any irregularity in any proposal
- The District reserves the right to reject any or all proposals
- The District reserves the right to request additional proposals
- The District reserves the right to request clarification of information submitted and to request additional information from any proposer
- The District reserves the right to award any contract to the next most qualified proposer, if it cannot reach agreement with the first selected proposer
- The agreement between the successful proposer and the District will be in a form supplied or approved by the District

- This RFP does not constitute an offer by TVCSD to enter into a contract, nor does any response to this RFP constitute an acceptance of an offer. A response to this RFP does not bind the District in any way
- The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP
- Project cost overruns of more than 5% are to be submitted by Change Order only. Change Orders must be Board-approved.
- Each proposal will remain valid for a period of at least 60 calendar days from receipt.

5. CONTRACT DETAILS

Performance period will cover the duration of project construction. Contractor will report to TVCSD Project Manager who will oversee daily tasks and address issues to be resolved, including on-site County inspections. Contractor will meet with Project Manager at a minimum of once per week to assess progress.

Payment Terms: TVCSD will pay Marin County prevailing wages for this project based on proposer's fees and level of personnel utilized on the project. The terms and method of payment can be negotiated at contract signing.

Contractual Terms and Conditions-All TVCSD contractors utilize a standard service contract that will be presented during the negotiation towards a successful contractual agreement between District and Contractor.

6. LICENSING AND INSURANCE

Contractor will be currently licensed to operate in California and will agree to maintain and keep in full force the insurances in this section. Additionally, the Contractor will name the District as additional insured. Contractor will provide Certificates of Insurance to the District.

*Workers Compensation Insurance-Statuary amounts in compliance with state laws

*Commercial General Liability and Automobile-\$1,000,000 per occurrence

*Professional Liability Insurance-\$1,000,000 per occurrence

Please submit your proposal to:

Bill Bonini, Board President, Tomales Village Community Services District

P.O. Box 92, Tomales, CA 94971

Email: wmabonini@yahoo.com

Phone: (707)-322-5237 with any questions

Contact with TVCSD personnel other than Bill Bonini regarding this RFP may be grounds for elimination from the selection process. We look forward to receiving your proposals.

Appendix A: Replacement Gazebo at Tomales Community Park

The proposed project is to demolish an existing gazebo that was built in 1979 and has been stabilized in recent years. It is in deteriorated condition and is a high priority for replacement. As a result of numerous planning sessions, the current plan for a new and larger gazebo replacement has approved engineering and architectural plans and has gained an approved building permit from Marin County Community Development Agency as of April 29, 2016. The 23' 6" diameter wooden gazebo has been designed for longevity and for more flexibility of use.

Please view the approved gazebo engineering and architectural plans on the TVCSD website: www.tomalescsd.ca.gov or request a pdf version.

The estimated budget for this project is \$45,000.

Site Conditions:

Tomales Community Park will remain open during construction.

Use of nearby empty play area for staging/storage during gazebo re-construction project will be allowed. A 6'-0" security/construction fence around gazebo/play area perimeter during all phases of construction is required.

Permission for access through neighboring church property must be obtained in writing from Tomales COA prior to any work commencement will be required.

Removal and re-installation of fence section(s) at empty play area to facilitate gazebo project construction will be allowed with permission from TVCSD Board.

Site is to be rake/broom clean at the end of each work day. All materials, rubbish/recycling is to be stored within secured and fenced construction area until it is disposed.

There is electrical power (20amp/110v only), water via hose bib, and public bathrooms for use at all times.

Damage to surrounding landscape and HC pathways throughout the Park are to be kept to a minimum or fully repaired if damage occurs.

Work hours for this project will be Monday-Friday from 8am-5pm and on Saturdays from 9am-5pm.

Use of loud equipment is limited to Monday-Friday. Silent work is permitted on Saturdays.

All debris and recycling is to be removed and disposed of and the site is to be raked clean at completion of project.

Construction Requirement Details:

Orientation of gazebo is 11'-6" hexagonal facet to be parallel with Hwy 1 park property line.

All finished concrete will be dyed with "Davis Co" tan color #5237 @ 4.5#'s per yard.

All exposed steel columns/welded connections to be hot-dipped galvanized or powder-coated medium gray.

The exposed soffit/ceiling of the gazebo is to be 2 x 6 tongue & groove western red cedar (WRC) with roof ply layer above. No fasteners and hardware shall be visible on finish 2x6 tongue & groove soffit surface as seen from below.

All PT beams and joists shall be clad in 1 x WRC with side pieces installed with a ¼"-3/8" reveal below soffit/bottom.

P.C.'s stainless steel fasteners will be required.

The eaves assembly (fascia & soffit) are to be 1 x WRC with matching ¼"-3/8" reveal detail, installed with SS fasteners.

Lighting and fixtures will be selected by TVCSD Board for bidding purposes. There will be LED lighting around perimeter. Switch will be in a locked box by outlets.

The roofing will be Winchester Gray 40-year composition shingles.

The HC path is tamped brown shale with fines (from Canyon Rock), 6" deep x 4'-0" wide with maximum 2% side slope. Curbs are to be matching 1 x 6 gray Trex installed with #5 rebar 4'-0" on center with emt. connectors below curb level.

There will be no gutters.

For the landscape, backfill shall be tamped in lifts to desired topography at connecting benches and prepped for grass seeding.

Appendix B: Scope of Work for North Fence Replacement and Posts Only for Retaining Wall

The construction project is to demolish and replace a 230 foot redwood fence along the northern perimeter of Tomales Community Park and place posts for a 20 foot retaining wall at the western end of the Park. The current fence was built in 1979 and is now unstable.

The approximate budget for this project is in the range of \$12,000-15,000. The approximate timeframe for this project is one to two weeks. No permits are required.

Construction Requirements for Fence Replacement

The existing fence is to be demolished and carried away.

The new fence is to follow prevailing 6 degree slope from Valley Street to Hwy 1.

The fence is designed to have 4x6 PT posts 8 foot on center. Maximum (3 ½" side facing fence), 2/60# (+/-) sakrete per post, 2x6 redwood continuous top cap, 2x4 redwood mid/bottom rails installed on edge from post to post with 2x6 redwood continuous "kick" board following 6 degree slope @ grade. 1x6 re-sawn redwood fence boards (min. 13/16" thick, no sap wood) installed with clear 1 ½" spacing between, bottoms cut to slope for clean termination @ kick board, tops left square following 6 degree slope.

Fasteners should be SS or ceramic coated 3 ½" screws @ rails/kick boards to posts, hot dip galvanized wide crown staples @ 1x6 pickets, 2 per rail.

All debris and recycling is to be properly removed and disposed of and the site is to be raked clean at completion of project.

See attached drawings for fence cross-section and Fence elevation.

Construction Requirements for Setting Posts for Retaining Wall

See attached drawing for retaining wall post plan. Volunteers will be building this retaining wall at a later date so the sole task for a contractor is to sink the 4 X 4 posts.

Site Conditions

Tomales Community Park will remain open during construction.

Work hours will be Monday through Friday, 8am-5pm and from 9am-5pm on Saturdays.

Loud equipment usage is limited to Monday through Friday, 8am-5pm. Silent work is permitted on Saturdays.

All materials and debris will be stored securely during the duration of the project.

The site is to be raked clean at the end of each work day.

Workers will have access to permanent bathrooms at TCP at all times and vehicles can be parked in the lot at the top of the Park.

Damage to Park landscape and handicap paths throughout the Park are to be kept to a minimum or fully repaired if damage occurs during construction.

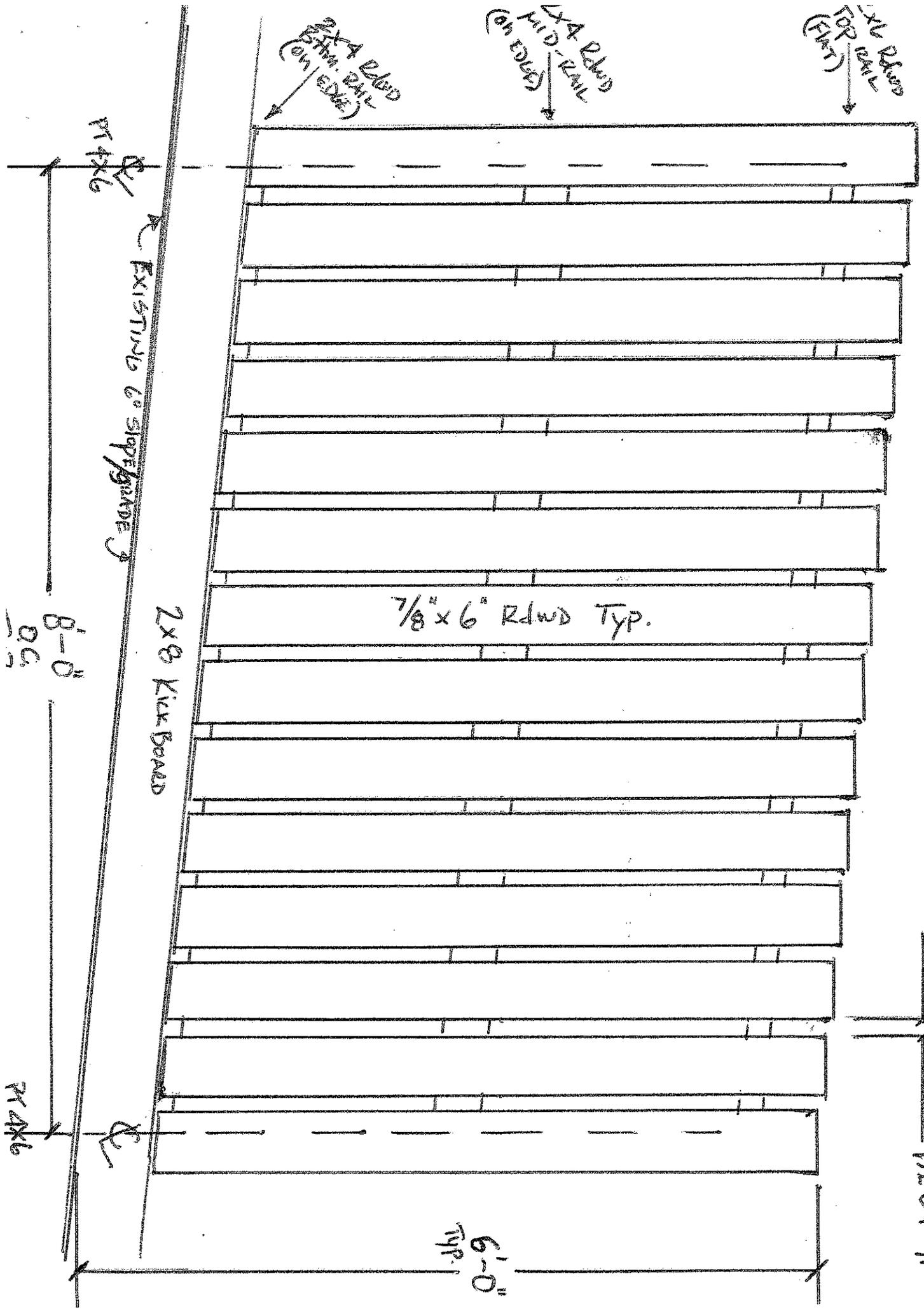
Electrical power available is 20 amps/110v only and water is through a hose bib.

Contact person will be a Park Project Manager who will be available for orientation to site, to resolve issues during construction and to inspect and sign off on the completed project.

Please see attached drawings.

TCP FENCE ELEVATION

(SCALE: 1"=1'-0")



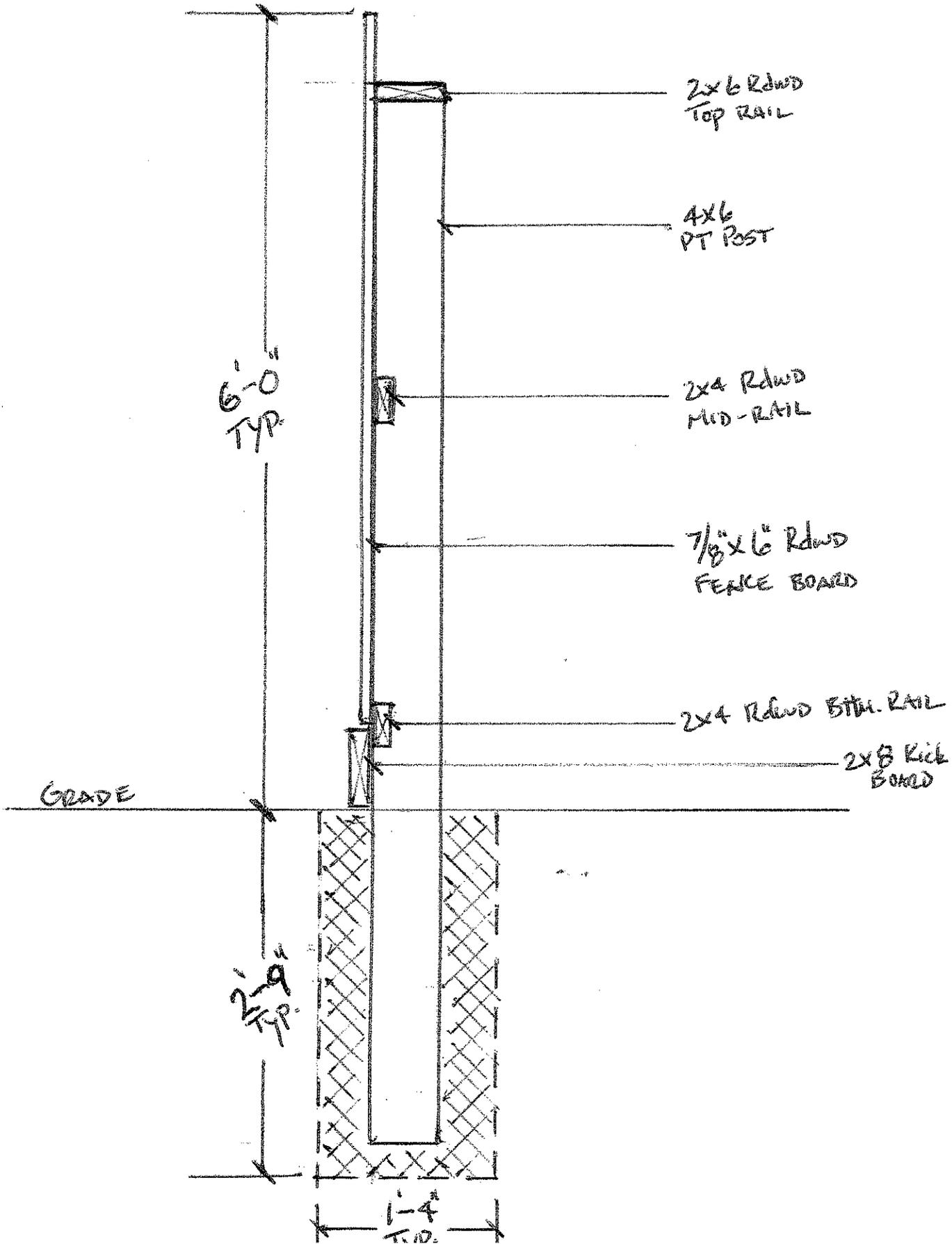
1/2" GAP TYP.

6'-0" TYP.

PT AXLE
EXISTING 6" SLOPE GUARD
8'-0" OC
PT AXLE

(SCALE = 1" = 1'-0")

TCP FENCE (CROSS-SECTION)



(SCALE: 1/2" = 1'-0")

"TUCKER'S" CORNER

EXISTING FENCE/PROP. LINE

4x4 POSTS MIN. 2'-0" EMBEDMENT
@ CONC. TYP.

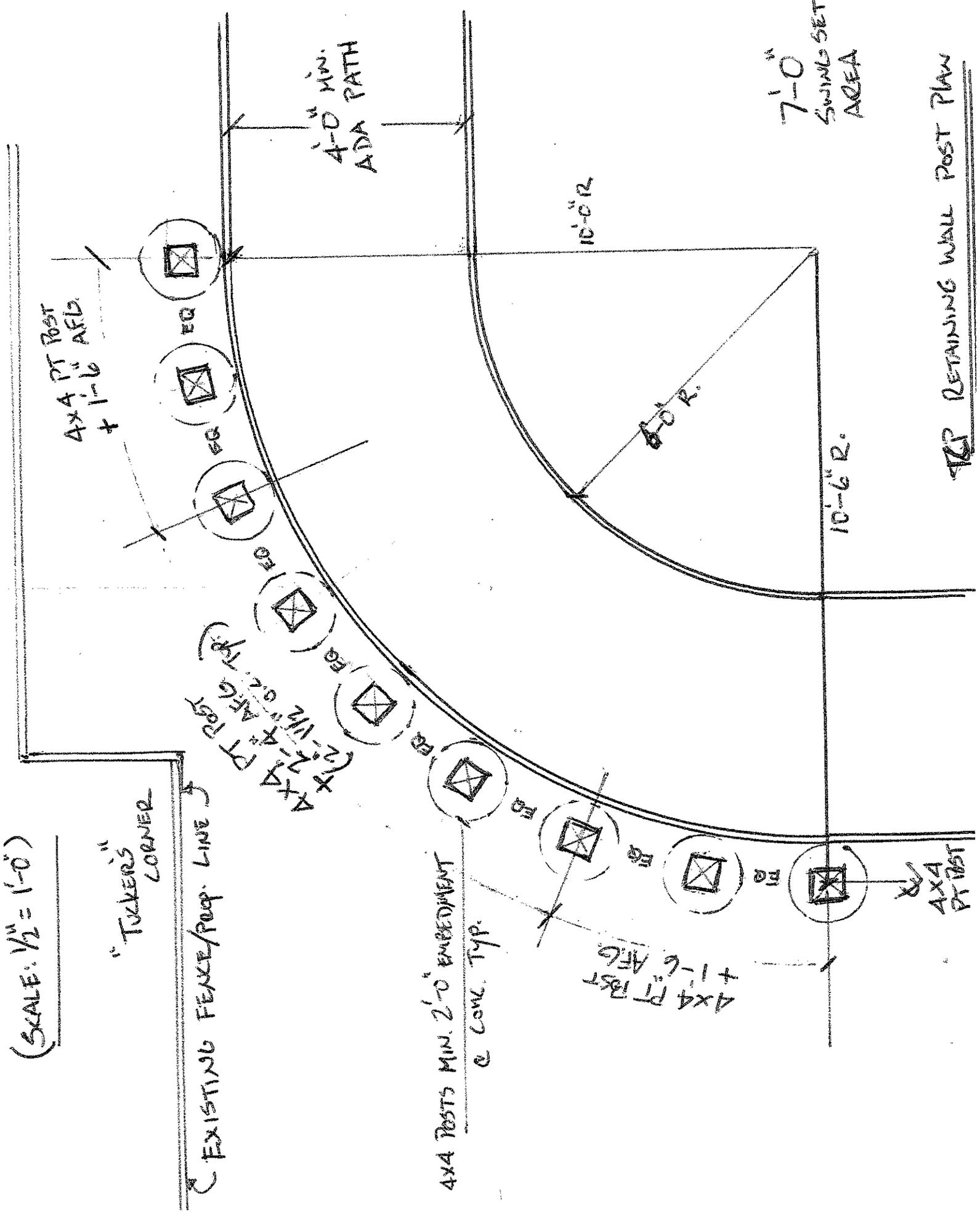
4x4 PT POST
+ 1-6 AFB

4x4 PT POST
(2-1/2" O.C. TYP.)
+ 2-4 AFB

4x4 PT POST
+ 1-6 AFB

4'-0" MIN.
ADA PATH

7'-0" SWING SET
AREA



RETAINING WALL POST PLAN

Appendix C: Handicap Ramps for 4 Play Areas at Tomales Community Park

There are four (4) distinct play areas at Tomales Community Park, each with varying types of play equipment. In order for ADA playground certification, it is required to provide HC concrete ramps into these play areas. This project will require building 4 HC ramps at the four play areas in the Park.

The budget for this project is \$6,000.

Site Conditions:

Tomales Community Park will remain open during construction.

Use of nearby empty play area will be allowed for staging and storage of materials during the project.

A six foot security/construction fence around the empty play area perimeter during all phases of this project will be required.

Permission for access through neighboring church property must be obtained in writing prior to any commencement of work.

Removal and re-installation of fence section near empty play area to facilitate ramp project will be allowed with permission from the TVCSD Board.

Damage to surrounding landscape and HC pathways throughout the Park are to be kept to a minimum or fully repaired if damage occurs.

There is electrical power (20amp/110v only) available, water via hose bib, and public bathrooms for use at all times.

Work hours will be Monday-Friday, 8am-5pm, and Saturdays from 9am-5pm.

Loud equipment will be limited to weekdays; silent work will be permitted on Saturdays.

Site is to be rake/broom clean at the end of each work day. All materials, rubbish/recycling is to be stored within secure and fenced construction area until it is disposed.

Construction Requirements

The HC concrete ramps must be a minimum of 36 inches wide and a maximum of 6 feet long. The sides of the ramps must have a vertical curb that is a minimum of 2 inches high or have a cross slope of 10%. If the ramp is at the end of the box, there must be a curb on one side and a slope on the other side. If the ramp is in the center of the box, there is needed a side slope on

both sides. The ramp should 8.3%. Most of the ramp will be under the surface of the EWF. Follow this link for more information:

www.spease.com/files/Resources-Articles-Curb_Ramps.pdf

The HC path is tamped brown shale with fines (from Canyon Rock), 6" dp. X 4'-0" wide with maximum 2% side slope. Curbs are to be matching 1 x 6 grey Trex installed with #5 rebar stakes 4'-0" on center with emt. Connectors below curb level.

Any 90 degree turn @ HC path is to be a minimum 4'-0" radius to center of 4'-0" path, maximum 2% cross slope.

All finished concrete is to be dyed with "Davis Co." tan color #5237 @ 4.5 pounds per yard.