

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting
WEDNESDAY June 11, 2014

Tomales Town Hall

7:00 PM

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.

1. **Call to Order**
2. **Additions, Corrections and Approval of the May 14, 2014 Regular Board Meeting Minutes**
3. **Additions, Corrections and Approval of the May 28, 2014 Special Board Meeting Minutes**
4. **Financial Report**
(This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)
 - A. **Accept Check Registers and Approve Expenditures**
 - B. **Review and Adopt Financial Statements**
 - C. **Second Vote on Approved Preliminary Budget for FY '14-'15**
5. **Phillips & Associates Report**
(This is the time when a representative of the system's operating and maintenance company reports on the status of the system and brings up any concerns or recommendations for Board consideration.)
 - A. **Self Monitoring Report**
 - B. **SCADA Repairs**
6. **Committee Reports**
(This is the time for the Committee Chairs to give an update on their committee and make recommendations to the Board for approval.)
 - A. **Newsletter Committee**
 1. Nothing to Report
 - B. **Park Committee**
 1. Review May Park Committee Minutes *Draft*
 2. Park Financials and Commitments
 3. Measure A 2014-2015 Work Plan
 4. Entrance Gate Design Update
 5. **Gazebo Design and Specifications**
 6. **Park Rental Agreement Update**
 - C. **Finance and Budget Committee**
 1. Review May FAC Meeting Minutes
 2. Doug Burke
 3. Review of Efficiency Audit Bids-September 2013
 4. Contract Services Evaluations (Third Party)

D. Ad-Hoc Computer Upgrade Committee

1. Report on Status

7. Pending Business

(This is the time the Board addresses all business not yet concluded.)

A. Policy Manual

1. Draft Policy Director Roles and Responsibilities
2. Roles of Board Members and Officers--Approved Policy
3. Draft Policy on E-mail Communications
4. Draft Policy on Adding Items to an Agenda
5. Draft Policy Submissions or Changes Guidelines

B. Requests for Proposals

1. Review and Discuss proposed changes to approved documents
2. Discuss Timeline and next steps
3. Discuss Legal Vetting of RFPs
4. Discuss Peer Reviewing of RFPs
5. Discuss where to post RFPs

C. Rate Study with RCAC

1. Report on Status

D. Board Training

1. Board Training by Lorenzo Cuesta, July 26, 2014
2. Board and District Liability Presentation by SDRMA – reschedule

E. Local Agency Investment Fund

1. Review and Discuss Investment Program for District Funds
2. Review and Adopt Resolution 14-03

F. Regional Water Quality Control Board WDR for 2014

1. Report on Status

G. Complaints and Correspondence from Customers

1. Report on any Correspondence from Community
2. The Administrator submitted a copy of a letter from Cornelia Crocker re Party in the Park. Not discussed in May 14 meeting

8. New Business

(This is the time the Board addresses all new business not yet introduced.)

A. Request Services of Attorney to Address Questions regarding Closed Sessions

1. Develop list of questions for Legal Advice
2. Determine Attorney and Budget

B. New District Office

1. Discuss and vote on new District Office

9. Administrator's Report

(This is the time when the Administrator of the District reports on the administrative and management issues that need Board consideration, and an overall update of District business.)

A. Administrator's Report

10. Open Communication (The Brown Act prohibits the Board from discussing or acting on any item not on the agenda.)

(Open time is the time for community members to bring up items they wish to discuss and items that do not appear on the agenda)

11. Correspondence (This is for review only. No action is needed.)

Coastal Area Sewer Costs Comparisons

SDRMA Renewal Letter

SDRMA CIP Program

California Solar Initiative Payment #37

Donation to the Park from Jessica Rancor's Girl Scout Troop 10988

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held May 14, 2014

Board Members Present: Deborah Parrish, Patty Oku, Brian Lamoreaux and Sue Sims
Board Members Absent: Bill Bonini

DRAFT

Also Present:

Nicole Vigeant

Samantha Kimmey

Board Vice President Deborah Parrish called the meeting to order at 6:10 p.m.

Open Communication: Nicole Vigeant spoke to the Board about her concerns for the direction the District Board is taking regarding the Administrator and Operators of the District. Patty Oku read a letter from Margaret Graham and Walter Earle relaying their concerns for the District, which is attached and made a part of these minutes.

Bill Bonini called in from Connecticut on cell phone and was put on speaker to participate in the discussion in closed session.

Patty Oku also read the following from the booklet "Open and Public 4, Second Edition 2010":

Public officials complain that the Brown Act makes it difficult to respond to constituents and requires public discussions of items discussed privately. Many elected officials find the Brown Act inconsistent with their private business experiences. Closed meetings can be more efficient; they eliminate grandstanding and promote candor. The techniques that serve well in business-the working lunch, the sharing of information through a series of phone calls or emails, the backroom conversations and compromises-are not often possible under the Brown Act.(pg 4, under controversy, 2nd paragraph)

A violation occurs for a tentative as well as final decision. In fact, criminal liability is triggered by a member's participation in a meeting in violation of the Brown Act-not whether that member has voted with the majority or minority, or has voted at all.(pg 48, under criminal complaints, 4th paragraph)

She also stated, "I feel this meeting may be in violation of the Brown Act and hasn't been properly vetted by counsel so I will not be attending"

Patty Oku left the meeting at 6:23

The Chair announced the Board was going into closed session to address the current status of the Administrator's contract.

The Board came out of Closed Session at 7:20 and entered Open Meeting. The Chair announced there was no action taken in Closed Session. She also reported that the Board agreed to hold Regular Board meetings every other week for the next several months to get through all the things they wanted to get done.

Present During Open Session:

Board Members Present: Deborah Parrish, Patty Oku, Brian Lamoreaux and Sue Sims
Board Members Absent: Bill Bonini

Also Present: Karl Drexel, Administrator

Bruce Bramson
Nicole Vigeant

Venta Leon
John Ward

Ted Anderson
Samantha Kimmey

Victoria Hanson
James Parrish

David Judd
Theresa Omlor

Kendal Oku

Election of Officers – Board Secretary:

The Chair tabled the election of a new Board Secretary

Approval of Minutes:

The Chair asked for additions or corrections of the April 9, 2014 board meeting minutes. Patty Oku noted that under Policies, she wanted to clarify that Deborah had suggested she work on an e-mail policy, but she had not committed to that. She said she was committing to it now, however.

Sue Sims made a motion to approve the minutes of the April 9, 2014 Regular Board Meeting with changes. Motion seconded by Brian Lamoreaux. M/S/U.

Financial Report:

A. **&B.** Administrator submitted the financial reports for April and a list of payables for the months of April and May along with copies of the check registers for the month of April. The Chair announced the check registers were under review, so that item will be tabled. The Administrator noted that another bill came in for electrical work on the irrigation pumps for \$420.

Brian Lamoreaux made a motion to approve expenditures. Motion was seconded by Sue Sims. M/S/U.

Patty Oku made a motion to adopt the Financial Statements. Motion was seconded by Sue Sims. M/S/U

C. The Chair announced the Proposed Budget for 2014-2015 was next on the agenda and opened the discussion on the Budget to the public. Being no public comment on the Budget, the Board held a discussion about the required dates, changing the budget in the future and some specific expenses discussed but not in the budget. Sue Sims questioned the SCADA system software, the operating systems and suggested the District look into upgrading the computer systems and software. She voiced concern that if the computer crashed we would not be able to retrieve the data if there was a new operating system and new Allen Bradley software. Chick Peterson noted that there may be alternatives to moving the software forward on a new platform. There was discussion about having an ad-hoc committee look into the alternatives to the older software and the older operating system.

Sue Sims made a motion to form an ad-hoc committee headed by Chick Peterson to look at the computer hardware, operating system, the SCADA software, and look at options and alternatives for each. Motion was seconded by Brian Lamoreaux. M/S/U.

Deborah said she felt that the Proposed Budget was not ready to be voted on, that she felt there were line items she wanted to address, there were line items missing, and that the Board was sending out RFPs for three different contract positions that need to be addressed in the budget. Patty Oku noted that the Board has not voted on sending out the RFPs, only to develop them so if it were necessary they would be ready to go. She said she didn't feel it was necessary and was not sure if the Board as a whole did either. She said it was proper protocol to vote on something before it is included in the budget. She also noted that some of the agreed upon changes to the RFPs have not been included in the final drafts. She felt the process needed to follow a procedure that when a document is amended and passed with the amendments, the revised document be in the following month's Board packet for review. Sue noted that sometimes it is unclear what changes are agreed upon by everybody, because no motion is made and there often is not even a consensus asked for. Because of that some changes are not always made that someone might otherwise have wanted.

Kendal Oku asked if the issuance of the RFPs was part of the Budget discussion and the Chair said it was. Kendal addressed the board regarding the issuance of RFPs and the process to follow. He commented that an RFP policy should be developed regarding when and how often they should go out. Deborah mentioned that the Board had developed and approved a competitive bidding process and RFP guidelines in the second meeting. Kendal stated that the RFPs were being issued to determine whether you are getting the “bang for the buck”. Deborah spoke to that issue and mentioned that she wanted to see what was available for all contracted services and the way to do it was to put out RFPs. She said before she could vote on a budget, she wants to know if the District is not only getting the best fees for services, but the best services provided for all contracted services. Kendal continued that within the evaluation of each position there should be written guidelines on performance. The process should be to evaluate the positions first and see if the performance is up to District standards and if not then put out RFPs and if so, there is no need to put out RFPs. Deborah and Sue contended that the RFP process is doing that. Chick Petersen commented that the RFP had an evaluation form attached that would evaluate the position by the proposer and there were guidelines and qualifications included in the RFP. He noted that the current Administrator and the current Operators are welcome to submit proposals and bid on those positions. Kendal noted that typically you don’t need to go to that length if the people are meeting their expected performance. Deborah asked if there was an evaluation procedure and Patty noted that there is an evaluation form for Board members and a self evaluation for the Administrator to fill out and a policy to evaluate the Administrator every two years. Deborah asked Kendal if there was anymore and he responded that he felt the RFPs should have a list of specific prequalifications vetting the responders before the proposals were submitted. He suggested the RFP be peer reviewed by industry professionals to see if all of the right questions are being asked. Deborah noted the RFP guideline policy addresses performance and timing and the next step would probably be listing prequalifications. Chick also noted that the O&M RFP had included the required qualifications for the position.

Nicole Vigeant suggested that now that the Board knows there is an Evaluation Form and procedure in place that maybe they would want to do an evaluation before moving forward with the RFP process. Deborah noted that she would like to see the evaluation form, but that she felt the RFP process is what they should be doing on a regular basis. She said it wasn’t about just costs, but to find out what services were being offered. It is about getting quality services and getting the best value. Kendal noted that if the District puts out RFPs for these positions on a regular basis and it is known they are shopping these positions on a regular basis, the responses will diminish because people in the industry will know you are going to shop the positions regularly. Deborah noted that it is a known best practice of business. Sue noted it depended on the industry, but in her experience contracts are put out to bid regularly in the tech industry. Kendal reiterated that it is best practice to evaluate the performance before you go out to replace the contracts that you have.

Brian asked why it had to be an either or situation. He suggested the RFP process could be moving forward without actually sending them out, but getting everything in line that needed to be done and do an evaluation of the services the District is getting. The Chair stated that she did not want to debate the issue further, that the RFP process had been voted upon and the issue at hand was how to move forward with it. She also noted that the discussion was getting off the agenda subject. She asked if there was anything pressing in the Agenda that needed immediate action, and if not she wanted to table some of them. She also reported that, as was stated earlier, Bill called in from Connecticut to participate in the closed session and requested that the Board meet every two weeks. Discussion followed regarding the budget and a public hearing for approval of a Preliminary Budget. Deborah noted the FAC was meeting on May 19th and would discuss any amendments to the proposed budget. Patty noted that there could be a vote on the budget as amended on the 28th and a second vote, after public discussion, at a public hearing on June 4th.

Sue Sims made a motion that the Board meet on the second and fourth Wednesdays of the month for approximately the next two months at 7:00 PM to run for two hours. Motion seconded by Brian Lamoreaux. M/S/U.

Patty Oku made a motion to cancel the Public Hearing on the Budget on May 28th and hold it on June 4th at 7:00PM. Motion was seconded by Brain Lamoreaux. M/S/U.

Phillips & Associates Report:

Deborah tabled the Phillips Report.

Committee Reports:

A. Newsletter Committee

Beth Koelker presented a draft of the Newsletter for approval. It was decided to add the June 4th Public Hearing notice to the Newsletter.

Brian Lamoreaux made a motion to accept the Newsletter as presented with the changes of the public hearing notice and the Board meeting schedule. Motion seconded by Sue Sims. M/S/U.

B. Park Advisory Committee

Patty Oku presented a sketch of the pedestrian gate with a setback configuration. She noted that the actual approval at the PAC meeting was for the design of the gate and sign, but not the configuration at his time. Victoria Hansen presented the Chair with a request that all discussion regarding the park gate be tabled until such time as the budget had been concluded. Sue mentioned that the Board cannot take any action on something that is not on the agenda. Discussion continued. Patty Oku advised the Board that the PAC had approved the design of the pedestrian gate for Donna to take to Design Review for a preliminary discussion. Sue Sims asked if the permit fees were the exorbitant number discussed before. Patty noted that if it was just the gate it was going to be \$7,000 in permit costs, but if it is bundled with the gazebo those costs would go down. The Administrator noted that the County charges certain set fees for any project, so if all of the proposed projects are applied for together, there will only be one fee rather than the same fee for each of several projects, thus lowering the cost of the fees for the gate.

Brian Lamoreaux made a motion to approve the design of the pedestrian gate irrespective of the vehicle gate or its orientation and have Donna proceed with asking Design Review for a preliminary approval as presented. The motion was seconded by Patty Oku. Ayes: Lamoreaux, Oku. Nays: Sims. Abstain: Parrish. Motion failed.

Deborah Parrish asked that the subject be brought back at the next meeting in two weeks for discussion after she has time to review all of the new information given to her by Victoria this evening.

There was discussion and concern regarding the Save the Ta Tas Motorcycle Club renting the Park for their event. Patty reported that there were concerns by some in the community because of incidents that happened the previous year. Patty noted that she had heard that there were going to be 800 people in attendance, Donna Clavaud reported that the Hotel was not taking any reservations for the weekend because of it, and Brian suggested increasing the deposit for larger groups. The Administrator noted that he had contacted the site of last year's final stop on the motorcycle run and they said there were never over 200 participants, that they had nothing but good experiences, and had no trouble. He also contacted the restaurant in Rohnert Park where they always start and have had final stops and they said the same thing. The Administrator reminded the Board the Park is open to the public to rent for groups of 25 or more and if the Board wants to change the fee schedule or deposits, that is fine, but if a group wants to use the park without renting there is nothing the District can do about it.

When a group rents the park, the District gets money, they get notification and they get insurance. If someone chooses to take it over without renting it, the District gets nothing. It was decided to continue the discussion at the PAC meeting.

The rest of the PAC agenda items were tabled by the chair.

C. Financial and Budget Committee

1. Agenda Items tabled by Chair.

Pending Business:

A. Capital Improvement Projects

Tabled

B. Board Policy Manual

1. Patty submitted a copy of the Rancho Murrieta Boards Roles Policy for discussion. Sue Sims said she thought it was a good policy for roles, but that it did not address the Rights of Board Members such as the right to information to make informed decisions, the right to an orientation, and the right to training. Deborah added "internal training". Deborah said the FAC will review it and if they have anything to add to the Roles and Responsibilities they will add them.

Rest of agenda Items tabled by Chair

C. RCAC Rate Study

1. Agenda Item tabled by Chair

D. Board Training

1. Agenda Item tabled by Chair

E. Local Agency Investment Fund

1. Agenda Item tabled by Chair

F. Regional Water Quality Control Board WDR for 2014

1. Agenda Item tabled by Chair

G. Board Member Plaques

1. Agenda Item Tabled by Chair

H. Complaints and Correspondence

The Administrator submitted a copy of a letter from Cornelia Crocker re Party in the Park. No action or discussion

New Business

No new Business

Administrator's Report:

The Administrator did not submit a written report of his activities for the month.

Open Communication:

No open communication.

Sue Sims made a motion to adjourn. Motion seconded by Brian Lamoreaux. M/S/U.

Adjourned at 9:45 PM

Next Meeting: May 28, 2014 7:00 PM.

Approved

Date

Graham / Earle
PO Box 258
Tomales, California, 94971

May 11, 2014

to the TVCSD Board

Walter and I have a previous commitment on May 14th but wanted to express some concerns that we have over the process that is occurring with the Tomales Service District.

We support the current Board and respect their autonomy but would like to make sure that any transition that takes place is done in a way that doesn't jeopardize the District and it's ability to function safely. Right now, having inherited a failing system, we have turned it around and have something to be proud of. Taking the administrator's job and splitting off the financial functions makes sense but means that we'll have two part time independent contractors and that will be a significant change for the Board. Instead of having just one person who is responsible, the Board will really become the responsible body. This will also apply to the operator position if the Board chooses to hire a Class 2 person.

Is the Board ready to take on this extra responsibility? If indeed you feel that this is the best direction for our town to go we would urge you to not rush into it. If we need to pay a new Administrator for a month to overlap with Karl we think that the money would be well spent. Karl knows our system inside and out and has a lot of valuable knowledge to pass on if he isn't continuing on with us.

The Brown Act came into being in response to citizens feeling that their elected officials were not being open with them and were making decisions that affected their lives without public input. You might feel that it isn't legally necessary to follow these rules but it is certainly ethically necessary. If you are going to make such significant changes to our system we strongly urge you to do it as openly as possible so that you have the support of the community.

We appreciate all of your hard work.

Margaret Graham and Walter Earle

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING
Minutes of Meeting held May 28, 2014

1. Bill Bonini called the meeting to order at 7:07 PM May 28, 2014.

All five board member were in attendance. We had a quorum.

Sue Sims took notes and transcribed from the recording

Bill Bonini, President
Deborah Parrish, Vice President
Sue Sims, Secretary
Brian Lamoreaux
Patty Oku

Also Present:
Karl Drexel, Administrator
Victoria Hansen
Donna Clavaud
Chick Petersen
Venta Leon
Bruce Bramson

Bill Bonini read a statement:

Born and raised in Tomales, I care about town. I participate and volunteer to make a better community. This is coming from the puppet president.

This statement is demeaning to my position and the entire Board. I'm not mad Karl. This meeting was intended to be a special meeting to provide more focus on Board internal workings. Improve collaboration. We don't even have bylaws. the purpose is to address structural foundations, how the Board works. We respect the Brown Act and want to follow it. We don't need to be beaten up as we learn.

We feel hostility. We ask for information, and it comes back as an attack. I don't think it's meant that way. We're all trying to do work with the best intentions. We're looking at options to tighten our budget. Competitive bidding is a best practice. It's fair, transparent and honest. RFPs are only meant to evaluate costs. No ill will. They are not tools to fire anyone. We are trying to figure out policy and procedures and a budget we can stand behind.

We're trying to figure out policy and procedures.
We're hoping our current contractors participate in the procedures.

Karl, if you are ccing an employment lawyer about an agenda change, something I as a president am able to do, what would be the purpose of that. What message are you trying to send? We appreciate your knowledge within the guidelines of the services district. It would be great if we could put the attacks to rest. Nice to have harmony. Nice to work together, figure it out, we're all here because we care. Don't know anyone here for the fun of it. We're neighbors. We need to figure out how to just stop. I get it there's a lot of weird stuff over the years. It's unfortunate. We ought to come together. We can figure it out. That's my speech.

Bill: Which Agenda do we need to use? Do we need anything on the regular agenda that needs be done tonight.

Karl thought the Budget needed to be taken care of from the first agenda. RFPs and the Budget were already on the Special Agenda.

Twenty-five minutes elapsed from the time President Bonini read his message until he decided to use the replacement Agenda posted within the required 72 hour. The conversation during that time period roughly focused on the miscommunications and misunderstandings surrounding the replacement of Karl's posted agenda with one reflecting Bill's intention for a Special Meeting. The Board and Karl tried to make sense of the lack of communication, as regards the Agenda, between the Board President, Bill Bonini and Administrator, Karl Drexel. Board members added their experience of the Agenda process. Bill and Karl agreed to work harder at communicating on the phone, rather than mostly through email.

2. Elect Board Secretary

The first item on the Agenda was to Elect Board Secretary. Twenty-Three minutes were spent discussing the wisdom of having a member of the Board be the Secretary.

Brian asked if there is a money difference if Karl is not the Secretary. If not Secretary, would compensation change. Karl told Brian that he was paid a flat fee for being Administrator. Board members can't be paid. Karl explained stipends which are not in this year's budget.

Bill asked Karl's opinion on the Secretary being on the Board: Karl said that there was no law against it, but that in his CSDA Secretary Training, list serve and in all the CSDs he's aware of, no district that he knows of has a Board Member who is also the Secretary. Having said that, he has no problem with anyone taking the position over. It's 15 hours a month. Board members are volunteers. One person burned out after 2 months of just doing notes. Karl found from List Serve: conflict of interest in the Secretary voting on the notes because the Secretary wrote them.

Patty recommend that Karl list the duties of the Secretary. Donna reminded us that we had a newly defined the role of the Secretary.

In an ideal situation, Donna would like a Board member in the position.

Donna wondered if a Board member wanted to fill the position. Sue responded that she would like to be the Secretary.

Bruce, a secretary's role does not need to be defined to elect one. God knows that we've gone without roles for 15 years.

Deborah thought that a Board member being Secretary would create continuity at this time and would reduce some of the noise. Her hope is that we can reduce the noise.

Sue read the newest policy defining the role of the Secretary.

Donna wondered about an Administrator being Secretary, musing about the jobs they usually do and wondered if an Administrator was being used to his fullest abilities and district duties by fulfilling performing as Secretary.

Issues brought up: Karl wouldn't have to drive to Tomales to post the Agenda, saving an hour. Sue said that perhaps Bill and Karl could use that free hour to talk on the phone about the Agenda. Others posited that there may be more time to get information into the Board Packet.

Victoria Hansen offered that mp3 files from recordings and an abbreviated summary of minutes could simplify the Secretary's work. Karl interjected that our insurance carrier was against keeping recording for long periods of time.

Patty suggested we follow the roles policy which require the President and the Administrator to work together on the Agenda.

Deborah wanted to express that the timeline needed to be adjusted to be reasonable for us. (Time between draft agenda and the final version)

Bill asked: What are the guidelines making Board Packet. Sue suggested a chain of command, if Bill is not available we need to know who to contact.

Patty noted that Karl reminded us that we had a short time for submitting Agenda materials with the increased number of meetings. Patty appreciated Karl's warning. Deborah noted that she was referring to the previous meeting when we had less than 24 hours.

Bill, how do we tighten it up.

Deborah, we also don't need to be abused in the process, by the Secretary.

Bill called on Karl, Karl says that none of the Role of Board Members and Officers say anything about being able to take down an Agenda and replace it.

Deborah directed a question to Karl: Did you at any time pick up the phone and call Bill or was it radio silence via email? Did you pick up the phone and call to have clarity? Karl: No. But all of the Directors could send me items for the agenda.

Venta also expressed the need to have the timeline for submissions to the agenda specified and lengthened.

Background: Patty made an earlier statement that she felt everyone already knew Sue was going to offer to be Secretary. Donna made a comment specifically to Patty, I didn't know that Sue was serious about taking on that responsibility. Donna felt a local Secretary could make for easier posting. It seems that Bill and Karl should talk. Bill is great on the phone. Sue can be here and able to mediate, do the actual posting. The real reason, it's a way to cut cost. 15 hours paying an admin to do clerical work. In talking recently to districts our size they don't have Administrator doing this work. This is a cost concern. Takes a lot of time to do this role. Donna would like to see stipends down the line. Kendal Oku commented on the juxtaposition of cost cutting and verbal support for stipends.

Patty relayed that many times in this very room she has heard people say we were paying the Administrator too much money and he should work part-time. Now you're wanting to take time away from him. 15 hours. We have a contract with him. Money will not be carved out of that contract unless you move to do something else. So, is that the road we're on.

Bill said we're not moving to doing anything else.

In that context it feels like we're on the edge of the cliff about to jump off. So many questions come up that I, as a new board member, feel overwhelmed and unable to answer those things and it feels like business as usual. Look at it as a trial. Trying it out for a few months. Opens up can of worms that gets these meetings quickly out of control when we talk about costs and I think we need to have those conversations, we need them in a clear focused way but they need to be addressed. One issue at a time. We need to hear everyone out.

Karl has no problem with someone else taking on the Secretary role. Bill asked Karl what he thought. Karl: Frankly, I don't think it will work.

Chick concurred with Donna about the advantages of having a local person. Venta also felt a local person buys us time for the agenda development. Karl tries to get packet out on Friday so everyone has time to read them. If someone is here they could use three extra days by posting on Sunday.

Bruce noted that even getting through a simplified agenda, if we don't stick to the agenda, every item can bring us to some cliff. This brings out what has become often an agitated conversation with the community. We're discussing the Secretary obviously other things can dovetail into the Secretary subject. We could be here until midnight on just that one topic.

ACTION

Brian: I move to elect Sue for Secretary. Deborah seconded, Patty: For the record, I strongly disagree.

Yes: Brian, Bill, Sue & Deborah

Opposed: Patty Oku

The motion succeeded. Sue became the new Secretary and immediately assumed responsibility for the TVCSD notes.

3. The Yearly Agenda - Goals for the Year

Yearly Agenda- Goals for the year

- A. Completely Execute RFP and Competitive Bidding process
- B. Create new contracts for all contractor positions
- C. Manage the budget as RFP and bidding process unfolds
- D. Board Training:
 - Running effective meetings
 - Brown Act & TVCSD – what, why, and how they relate
 - Becoming an Effective Board
- E. Policies & Procedures
 - Bylaws
 - Create Prioritized list of necessary policies
 - Develop Policy Template/Structure
 - Meeting management
 - Reduce time and contents of Board packet
- F. Items remaining from Strategic Plan
- G. Create Board 12-month
- H. Efficiency Audit (Bill Bonini)**
- I. Performance Evaluation (Brian Lamoreaux)**

Bill asked Karl about an email concerning Board Training via CSDA. Scholarships are available via CSDA application process. Karl briefly described the process of individual applications to CSDA.

Karl likes the idea of a yearly Agenda. He has one exception: The RFPs should not say executed, they need to be finished and vetted.

Brian noted that completing the RFP and executing them are two different things. He feels like he would like to get down to the issues that brought us here, (1)cost saving, (2)performance and conduct and also (3)the status of the contracts--whether they are legal or not. He would like to have focused and coherent conversations those topics. To have meaningful participation, he

needs a lot of the context, these three issues. Performance issues:
Does the evaluation format work for us.

Bill: It may be important to get an evaluation of our whole system.
A system wide evaluation.

RFPs at top gets us pulled away from the agenda. Victoria thinks we
should focus on the calendar as a framework.

Sue: The RFPs are finished. They need legal scrutiny. Competitive
Bidding is best practice and is policy. We will be executing the RFPs
and using them in the future. It is the way we will be going forward
with contracts in the future.

Deborah to Bill's & Patty's call for evaluation: We've done all of the
work.

Patty said that a couple of the people who said they would do
audits for us have never done them before. Chick said that we have
bids from experienced auditors.

Karl wants the FAC to give the Efficiency Audit information to Board
so they can think up questions. He gave this example: "OK Matrix,
this is what we really want, so can you change your price. This is the
info we really want."

Brian, What is an Efficiency Audit. It sounds pretty General
Deborah: During the survey by Ad hoc committee, one or two of the
districts had gone through an Efficiency Audit. They saved money.
Looked at pieces of the operation, materials, system, staffing all the
different aspects of the system and how the organization was run.
The districts the ad hoc committee spoke with got immediate
results. FAC brought the idea to the Board.
Cost ranges from \$6,000 to \$25,000.

Patty, I think Brent was \$15,000 Patty thought it was a better idea
to evaluate the entire operation, to get suggestions for running
more efficiently.

Chick: Reminded us that FAC had done an RFP and would be glad to
share it with the board.

Deborah: In response to a flurry of overlapping comments, Deborah
asked: Are you saying we're going to do this over? We've done the
work, we have bids.

Karl reiterates that it's time to negotiate with bidders of the
Efficiency Audit.

Kendal thinks we're heading in the right direction. Look at the RFP
and see if it's going in the right direction for now. Kendal indicated
that things may have changed in six or seven months.

FAC members repeated: We've done all the work and received all
the bids.

Bill, requested the Efficiency Audit information be added to the Agenda.

Patty asserted that the Efficiency Audit needs to be on the Special Meeting Agenda rather than the regular meeting agenda.

Karl suggested a consensus on the items on the Yearly Agenda. Deborah felt it was too early to decide on the items.

Bill asked if he heard someone suggest Bylaws be added to the Yearly Agenda.

Karl says that you don't need bylaws. They're supposed to be in other documents in the policy manual. Deborah reminded Karl that we don't have a policy manual, but she would note the category of bylaws in the prioritizing of policy.

Bruce shared his observation that the format of this meeting worked well.

Deborah noted that the idea of the yearly agenda is to figure out where in the year we're going to schedule various items.

Brian wanted to revisit the performance evaluation as a goal.

Victoria thought we would have a hard time finishing even three of the topics we already have in a year.

4. Basic Operating Policies

How do we efficiently run our meetings to move forward?

What goes into an Orientation Packet?

Manual, Policies, Training outline

Sue informed the group that she had found a workshop that she felt would help us with most of the categories under **Basic Operating Policies**. While using reference materials online, she found some very nice sources and noticed they were authored by the same person, Lorenzo R. Cuesta. She contacted Mr. Cuesta. Sue read to the Board the description of his workshop.

ACTION

Deborah: I make a motion to engage Lorenzo Cuesta for his workshop as soon as possible. Brian seconded the motion.

Yes: Unanimous Brian, Patty, Deborah, Bill, Sue

Opposed: none

The motion succeeded

Sue will plan the event, coordinating with the other directors on dates and securing a place for the workshop.

Deborah: What goes into an orientation packet? Can Mr. Cuesta provide something like that? Sue will check.

Brian wants to meet up with old board members and chit chat, getting their take on being a Board member. Bill said we should hook Brian up with the past board members.

**5. Request Walter to create a Board Resource page. Policies, Manuals for Board Members. Strategic plan needs to go up
We can ask Walter and think about an ad hoc committee**

A brief positive conversation ensued. Victoria asked if an ad hoc committee would help with deciding the composition of a resource page. Deborah added that the page would be for Board resources. Victoria had Community resources in mind. Sue commented that the TVCSD website has a community section.

6. Discuss, Vote on Publishing RFPs and Timeline

We will address these in two weeks when everyone is sure they have the correct version

7. Budget

- A. Review and Adopt Proposed Preliminary Budget for FY '14-'15
- B. Review and Adopt Resolution 14-01 keeping rates the same
- C. Review and Adopt Resolution 14-02 keeping ad-valorum tax rate the same and authorizing County to collect the rates and tax on the County tax bill.

Brian had questions why SUSD service charge went down this year?

Karl explained that SUSD pays 34% of our expenses, they are our partner. This is the first time we have charged SUSD depreciation. Sue asked how the SUSD is informed of the added depreciation cost. Karl said it will go out in September. Further Karl informed us that the percentage was 50% at the beginning of our relationship with SUSD, but they were getting water from TVCSD for irrigation, however, the contract was renegotiated for 34% when they stopped using the water for irrigation and has remained at that percentage.

Brian asked about an item: Last year item under non operating revenue we had \$7,000 that we don't have this year.

Karl answered that there were expenses above and beyond normal expenses requiring the transfer of money from operating reserves to pay those expenses. It's not really revenue, just a transfer from Capital Fund to General Fund.

Deborah: Given the workshop, legal vetting of RFPs, and the Efficiency Audit, she would like to increase the three line items.

Line item for	
Board Training	\$2,000
Legal Expenses	\$5,000
Efficiency Audit	\$10,000 From reserves

Deborah wanted it noted for the record that she will approve the budget on condition of revisiting the line items for Administrator

and Operator. She wanted to make it clear to everyone at the meeting, on the Board, that these items must be addressed.

Patty: I would also like to say for the record that we have changed the budget every year.

ACTION

Brian: I move to approve the budget as amended for 2014-2015
Bill: seconded the motion

Vote:

Yes: Unanimous Bill Bonini, Sue Sims, Deborah Parrish, Patty Oku,
Brian Lamoreaux

The motion succeeded

ACTION

Patty: I make a motion to Adopt Resolution 14-01 keeping rates the same & Review and Adopt Resolution 14-02 keeping ad-valorem
Deborah seconded

Vote

Yes: Unanimous
Bill Bonini, Sue Sims, Deborah Parrish, Patty Oku, Brian Lamoreaux

The motion succeeded

TVCS D Sewer Enterprise

6/3/2014 10:49 PM

Register: 131.00 · Cash:131.42 · Bank of Marin - Money Market

From 05/01/2014 through 06/03/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/12/2014			315.00 · Intergovernme...	Deposit		X	514.98	215,103.92
05/13/2014			315.00 · Intergovernme...	Deposit		X	20.58	215,124.50
05/15/2014			315.00 · Intergovernme...	Deposit		X	35.04	215,159.54
05/15/2014			131.00 · Cash:131.44 · ...	Funds Transfer	14,000.00	X		201,159.54
05/21/2014			315.00 · Intergovernme...	Deposit		X	4.01	201,163.55
05/22/2014			315.00 · Intergovernme...	Deposit		X	9.77	201,173.32
05/30/2014		Tomales Community...	315.00 · Intergovernme...	Transfer to Par...	20.58			201,152.74
05/31/2014			311.00 · Interest Income	Interest		X	7.68	201,160.42

TVCS D Sewer Enterprise

6/4/2014 8:31 AM

Register: 131.00 · Cash:131.44 · Bank of Marin - Sewer

From 05/01/2014 through 06/04/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/15/2014	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...		5,182.36	X		4,588.88
05/15/2014	Bill Pay	AT&T	222.00 · Accounts Pay...		92.55	X		4,496.33
05/15/2014	Bill Pay	PGE	222.00 · Accounts Pay...		81.89	X		4,414.44
05/15/2014	Bill Pay	Capital One Bank	222.00 · Accounts Pay...		500.18	X		3,914.26
05/15/2014	Bill Pay	Electrical Equipment...	222.00 · Accounts Pay...		420.00	X		3,494.26
05/15/2014	4071	KD Management	222.00 · Accounts Pay...		7,500.84	X		-4,006.58
05/15/2014	4072	Sue Sims	414.00 · Administratio...		77.25	X		-4,083.83
05/15/2014			131.00 · Cash:131.42 · ...	Funds Transfer		X	14,000.00	9,916.17
05/31/2014			311.00 · Interest Income	Interest		X	0.03	9,916.20

TVCS D Park

6/3/2014 11:14 PM

Register: 131.00 · Cash:131.46 · Bank of Marin - Park Account

From 05/01/2014 through 06/03/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/15/2014			-split-	Deposit		X	250.00	51,743.74
05/15/2014	Bill Pay	PGE	222.00 · Accounta Pay...		96.20	X		51,647.54
05/15/2014	1078	Park Rental Fees	322.00 · Park Use Rent...	Return Deposit	200.00	X		51,447.54
05/15/2014	1079	USPS	414.20 · Office Expens...	Postal Permit A...	46.94	X		51,400.60
05/22/2014			-split-	Deposit		X	400.00	51,800.60
05/28/2014			320.00 · Contributions ...	Deposit		X	100.00	51,900.60
05/28/2014	1080	Hazon	322.00 · Park Use Rent...		200.00			51,700.60
05/31/2014			311.00 · Interest Income	Interest		X	0.21	51,700.81

TVCS D Sewer Enterprise

6/3/2014 11:07 PM

Register: 131.00 · Cash:131.48 · Bank of Marin - Solar

From 05/01/2014 through 06/03/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/30/2014			316.00 · CSI Solar Reb...	Deposit			1,422.24	22,289.48
05/31/2014			315.00 · Intergovernme...	Interest		X	0.08	22,289.56

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense</u>
25-May	Phillips & Assoc.	\$ 5,182.36	June O&M Services
27-May	PGE	\$ 78.47	WWTP PGE
20-May	AT&T	\$ 92.55	Tomales ATT Service
24-May	Capital One	\$ 60.00	BHI - Good Board Work
		\$ 129.77	Fed Ex Office Board Packets & Budget
		\$ 99.99	Carbonite Cloud Service
		\$ 76.75	Staples Office Supplies
		\$ 19.95	Web Hosting
4-Jun	Sue Sims	\$ 112.88	Toner & Paper
1-Jul	SDRMA	\$ 5,312.82	Property & Liability Ins.
1-Jul	Karl Drexel	\$ 400.00	Health Ins Allowance
1-Jul	Karl Drexel	\$ 6,754.00	July Admin Services
	May - June	\$ 18,319.54	
			PARK EXPENSES
22-May	PGE	\$ 115.54	Park PGE
20-May	Friedman's Home Imp.	\$ 91.98	Dutton House Materials
20-May	Fishman Supply	\$ 94.47	Paper Products and Equipment
24-May	Capital One	\$ 139.27	Work Day Lunch and drinks
	May June	\$ 441.26	
			RESTRICTED FUNDS
		\$ -	
	Total	\$ 18,760.80	

ASSETS	
Current Assets	
Checking/Savings	
131.00 - Cash	
131.31 - Redwood Credit Union	85,561.20
131.42 - Bank of Marin - Money Market	200,588.94
131.44 - Bank of Marin - Sewer	9,916.17
131.48 - Bank of Marin - Solar	22,289.48
Total 131.00 - Cash	<u>318,355.79</u>
Total Checking/Savings	318,355.79
Other Current Assets	
138.00 - Receivable - TVCSD Park	9,211.00
Total Other Current Assets	<u>9,211.00</u>
Total Current Assets	327,566.79
Fixed Assets	
100.00 - Property, Plant and Equipment	791,665.97
100.10 - Maps and Records	17,248.00
100.20 - Land and Land Rights	52,788.00
110.00 - Improvement Project	939,393.31
112.00 - Solar System	269,945.21
105.00 - Less Accumulated Depreciation	-419,208.01
Total Fixed Assets	<u>1,651,832.48</u>
Other Assets	
136.00 - SUSD Note Receivable	22,401.04
151.00 - CREBs Unamortized Issuance Cost	15,250.00
152.00 - Accumulated Amortization	-3,588.12
Total Other Assets	<u>34,062.92</u>
TOTAL ASSETS	<u><u>2,013,462.19</u></u>

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

222.00 · Accounts Payable 5,739.84

Total Accounts Payable 5,739.84

Total Current Liabilities 5,739.84

Long Term Liabilities

211.00 · SWRCB SRF Loan 194,125.89

215.00 · CREBS Bond 233,235.46

Total Long Term Liabilities 427,361.35

Total Liabilities 433,101.19

Equity

260.00 · Retained Earnings 1,358,112.89

261.00 · Sinking Fund - Debt Reserve 47,775.00

262.00 · Capital Improvement Reserve 45,394.00

263.00 · Emergency Reserve 33,982.00

264.00 · Operating Reserve 35,400.00

265.00 · Net Assets - Unrestricted 105,000.00

Net Income -45,302.89

Total Equity 1,580,361.00

TOTAL LIABILITIES & EQUITY 2,013,462.19

Income

301.00 · Service Charges

301.10 · Service Charges - Monthly 126.00

301.30 · Service Charges - County 5,000.00

Total 301.00 · Service Charges 5,126.00

316.00 · CSI Solar Rebate 1,422.24

Total Income 6,548.24

Expense

410.00 · Sewage Collection 26.97

411.00 · Sewage Treatment 25.75

412.00 · Sewage Disposal 25.75

414.00 · Administration and General

414.05 · Administrator's Fees 6,754.00

414.30 · Insurance

414.35 · Health Insurance Allowance 400.00

Total 414.30 · Insurance 400.00

414.40 · Office Expense

414.43 · Office Supplies 176.74

414.44 · Sonic - Web Hosting 19.95

414.46 · Board Meeting Expense 129.77

Total 414.40 · Office Expense 326.46

414.50 · O&M Contractual Services 5,182.36

414.60 · Publication and Notices 77.25

414.70 · Repairs and Maintenance

414.77 · Irrigation Field Maintenance 420.00

Total 414.70 · Repairs and Maintenance 420.00

414.80 · Travel and Meetings

414.81 · Travel 346.84

414.83 · Meetings and Seminars 60.00

Total 414.80 · Travel and Meetings 406.84

414.90 · Telephone and Internet Services 92.55

Total 414.00 · Administration and General 13,659.46

415.50 · Depreciation Expense 4,300.00

Total Expense 18,037.93

Net Income -11,489.69

ASSETS

Current Assets

Checking/Savings

131.00 · Cash

131.46 · Bank of Marin - Park Account 51,700.60

Total 131.00 · Cash 51,700.60

Total Checking/Savings 51,700.60

Accounts Receivable

137.00 · Accounts Receivable 70.00

Total Accounts Receivable 70.00

Total Current Assets 51,770.60

Fixed Assets

100.20 · Land and Land Rights 132,000.00

111.00 · Park Equipment

Original Cost 299,899.00

105.00 · Depreciation -28,933.00

Total 111.00 · Park Equipment 270,966.00

Total Fixed Assets 402,966.00

TOTAL ASSETS 454,736.60

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

222.00 - Accounta Payable 441.26

Total Accounts Payable 441.26

Other Current Liabilities

217.00 - Unearned Revenue 15,000.00

Total Other Current Liabilities 15,000.00

Total Current Liabilities 15,441.26

Long Term Liabilities

216.00 - Loan Payable - TVCSD Sewer 9,211.00

Total Long Term Liabilities 9,211.00

Total Liabilities 24,652.26

Equity

252.50 - Investment in Capital Assets 402,966.00

260.00 - Retained Earnings -3,475.68

Net Income 30,594.02

Total Equity 430,084.34

TOTAL LIABILITIES & EQUITY 454,736.60

Ordinary Income/Expense

Income

320.00 · Contributions Income
 320.30 · Unrestricted 100.00
Total 320.00 · Contributions Income 100.00

322.00 · Park Use Rental
 322.50 · Cleaning and Security Deposit 0.00
 322.00 · Park Use Rental - Other 250.00
Total 322.00 · Park Use Rental 250.00

322.60 · Water Tower PGE 70.00
Total Income 420.00

Expense

414.20 · Office Expense
 414.21 · Postage and Delivery 46.94
Total 414.20 · Office Expense 46.94

414.70 · Repairs
 414.74 · Park Maintenance 325.72
Total 414.70 · Repairs 325.72

414.75 · PGE - Park 115.54
Total Expense 488.20

Net Ordinary Income -68.20

Net Income -68.20

	<u>Jul '13 - May 14</u>	<u>Jul '12 - May 13</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
301.00 - Service Charges				
301.10 - Service Charges - Monthly	1,386.00	1,386.00	0.00	0.0%
301.15 - Service Charges - Annual Fees	756.00	756.00	0.00	0.0%
301.20 - Service Charges - SUSD				
301.25 - Solar Portion	0.00	6,120.00	-6,120.00	-100.0%
301.20 - Service Charges - SUSD - Other	64,510.00	78,665.00	-14,155.00	-17.99%
Total 301.20 - Service Charges - SUSD	<u>64,510.00</u>	<u>84,785.00</u>	<u>-20,275.00</u>	<u>-23.91%</u>
301.30 - Services Charges - County				
301.35 - Solar Portion	7,680.00	7,680.00	0.00	0.0%
301.30 - Services Charges - County - Other	90,192.35	85,088.70	5,103.65	6.0%
Total 301.30 - Services Charges - County	<u>97,872.35</u>	<u>92,768.70</u>	<u>5,103.65</u>	<u>5.5%</u>
301.50 - Non-Scheduled Work- Outside	0.00	0.00	0.00	0.0%
Total 301.00 - Service Charges	<u>164,524.35</u>	<u>179,695.70</u>	<u>-15,171.35</u>	<u>-8.44%</u>
305.00 - SUSD Sinking Fund Revenue	8,062.00	1,942.00	6,120.00	315.14%
311.00 - Interest Revenues	1,609.13	1,777.71	-168.58	-9.48%
311.50 - Interest Income - Park	1.67	2.15	-0.48	-22.33%
315.00 - Intergovernmental Revenues				
315.50 - Levy 4	7,801.36	9,034.06	-1,232.70	-13.65%
315.60 - HOPTR	49.98	51.65	-1.67	-3.23%
315.80 - Measure A	17,374.91	0.00	17,374.91	100.0%
Total 315.00 - Intergovernmental Revenues	<u>25,226.25</u>	<u>9,085.71</u>	<u>16,140.54</u>	<u>177.65%</u>
316.00 - CSI Solar Rebate	12,852.95	11,589.78	1,263.17	10.9%
317.00 - Other Operating Income	0.00	1,118.19	-1,118.19	-100.0%
318.00 - Other Nonoperating Revenue				
318.30 - Transfer In	0.00	7,000.00	-7,000.00	-100.0%
Total 318.00 - Other Nonoperating Revenue	<u>0.00</u>	<u>7,000.00</u>	<u>-7,000.00</u>	<u>-100.0%</u>
320.00 - Contributions Income				
320.30 - Unrestricted				
320.32 - PitP 2013	7,112.00	0.00	7,112.00	100.0%
320.31 - 2012 PitP	0.00	8,846.00	-8,846.00	-100.0%
320.30 - Unrestricted - Other	495.00	630.00	-135.00	-21.43%
Total 320.30 - Unrestricted	<u>7,607.00</u>	<u>9,476.00</u>	<u>-1,869.00</u>	<u>-19.72%</u>
Total 320.00 - Contributions Income	<u>7,607.00</u>	<u>9,476.00</u>	<u>-1,869.00</u>	<u>-19.72%</u>
322.00 - Park Use Rental				
322.60 - Water Tower PGE	770.00	770.00	0.00	0.0%
322.50 - Cleaning and Security Deposit	200.00	400.00	-200.00	-50.0%
322.00 - Park Use Rental - Other	450.00	650.00	-200.00	-30.77%
Total 322.00 - Park Use Rental	<u>1,420.00</u>	<u>1,820.00</u>	<u>-400.00</u>	<u>-21.98%</u>
323.00 - Founders Day Committee	-779.00	815.00	-1,594.00	-195.58%
340.00 - Grants				
340.40 - Board of Supervisors	0.00	15,000.00	-15,000.00	-100.0%
340.70 - Dean Witter Foundation	10,000.00	0.00	10,000.00	100.0%
Total 340.00 - Grants	<u>10,000.00</u>	<u>15,000.00</u>	<u>-5,000.00</u>	<u>-33.33%</u>
Total Income	<u>230,524.35</u>	<u>239,322.24</u>	<u>-8,797.89</u>	<u>-3.68%</u>
Gross Profit	230,524.35	239,322.24	-8,797.89	-3.68%

	<u>Jul '13 - May 14</u>	<u>Jul '12 - May 13</u>	<u>\$ Change</u>	<u>% Change</u>
Expense				
410.00 · Sewage Collection	324.79	348.21	-23.42	-6.73%
411.00 · Sewage Treatment	746.05	3,229.73	-2,483.68	-76.9%
412.00 · Sewage Disposal	218.31	286.60	-68.29	-23.83%
414.00 · Administration and General				
414.05 · Administrator's Fees	74,294.00	72,451.50	1,842.50	2.54%
414.22 · Licenses and Permits	1,272.50	1,042.50	230.00	22.06%
414.30 · Insurance				
414.31 · Property & Liability Insurance	5,269.54	5,329.33	-59.79	-1.12%
414.33 · Worker's Comp Insurance	609.00	603.81	5.19	0.86%
414.35 · Health Insurance Allowance	4,400.00	6,600.00	-2,200.00	-33.33%
Total 414.30 · Insurance	<u>10,278.54</u>	<u>12,533.14</u>	<u>-2,254.60</u>	<u>-17.99%</u>
414.40 · Office Expense				
414.41 · Postage and Delivery	462.83	139.70	323.13	231.3%
414.42 · Printing and Copies	833.86	58.31	775.55	1,330.05%
414.43 · Office Supplies	887.61	541.18	346.43	64.01%
414.44 · Sonic - Web Hosting	199.50	199.50	0.00	0.0%
414.45 · Equipment Expense	0.00	518.85	-518.85	-100.0%
414.46 · Board Meeting Exp	1,257.51	1,021.18	236.33	23.14%
Total 414.40 · Office Expense	<u>3,641.31</u>	<u>2,478.72</u>	<u>1,162.59</u>	<u>46.9%</u>
414.50 · Contractual Services	56,899.63	55,265.19	1,634.44	2.96%
414.55 · Professional Fees				
414.56 · Legal Fees	1,127.50	256.25	871.25	340.0%
414.57 · Accounting	5,000.00	5,125.00	-125.00	-2.44%
Total 414.55 · Professional Fees	<u>6,127.50</u>	<u>5,381.25</u>	<u>746.25</u>	<u>13.87%</u>
414.60 · Publication and Notices				
414.61 · Newsletter Expense	200.16	104.87	95.29	90.87%
414.60 · Publication and Notices - Other	77.25	84.00	-6.75	-8.04%
Total 414.60 · Publication and Notices	<u>277.41</u>	<u>188.87</u>	<u>88.54</u>	<u>46.88%</u>
414.62 · Dues and Subscriptions	1,455.79	1,424.40	31.39	2.2%
414.65 · Rents and Leases				
414.68 · Solar Lease Agreement	17,941.18	17,941.18	0.00	0.0%
414.67 · Solar Lease Admin Fee	750.00	750.00	0.00	0.0%
Total 414.65 · Rents and Leases	<u>18,691.18</u>	<u>18,691.18</u>	<u>0.00</u>	<u>0.0%</u>
414.70 · Repairs and Maintenance				
414.74 · Measure A Projects	1,253.18	0.00	1,253.18	100.0%
414.79 · Park Measure A Expenses	24.84	0.00	24.84	100.0%
414.77 · Irrigation Field Maintenance	420.00	3,065.00	-2,645.00	-86.3%
414.71 · Plant and Building Maintenance	478.78	194.58	284.20	146.06%
414.72 · Computer Repairs	240.00	0.00	240.00	100.0%
414.73 · Equipment Repairs	4,145.88	1,069.74	3,076.14	287.56%
414.75 · Park Maintenance				
414.755 · Park PGE	1,204.70	1,131.48	73.22	6.47%
414.75 · Park Maintenance - Other	1,159.70	6,045.00	-4,885.30	-80.82%
Total 414.75 · Park Maintenance	<u>2,364.40</u>	<u>7,176.48</u>	<u>-4,812.08</u>	<u>-67.05%</u>
Total 414.70 · Repairs and Maintenance	<u>8,927.08</u>	<u>11,505.80</u>	<u>-2,578.72</u>	<u>-22.41%</u>

	<u>Jul '13 - May 14</u>	<u>Jul '12 - May 13</u>	<u>\$ Change</u>	<u>% Change</u>
414.80 · Travel and Meetings				
414.81 · Travel	1,354.30	209.96	1,144.34	545.03%
414.83 · Meetings and Seminars	385.00	198.91	186.09	93.56%
Total 414.80 · Travel and Meetings	<u>1,739.30</u>	<u>408.87</u>	<u>1,330.43</u>	<u>325.39%</u>
414.90 · Telephone & Internet Service	1,027.01	1,954.17	-927.16	-47.45%
414.95 · Miscellaneous	-7.27	0.00	-7.27	-100.0%
Total 414.00 · Administration and General	<u>184,623.98</u>	<u>183,325.59</u>	<u>1,298.39</u>	<u>0.71%</u>
416.00 · Taxes				
416.10 · Property Taxes	-28.24	-51.90	23.66	-45.59%
Total 416.00 · Taxes	<u>-28.24</u>	<u>-51.90</u>	<u>23.66</u>	<u>-45.59%</u>
417.00 · Other Operating Expenses				
417.10 · Bank Service Charges	0.00	14.91	-14.91	-100.0%
417.20 · Election Charges	428.31	0.00	428.31	100.0%
417.30 · LAFCO Charges	124.00	104.00	20.00	19.23%
Total 417.00 · Other Operating Expenses	<u>552.31</u>	<u>118.91</u>	<u>433.40</u>	<u>364.48%</u>
420.00 · Interest Expense-Long-Term Debt				
420.20 · Interest Payment - SRF Loan	5,323.50	5,782.38	-458.88	-7.94%
Total 420.00 · Interest Expense-Long-Term Debt	<u>5,323.50</u>	<u>5,782.38</u>	<u>-458.88</u>	<u>-7.94%</u>
423.00 · Other Nonoperating Expenses				
423.20 · Awards and Gifts	174.12	485.58	-311.46	-64.14%
423.30 · Fundraising Expense				
423.31 · PitP				
423.317 · Brats and Dog Sales	182.78	362.40	-179.62	-49.56%
423.311 · Publicity	0.00	289.21	-289.21	-100.0%
423.312 · Supplies	80.00	122.13	-42.13	-34.5%
423.313 · Beer Sales	0.00	95.62	-95.62	-100.0%
423.314 · Wine Sales	0.00	8.00	-8.00	-100.0%
423.315 · Apple Garden Farms	0.00	138.50	-138.50	-100.0%
423.316 · Oyster Sales	193.97	236.43	-42.46	-17.96%
423.318 · BROS BBQ	0.00	479.60	-479.60	-100.0%
423.31 · PitP - Other	500.00	0.00	500.00	100.0%
Total 423.31 · PitP	<u>956.75</u>	<u>1,731.89</u>	<u>-775.14</u>	<u>-44.76%</u>
Total 423.30 · Fundraising Expense	<u>956.75</u>	<u>1,731.89</u>	<u>-775.14</u>	<u>-44.76%</u>
423.50 · Founders Day Committee				
423.55 · Tomales Day Music	0.00	850.00	-850.00	-100.0%
423.51 · Special Event Insurance	0.00	285.63	-285.63	-100.0%
Total 423.50 · Founders Day Committee	<u>0.00</u>	<u>1,135.63</u>	<u>-1,135.63</u>	<u>-100.0%</u>
Total 423.00 · Other Nonoperating Expenses	<u>1,130.87</u>	<u>3,353.10</u>	<u>-2,222.23</u>	<u>-66.27%</u>
Total Expense	<u>192,891.57</u>	<u>196,392.62</u>	<u>-3,501.05</u>	<u>-1.78%</u>
Net Ordinary Income	<u>37,632.78</u>	<u>42,929.62</u>	<u>-5,296.84</u>	<u>-12.34%</u>
Net Income	<u><u>37,632.78</u></u>	<u><u>42,929.62</u></u>	<u><u>-5,296.84</u></u>	<u><u>-12.34%</u></u>

Ordinary Income/Expense	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - May 14	Budget	Jul '13 - May 14	Budget	Jul '13 - May 14	Budget	Jul '13 - May 14	Budget
Income								
301.00 · Service Charges								
301.10 · Service Charges - Monthly	0.00		0.00		1,386.00	1,386.00	1,386.00	1,386.00
301.15 · Service Charges - Annual Fees	0.00		0.00		756.00	756.00	756.00	756.00
301.20 · Service Charges - SUSD	0.00		0.00		64,510.00	74,888.00	64,510.00	74,888.00
301.30 · Services Charges - County								
301.35 · Solar Portion	0.00		7,680.00		0.00	7,680.00	7,680.00	7,680.00
301.30 · Services Charges - County - Other	0.00		0.00		90,192.35	90,000.00	90,192.35	90,000.00
Total 301.30 · Services Charges - County	0.00		7,680.00		90,192.35	97,680.00	97,872.35	97,680.00
Total 301.00 · Service Charges	0.00		7,680.00		156,844.35	174,710.00	164,524.35	174,710.00
305.00 · SUSD Sinking Fund Revenue	0.00		0.00		8,062.00	8,062.00	8,062.00	8,062.00
311.00 · Interest Revenues	0.00		0.00		1,609.13	1,755.00	1,609.13	1,755.00
311.50 · Interest Income - Park	1.67	6.60	0.00		0.00		0.00	
315.00 · Intergovernmental Revenues								
315.50 · Levy 4	0.00		0.00		7,801.36	10,552.58	7,801.36	10,552.58
315.60 · HOPTR	49.98	38.60	0.00		0.00		0.00	
315.80 · Measure A	17,374.91	25,000.00	0.00		0.00		0.00	
Total 315.00 · Intergovernmental Revenues	17,424.89	25,038.60	0.00		7,801.36	10,552.58	7,801.36	10,552.58
316.00 · CSI Solar Rebate	0.00		12,852.95	11,800.00	0.00		12,852.95	11,800.00
318.00 · Other Nonoperating Revenue								
318.30 · Transfer In	0.00		0.00		0.00	16,211.00	0.00	16,211.00
Total 318.00 · Other Nonoperating Revenue	0.00		0.00		0.00	16,211.00	0.00	16,211.00
320.00 · Contributions Income								
320.30 · Unrestricted								
320.32 · PitP 2013	7,112.00		0.00		0.00		0.00	
320.31 · 2012 PitP	0.00	7,000.00	0.00		0.00		0.00	
320.30 · Unrestricted - Other	495.00	400.00	0.00		0.00		0.00	
Total 320.30 · Unrestricted	7,607.00	7,400.00	0.00		0.00		0.00	
Total 320.00 · Contributions Income	7,607.00	7,400.00	0.00		0.00		0.00	
322.00 · Park Use Rental								
322.60 · Water Tower PGE	770.00	770.00	0.00		0.00		0.00	
322.50 · Cleaning and Security Deposit	200.00		0.00		0.00		0.00	
322.00 · Park Use Rental - Other	450.00	425.00	0.00		0.00		0.00	
Total 322.00 · Park Use Rental	1,420.00	1,195.00	0.00		0.00		0.00	
323.00 · Founders Day Committee	-779.00		0.00		0.00		0.00	
340.00 · Grants								
340.70 · Dean Witter Foundation	10,000.00	10,000.00	0.00		0.00		0.00	
Total 340.00 · Grants	10,000.00	10,000.00	0.00		0.00		0.00	
Total Income	35,674.56	43,640.20	20,532.95	11,800.00	174,316.84	211,290.58	194,849.79	223,090.58
Gross Profit	35,674.56	43,640.20	20,532.95	11,800.00	174,316.84	211,290.58	194,849.79	223,090.58

Expense	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - May 14	Budget	Jul '13 - May 14	Budget	Jul '13 - May 14	Budget	Jul '13 - May 14	Budget
410.00 · Sewage Collection	0.00		0.00		324.79	352.00	324.79	352.00
411.00 · Sewage Treatment	0.00		0.00		746.05	2,186.00	746.05	2,186.00
412.00 · Sewage Disposal	0.00		0.00		218.31	286.00	218.31	286.00
414.00 · Administration and General								
414.05 · Administrator's Fees	0.00		0.00		74,294.00	74,142.00	74,294.00	74,142.00
414.22 · Licenses and Permits	0.00	50.00	0.00		1,272.50	1,056.50	1,272.50	1,056.50
414.30 · Insurance								
414.31 · Property & Liability Insurance	0.00		0.00		5,269.54	5,329.00	5,269.54	5,329.00
414.33 · Worker's Comp Insurance	0.00		0.00		609.00	815.00	609.00	815.00
414.35 · Health Insurance Allowance	0.00		0.00		4,400.00	4,400.00	4,400.00	4,400.00
Total 414.30 · Insurance	0.00		0.00		10,278.54	10,544.00	10,278.54	10,544.00
414.40 · Office Expense								
414.41 · Postage and Delivery	246.94	50.00	0.00		215.89	180.00	215.89	180.00
414.42 · Printing and Copies	52.38	50.00	0.00		781.48	135.00	781.48	135.00
414.43 · Office Supplies	0.00		0.00		887.61	150.00	887.61	150.00
414.44 · Sonic - Web Hosting	0.00		0.00		199.50	219.45	199.50	219.45
414.45 · Equipment Expense	0.00		0.00		0.00	600.00	0.00	600.00
414.46 · Board Meeting Exp								
414.465 · Board Member Stipend	0.00		0.00		0.00	5,500.00	0.00	5,500.00
414.46 · Board Meeting Exp - Other	0.00		0.00		1,257.51	880.00	1,257.51	880.00
Total 414.46 · Board Meeting Exp	0.00		0.00		1,257.51	6,380.00	1,257.51	6,380.00
414.47 · Clerical/Bookkeeping	0.00		0.00		0.00	1,840.00	0.00	1,840.00
Total 414.40 · Office Expense	299.32	100.00	0.00		3,341.99	9,504.45	3,341.99	9,504.45
414.50 · Contractual Services	0.00		0.00		56,899.63	56,489.00	56,899.63	56,489.00
414.55 · Professional Fees								
414.56 · Legal Fees	1,127.50		0.00		0.00	500.00	0.00	500.00
414.57 · Accounting	0.00		0.00		5,000.00	6,000.00	5,000.00	6,000.00
414.58 · Consulting	0.00		0.00		0.00	10,500.00	0.00	10,500.00
Total 414.55 · Professional Fees	1,127.50		0.00		5,000.00	17,000.00	5,000.00	17,000.00
414.60 · Publication and Notices								
414.61 · Newsletter Expense	0.00		0.00		200.16	300.00	200.16	300.00
414.60 · Publication and Notices - Other	0.00		0.00		77.25	75.40	77.25	75.40
Total 414.60 · Publication and Notices	0.00		0.00		277.41	375.40	277.41	375.40
414.62 · Dues and Subscriptions	0.00		0.00		1,455.79	1,400.00	1,455.79	1,400.00
414.65 · Rents and Leases								
414.68 · Solar Lease Agreement	0.00		17,941.18	17,941.18	0.00		17,941.18	17,941.18
414.67 · Solar Lease Admin Fee	0.00		750.00	750.00	0.00		750.00	750.00
Total 414.65 · Rents and Leases	0.00		18,691.18	18,691.18	0.00		18,691.18	18,691.18
414.70 · Repairs and Maintenance								
414.74 · Measure A Projects	1,253.18		0.00		0.00		0.00	

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - May 14	Budget	Jul '13 - May 14	Budget	Jul '13 - May 14	Budget	Jul '13 - May 14	Budget
414.79 · Park Measure A Expenses	24.84		0.00		0.00		0.00	
414.77 · Irrigation Field Maintenance	0.00		0.00		420.00	1,275.00	420.00	1,275.00
414.71 · Plant and Building Maintenance	0.00		0.00		478.78		478.78	
414.72 · Computer Repairs	0.00		0.00		240.00	500.00	240.00	500.00
414.73 · Equipment Repairs	0.00		0.00		4,145.88	500.00	4,145.88	500.00
414.75 · Park Maintenance								
414.755 · Park PGE	1,204.70	1,078.00	0.00		0.00		0.00	
414.75 · Park Maintenance - Other	1,056.41	626.28	0.00		103.29		103.29	
Total 414.75 · Park Maintenance	2,261.11	1,704.28	0.00		103.29		103.29	
Total 414.70 · Repairs and Maintenance	3,539.13	1,704.28	0.00		5,387.95	2,275.00	5,387.95	2,275.00
414.80 · Travel and Meetings								
414.81 · Travel	0.00		0.00		1,354.30	543.46	1,354.30	543.46
414.83 · Meetings and Seminars	0.00		0.00		385.00	450.00	385.00	450.00
Total 414.80 · Travel and Meetings	0.00		0.00		1,739.30	993.46	1,739.30	993.46
414.90 · Telephone & Internet Servcie	0.00		0.00		1,027.01	990.00	1,027.01	990.00
414.95 · Miscellaneous	0.00		0.00		-7.27		-7.27	
Total 414.00 · Administration and General	4,965.95	1,854.28	18,691.18	18,691.18	160,966.85	174,769.81	179,658.03	193,460.99
416.00 · Taxes								
416.10 · Property Taxes	-28.24		0.00		0.00		0.00	
Total 416.00 · Taxes	-28.24		0.00		0.00		0.00	
417.00 · Other Operating Expenses								
417.10 · Bank Service Charges	0.00		0.00		0.00		0.00	
417.20 · Election Charges	0.00		0.00		428.31	550.00	428.31	550.00
417.30 · LAFCO Charges	0.00		0.00		124.00	150.00	124.00	150.00
Total 417.00 · Other Operating Expenses	0.00		0.00		552.31	700.00	552.31	700.00
420.00 · Interest Expense-Long-Term Debt								
420.20 · Interest Payment - SRF Loan	0.00		0.00		5,323.50	5,324.00	5,323.50	5,324.00
Total 420.00 · Interest Expense-Long-Term Debt	0.00		0.00		5,323.50	5,324.00	5,323.50	5,324.00
423.00 · Other Nonoperating Expenses								
423.60 · Transfer Out	0.00	4,211.00	0.00		0.00		0.00	
423.20 · Awards and Gifts	0.00		0.00		174.12		174.12	
423.30 · Fundraising Expense								
423.31 · PitP								
423.317 · Brats and Dog Sales	182.78		0.00		0.00		0.00	
423.312 · Supplies	80.00		0.00		0.00		0.00	
423.316 · Oyster Sales	193.97		0.00		0.00		0.00	
423.31 · PitP - Other	500.00	1,600.00	0.00		0.00		0.00	
Total 423.31 · PitP	956.75	1,600.00	0.00		0.00		0.00	
Total 423.30 · Fundraising Expense	956.75	1,600.00	0.00		0.00		0.00	
Total 423.00 · Other Nonoperating Expenses	956.75	5,811.00	0.00		174.12		174.12	
Total Expense	5,894.46	7,665.28	18,691.18	18,691.18	168,305.93	183,617.81	186,997.11	202,308.99
Net Ordinary Income	29,780.10	35,974.92	1,841.77	-6,891.18	6,010.91	27,672.77	7,852.68	20,781.59

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May 15, 2014

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

RE: Self-Monitoring Report
Tomales, Marin County
April , 2014

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

I hereby certify under penalty of perjury that the information contained herein to the best of my knowledge is true and correct.

COPY

Sincerely,

PHILLIPS & ASSOCIATES

Steve C. Phillips
Process Control Engineer

Certified Plant Operator #IV-05675

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

Month	Treatment Pond # 2				Treatment Pond # 3			
Apr-14	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1								
2								
3								
4								
5								
6								
7								
8	2.7	10.1	>10	20.3	2.7	>10	>10	21.7
9								
10								
11								
12								
13								
14								
15	27.0	9.0	7.0	18.0	2.8	10.2	6.7	17.6
16								
17								
18								
19								
20								
21								
22	2.5	9.7	8.0	16.2	2.6	10.3	6.0	15.6
23								
24								
25								
26								
27								
28								
29	2.6	10.0	6.7	16.6	2.6	10.0	4.5	16.8
30								
31								

Revised 02/2010

TOMALES WASTEWATER TREATMENT FACILITY

Revised 0804

STANDARD OBSERVATION REPORT PASTURE IRRIGATION (001)

Month of April 20 14

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

Inspection Date			4/22	4/29	
Day			Tues	Tues	
Time			1150	0945	
Operator			E.C	E.C	
Wind Speed & Direction			E ¹⁰⁻²⁰ N	1-5 E ¹⁰⁻²⁰ SE	
* Evidence of runoff from site			N	N	
Evidence of erosion caused by irrigation			NO	N	
** Any odors			N	N	
Mosquito breeding resulting from irrigation			N	N	
Improper posting warning signs			N	N	

* If irrigation runoff is evident, estimate size of effected area (include sketch)

** If odors evident, note source and area affected.

TOMALES TREATMENT POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) April 2014
2. Pond Standard Observation required every week year round.

INSPECTION					
Date	4/8	4/15	4/22	4/29	
Day	Tues	Tues	Tues	Tues	
Time	1430	1055	0955	0745	
Tech	E.C	EC	EC	E.C	
Rain, Inches	1.65	0.10	0.10	0.45	
Number of waterfowl	10	5	2	0	
* Evidence of seepage from ponds	N	N	N	N	
* Nuisance odors from ponds	N	N	N	N	
* Warning signs improperly posted	N	N	N	N	
* Public contact with pond water	N	N	N	N	

3. * Report Yes or No and 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.

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) April 2014

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

INSPECTION					
Date	4/8	4-15	4-22	4-29	
Day	Tues	Tues	Tues	Tues	
Time	1535	1140	1215	0930	
Tech	E.C.	SC	E.C.	E.C.	
* Evident of any leaks	N	N	N	N	
Tank level, inches	37	37	38	26.5	
Cl2 gallons added	0	0	75	0	
New tank level after adding Cl2, inches	37	37	26.5	26.5	
Gallons used for treatment since last check	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.

**TOMALES EFFLUENT STORAGE POND
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) April 2014

2. Pond Standard Observation required every week

INSPECTION					
Date	4/8	4-15	4/22	4/29	
Day	Tues	TUES	Tues.	Tues	
Time	1530	1130	1150	1045	
Tech	EC	SC	EC	EC	
* Evidence of seepage from ponds	N	N	N	N	
* Nuisance odors from ponds	N	N	N	N	
* Warning signs improperly posted	N	N	N	N	
* Public contact with pond water	N	N	N	N	

3. Pond Observations To Be Done Only April 15th thru November 15th

Temperature		55°			
Weather- Calm, Oc, Rain,etc.	SK	CLEAR	clear	clear	
Wind direction & speed, mph		calm	E-N 10-20	I-S east	
Number of waterfowl		2	10	0	

4. Report Yes or No and any Yes responses please report immediately to Supervisor

5. I certify that this report information is true to the best of my knowledge.

Supervisor Signature

Date

Tomales Park Committee meeting minutes

MAy 27, 2014

Meeting began @ 6:35pm

Patty Oku chaired the meeting.

Brian Lamoreaux served as secretary.

Present were: Donna Clavaud, Karl Drexel, Walter Earle, Margret Graham, Eric Knudsen (left early), Patty Oku, David Judd, Victoria Hanson, and Beth Koelker.

1. Group of 11 Girl Scouts presented a donation of \$100 to the park, and expressed their appreciation for the park in the community.
 - 1.1. Patty mentioned a possible plaque commemorating the troupe for their donation.
2. Last meeting's minutes were edited and approved with changes.
3. Community Workday was successful and discussed.
4. Margaret presented estimate for irrigation system of \$800 parts and \$800 labor, including electrical and moving a water line.
 - 4.1. Margaret made a motion to use funds from Measure A for irrigation project, Eric seconded, passed unanimously.
 - 4.2. PAC will present to Board to approve \$1600 costs at June 11th meeting.
5. Discussion was had around having Dan & Lee Erickson or David Judd survey the park to show paths, water lines and electrical.
6. Discussion around reroof and repair to water tower structure: David J. indicated permit for this repair would be Over the Counter.
 - 6.1. Motion was made by Margaret to allocate \$15,000 toward re-roofing water tower, the stabilizing structure and repairing water lines up to the 500 gal. tank. Seconded by Walter, passed unanimously.
7. David J. indicated there is an erosion concern at the NW corner of park along fence bordering Bill Tucker's fence which should be addressed in near future. Further erosion could compromise the fence and allow dogs to pass under fence and escape.
 - 7.1. Margaret made a motion to allocate \$5,000 toward a retaining wall to address the erosion problem. Beth seconded, passed unanimously.
8. David J. mentioned possibility of installing matching gates on the south side of the Park by the Church.
9. Other David J. ideas were discussed: tile repair at pond and walls, using old tiles. Possible cob bench with foot rest.
10. Loan payment (TVCS D Sewer Funds Loan to Park) was discussed. Total outstanding (no interest) balance of \$9,200.
 - 10.1. Beth moved to pay \$6,000 to pay loan down. Margaret seconded, passed unanimously. PAC will request Board @ June 11th mtg, if they approve the PAC to repay the TVCS D fund which loaned the Village Community Park for most recent improvements.

11. Park Entrance Gate project status: Victoria stated PAC would need to submit full plans to Design Review for comment. PAC responded that it did not need to submit full plans in order to simply have a discussion with Design Review about the project, that PAC is welcome to bring ideas and sketches to have discussion which would help shape the direction of the project, further define, etc. before spending money on plans & engineering, etc.
 - 11.1. Donna rewrote text description of Project for Board review.
12. Next Volunteer Day scheduled for Mid-August, ahead of Founder's Day (Founder's Day is Aug. 31). Tasks include: weeding pathways, weeding along south fence - David Judd will supervise this.
13. PAC discussed having a policy that a PAC-authorized representative will be present to supervise any volunteers. All members agreed and felt no official motion was necessary to establish this Policy.
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 - 14.3. The most obvious place for logos discussed was the existing sign at the north edge of the Park, which PAC feels could use some updating. Issue of logo sizes (relative to potential donations) was mentioned, but tabled.
 - 14.4. Further discussion of the topic was tabled for a future meeting.
15. Discussion around Park Rental Agreement was tabled until next meeting.

Meeting ended at 9pm

Minutes approved by: _____

Date: _____

Phillips & Associates

 Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

PhillipsOnSite.com

May 15, 2014

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

RE: Self-Monitoring Report
Tomales, Marin County
April , 2014

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

I hereby certify under penalty of perjury that the information contained herein to the best of my knowledge is true and correct.

COPY

Sincerely,

PHILLIPS & ASSOCIATES

Steve C. Phillips
Process Control Engineer

Certified Plant Operator #IV-05675

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

Month	Treatment Pond # 2				Treatment Pond # 3			
Apr-14	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1								
2								
3								
4								
5								
6								
7								
8	2.7	10.1	>10	20.3	2.7	>10	>10	21.7
9								
10								
11								
12								
13								
14								
15	27.0	9.0	7.0	18.0	2.8	10.2	6.7	17.6
16								
17								
18								
19								
20								
21								
22	2.5	9.7	8.0	16.2	2.6	10.3	6.0	15.6
23								
24								
25								
26								
27								
28								
29	2.6	10.0	6.7	16.6	2.6	10.0	4.5	16.8
30								
31								

Revised 02/2010

TOMALES WASTEWATER TREATMENT FACILITY

Revised 0804

STANDARD OBSERVATION REPORT PASTURE IRRIGATION (001)

Month of April 20 14

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

Inspection Date			4/22	4/29	
Day			Tues	Tues	
Time			1150	0945	
Operator			E-C	E-C	
Wind Speed & Direction			E ¹⁰⁻²⁰ N	1-5 E ¹⁰⁻²⁰ SE	
* Evidence of runoff from site			N	N	
Evidence of erosion caused by irrigation			NO	N	
** Any odors			N	N	
Mosquito breeding resulting from irrigation			N	N	
Improper posting warning signs			N	N	

* If irrigation runoff is evident, estimate size of effected area (include sketch)

** If odors evident, note source and area affected.

TOMALES TREATMENT POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) April 2014
2. Pond Standard Observation required every week year round.

INSPECTION					
Date	4/8	4/15	4/22	4/29	
Day	Tues	Tues	Tues	Tues	
Time	1430	1055	0955	0745	
Tech	E.C	EC	EC	E.C	
Rain, Inches	1.65	0.10	0.10	0.45	
Number of waterfowl	10	5	2	0	
* Evidence of seepage from ponds	N	N	N	N	
* Nuisance odors from ponds	N	N	N	N	
* Warning signs improperly posted	N	N	N	N	
* Public contact with pond water	N	N	N	N	

3. * Report Yes or No and 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.

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) April 2014

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

INSPECTION					
Date	4/8	4-15	4-22	4-29	
Day	Tues	Tues	Tues	Tues	
Time	1535	1140	1215	0930	
Tech	E.C.	SC	E.C.	E.C.	
* Evident of any leaks	N	N	N	N	
Tank level, inches	37	37	38	26.5	
Cl2 gallons added	0	0	75	0	
New tank level after adding Cl2, inches	37	37	26.5	26.5	
Gallons used for treatment since last check	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.

**TOMALES EFFLUENT STORAGE POND
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) April 2014

2. Pond Standard Observation required every week

INSPECTION					
Date	4/8	4-15	4/22	4/29	
Day	Tues	Tues	Tues.	Tues	
Time	1530	1130	1150	1045	
Tech	EC	SC	EC	EC	
* Evidence of seepage from ponds	N	N	N	N	
* Nuisance odors from ponds	N	N	N	N	
* Warning signs improperly posted	N	N	N	N	
* Public contact with pond water	N	N	N	N	

3. Pond Observations To Be Done Only April 15th thru November 15th

Temperature		55°			
Weather- Calm, Oc, Rain,etc.	SK	CLEAR	clear	clear	
Wind direction & speed, mph		calm	E-N 10-20	I-S east	
Number of waterfowl		2	10	0	

4. Report Yes or No and any Yes responses please report immediately to Supervisor

5. I certify that this report information is true to the best of my knowledge.

Supervisor Signature

Date

Karl Drexel

From: Phil Maffei [pmaffei@telstarinc.com]
Sent: Friday, May 30, 2014 10:38 AM
To: karl@tomalescsd.ca.gov
Cc: Chick Petersen; Steve Phillips
Subject: RE: SCADA

Karl,

I am going to meet with Paul and Hung on Monday to go over your situation. My goal is to work up a plan that will solve your issues and provide you with a clear path to replacing you SCADA and upgrading your systems if you feel that is necessary. I more than happy to meet with you and Chick just let me know when you are available and we can get together.

I will contact you next week.

Thanks Phil

From: Karl Drexel [mailto:karl@tomalescsd.ca.gov]
Sent: Thursday, May 29, 2014 4:05 PM
To: Phil Maffei
Cc: Chick Petersen; Steve Phillips
Subject: RE: SCADA

Hi Phil,

I talked to Chick last night and he still wants to get a hold of you to discuss how the SCADA works and what we are looking at long term regarding replacement and updates.

Also, I got your message this morning about Hung being available on Tuesday. I will see if someone from Phillips and Associates can meet him. I am unavailable. We really want to get these issues resolved once and for all, but I need for you to have Hung review the last Telstar invoice and work sheets, talk to Paul Berson and review his work sheet comments, review the attached reports, download the RSS file on an Allen Bradley program, and get a firm commitment that the issues can be resolved before we spend another \$3,000 and only get part of it resolved. The attached report is from 2009 – 2010, however it is still going on. I have a newer report but don't have it here. The data from RS View is not recording on the report, but is accumulating in the background and then after a few days, prints out the summary number accumulated from the last data point. (See Report)

Here are the issues as we see them today.

Issues:

Solar Theft Alarm – Still
Reports missing data – Still
Alarms not calling out – New

Paul wrote on Dec 19th

Status update for onsite Troubleshooting yesterday. Met Manual from Philips and Assoc.

1- Comm fails to lift station. Radio Test @ WWTP: Fwd=1.7, Rev=.18, VSWR=1.9 which is high. Went to lift station and determined that antenna is bad. I spoke to Steve Philips and told him I could install a temporary rubber duck antenna until they got a new antenna, which he wanted me to do. I suggest that a ground plane antenna be installed permanently next to the control panel. I temporarily installed the rubber duck and comms resumed to lift station. Cost to install ground plane antenna is \$1995 incl parts, labor and expenses, 8.5% tax. **Problem corrected with new antenna.**

2-Steve (by phone) showed me the problem they are having with the reports. I collected the remote access credentials and will give this to our programmer who will logon remotely to troubleshoot. See Below. Problem not corrected.

3-Checked calibration on influent flow meter, a Hach Sigma 980. Determined that empty distance was slightly off. Entered the correct value of 28.5" and the flow rate jumped up from ~14 GPM to ~17 GPM. Steve had told me that he thought the meter was reading low. This would explain why. Sigma 980 password is 9800. Problem corrected with recalibration.

Paul Wrote on Feb 4th

So far we have determined that the report mechanism is working correctly, but the PC was actually powered off (or RSVIEW32 was not running) during the periods of time where the report data is missing. Any idea why this would be the case? Computer is rebooted weekly, occasional power outages, new UPS not shutting computer down correctly? These DO NOT correlate to all of the problems with data missing and accumulated numbers.

Also, we have determined that the Solar Array alarm is coming from the PLC. The alarm bit is on continuously. Also, whoever installed that new PC did not reinstall the PLC programming software that we used to have on there, so we are unable to get into the PLC program and see why that bit is on. See attachment RSS. In all likelihood is probably a signal coming from the solar array that is on continuously. The last time this happened (and happened again twice) was a circuit breaker in the box below the PLC that needs to be replaced. Wasn't checked.

Thanks.
Karl

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
CWEA Redwood Empire Section 2010 and 2011 Small WWTP Plant of the Year

Karl Drexel, SDA
Administrator
PO Box 303
Tomales CA 94971
707-527-5688
707-575-4306 Fax
admin@tomalescsd.ca.gov

 Please consider the environment before you print

From: Phil Maffei [<mailto:pmaffei@telstarinc.com>]
Sent: Friday, May 23, 2014 9:23 AM
To: karl@tomalescsd.ca.gov
Subject: SCADA

Karl,

Nice seeing you last night. I enjoy those meetings

I did not see any message from Chic Peterson regarding the project you spoke about. Do you want me to reach out to him? Please provide his contact information.

Thank you,

Phillip Maffei
Sales/Project Coordinator



1717 Solano Way #34
Concord, CA 94520
P. 925.671.2888 Ext. 138
C. 925.787-3979
pmaffei@telstarinc.com



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mobile contact.



This email is free from viruses and malware because [avast! Antivirus](#) protection is active.

Tomales Park Committee meeting minutes

MAy 27, 2014

Meeting began @ 6:35pm

Patty Oku chaired the meeting.

Brian Lamoreaux served as secretary.

Present were: Donna Clavaud, Karl Drexel, Walter Earle, Margret Graham, Eric Knudsen (left early), Patty Oku, David Judd, Victoria Hanson, and Beth Koelker.

1. Group of 11 Girl Scouts presented a donation of \$100 to the park, and expressed their appreciation for the park in the community.
 - 1.1. Patty mentioned a possible plaque commemorating the troupe for their donation.
2. Last meeting's minutes were edited and approved with changes.
3. Community Workday was successful and discussed.
4. Margaret presented estimate for irrigation system of \$800 parts and \$800 labor, including electrical and moving a water line.
 - 4.1. Margaret made a motion to use funds from Measure A for irrigation project, Eric seconded, passed unanimously.
 - 4.2. PAC will present to Board to approve \$1600 costs at June 11th meeting.
5. Discussion was had around having Dan & Lee Erickson or David Judd survey the park to show paths, water lines and electrical.
6. Discussion around reroof and repair to water tower structure: David J. indicated permit for this repair would be Over the Counter.
 - 6.1. Motion was made by Margaret to allocate \$15,000 toward re-roofing water tower, the stabilizing structure and repairing water lines up to the 500 gal. tank. Seconded by Walter, passed unanimously.
7. David J. indicated there is an erosion concern at the NW corner of park along fence bordering Bill Tucker's fence which should be addressed in near future. Further erosion could compromise the fence and allow dogs to pass under fence and escape.
 - 7.1. Margaret made a motion to allocate \$5,000 toward a retaining wall to address the erosion problem. Beth seconded, passed unanimously.
8. David J. mentioned possibility of installing matching gates on the south side of the Park by the Church.
9. Other David J. ideas were discussed: tile repair at pond and walls, using old tiles. Possible cob bench with foot rest.
10. Loan payment (TVCS D Sewer Funds Loan to Park) was discussed. Total outstanding (no interest) balance of \$9,200.
 - 10.1. Beth moved to pay \$6,000 to pay loan down. Margaret seconded, passed unanimously. PAC will request Board @ June 11th mtg, if they approve the PAC to repay the TVCS D fund which loaned the Village Community Park for most recent improvements.

11. Park Entrance Gate project status: Victoria stated PAC would need to submit full plans to Design Review for comment. PAC responded that it did not need to submit full plans in order to simply have a discussion with Design Review about the project, that PAC is welcome to bring ideas and sketches to have discussion which would help shape the direction of the project, further define, etc. before spending money on plans & engineering, etc.
 - 11.1. Donna rewrote text description of Project for Board review.
12. Next Volunteer Day scheduled for Mid-August, ahead of Founder's Day (Founder's Day is Aug. 31). Tasks include: weeding pathways, weeding along south fence - David Judd will supervise this.
13. PAC discussed having a policy that a PAC-authorized representative will be present to supervise any volunteers. All members agreed and felt no official motion was necessary to establish this Policy.
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15. Discussion around Park Rental Agreement was tabled until next meeting.

Meeting ended at 9pm

Minutes approved by: _____

Date: _____

Cash in Bank of Marin - Park Account	\$51,800
---	-----------------

Commitments:

Measure A 2014 Funds		7,505
Starting Fund	17,375	
Regulatory (Permits, signage, etc)	-395	
Maintenance (PGE, Garbage, Paper Products)	-2,711	
Equipment (tables)	-1,253	
Capital Improvement (Gutters, Play Surface)	-5,511	
Balance 2014 Funds	7,505	
 Gazebo & Irrigation Project		 30,000
Board of Supervisors Grant	15,000	
Dean Witter Grant	10,000	
Park Account Allotment (Party in the Park)*	5,000	
 Farm and Flea Market Grant		 1,500
 Deposits		 1,000
 Set Aside for Random Expenses not covered by Measure A		 <u>2,000</u>
Total Commitments		<u>42,005</u>
 Fund Balance		 <u><u>9,795</u></u>

2015 Measure A Funds ~ \$25,000 - Gazebo & Irrigation, Permits, Water Faucet, Water Tower, BBQ's, Maintenance

* if approved by PAC

2014 Measure A Income	17,375
------------------------------	---------------

21014 Measure A Expenses

Regulatory	Compliance Signs - Trash and Recycle signs	139	
	Marin County - Encroachment Permit	256	395
 Maintenance	Arollo - Pump and Filter Maintenance	147	
	Capital One - Weed Spray and Paper Products	244	
	Fishman Supply - Paper Products	370	
	Friedmans - Materials and Maint. Tools	271	
	PGE	1,229	
	Baudellio Martinez - Trash and Recycle	306	
	Nicole Vigeant - Maint Tools	27	
	Walter Earle - Rototiller Rental	117	2,711

Equipment	Sonoma County Probation Dept - Tables	1,253	1,253
Capital Improvem	MF Felice - Play Service	5,036	
	Dunn Seamless Gutters - Bathroom Gutters	475	<u>5,511</u>
Total Expenses			9,870
Net 2014 Measure A Balance			<u><u>7,505</u></u>



Work Plan

Measure A City, Town, and Applicable Special District Program Proposed Expenditure of Measure A Funds for July 1, 2014 to June 30, 2015

Timely and accurate completion of this report is a condition of receiving Measure A funds.

Instructions:

- This work plan must be completed by an authorized representative of the recipient.
- Please complete this work plan, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Coordinator (kwright@marincounty.org), by June 1, 2014.
- Contact Mr. Wright by e-mail (kwright@marincounty.org) or phone (415) 473-2129 if you have any questions, or if you have suggestions to improve this form.
- Marin County Parks will review this plan within one month of its receipt to ensure that proposed expenditures are consistent with Marin County Ordinance 3586 (Measure A).
- Recipients must provide Marin County Parks with 30-days prior notice of any project additions or substitutions that are proposed while a work plan is in effect.
- Total actual project expenditures may not exceed recipient's actual Measure A funding for any given fiscal year, plus any balance remaining from previous years.

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A. Name of Recipient (city, town, or special district): Tomales Village Community Services District

B. Recipient's representative and contact information: (Please print all information)

Name: Karl Drexel
(Print)

Title: Administrator
(Print)

Address: PO Box 303

City, Zip: Tomales CA 94971

Phone: (707) 878-2767

E-mail: admin@tomalescsd.ca.gov

C. Total estimated funds for Fiscal Year 2014-15:

i. Estimated carry-over balance of recipient's Measure A funds from previous fiscal years	ii. Estimate of recipient's Measure A funds for FY 2014-15. (This information will be provided by Marin County Parks)	iii. Total estimated available funds for FY 14-15 (i + ii).
\$ 7,505	\$ 26,823	\$ 34,328

D. Recipient's Measure A Work Plan for Fiscal Year 2014-15:

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
PGE, Fishman, Arollo	A	PGE for lights, well pump and filtration, paper products and park maintenance	\$ 2,500	-0-	\$ 2,500
Accessible Water Faucet	B	Purchase and install 2-faucet accessible water faucet	\$ 3,000	\$1,000	\$ 2,000
Irrigation System	B	Design, purchase and install an automatic irrigation system	\$ 2,100	\$1,000	\$ 1,100
Gazebo and Shade Shelter	C	Permits, design, specifications, bids, and construction management	\$ 12,000	\$ 6,000	\$ 6,000
Handicap Path	B	Install retaining wall at handicap path to protect from erosion	\$ 5,000	-0-	\$ 5,000

Water Tower	B	Replace roof and repair damage to roof windows and siding	\$ 15,000	-0-	\$15,000
Site Plan for Gazebo Project	B	Update Site Plan and as built plans for permitting and design of new gazebo	\$ 2,000	\$ 1,000	\$1,000
Park Improvement Phase 2	B	Purchase and install 3 small Barbeques, finish grates and crank for large barbeque	\$ 2,600	\$ 900	\$ 1,700
Estimated Total					\$ 34,300

****Select work or project purpose only from the following menu:** (see next page for additional choices)

- a) Routine maintenance
- b) Renovation of existing recreational facility, including infrastructure (includes planning, environmental review, permitting, design development, etc.)
- c) Construction of new park or recreation facility (includes planning, environmental review, permitting, design development, etc.)
- d) Parkland acquisition
- e) Vegetation management to reduce wildfire risk
- f) Vegetation management to promote biodiversity
- g) Vegetation management to control invasive, non-native weeds

E. Certification

I certify that the information contained herein is true and accurate, to the best of my knowledge.



Signature

Administrator
Title

Karl Drexel
Print Name

May 28, 2014
Date

Tomales Community Park
Current Cash Position and Commitments
May 27, 2014

2014 Measure A Income		17,375
21014 Measure A Expenses		
Regulatory	Compliance Signs - Trash and Recycle signs Marin County - Encroachment Permit	139 256 395
Maintenance	Arollo - Pump and Filter Maintenance Capital One - Weed Spray and Paper Products Fishman Supply - Paper Products Friedmans - Materials and Maint. Tools PGE Baudellio Martinez - Trash and Recycle Nicole Vigeant - Maint Tools Walter Earle - Rototiller Rental	147 244 370 271 1,229 306 27 117 2,711
Equipment	Sonoma County Probation Dept - Tables	1,253
Capital Improvem	MF Felice - Play Service Dunn Seamless Gutters - Bathroom Gutters	5,036 475 <u>5,511</u>
Total Expenses		9,870
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Tomales Community Park
Current Cash Position and Commitments
May 27, 2014

\$51,800

Cash in Bank of Marin - Park Account

Commitments:

7,505

Measure A 2014 Funds

Starting Fund	17,375
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Equipment (tables)	-1,253
Capital Improvement (Gutters, Play Surface)	-5,511
Balance 2014 Funds	7,505

30,000

Gazebo & Irrigation Project

Board of Supervisors Grant	15,000
Dean Witter Grant	10,000
Park Account Allotment (Party in the Park)*	5,000

1,500

Farm and Flea Market Grant

1,000

Deposits

2,000

Set Aside for Random Expenses not covered by Measure A

42,005

Total Commitments

9,795

Fund Balance

2015 Measure A Funds ~ \$25,000 - Gazebo & Irrigation, Permits, Water Faucet, Water Tower, BBQ's, Maintenance

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Proposed Expenditure of Measure A Funds for July 1, 2014 to June 30, 2015**

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City, Zip: Tomales CA 94971

Phone: (707) 878-2767

E-mail: admin@tomalescsd.ca.gov

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\$ 7,505	\$ 26,823	\$ 34,328

D. Recipient's Measure A Work Plan for Fiscal Year 2014-15:

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
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Gazebo and Shade Shelter	C	Permits, design, specifications, bids, and construction management	\$ 12,000	\$ 6,000	\$ 6,000
Handicap Path	B	Install retaining wall at handicap path to protect from erosion	\$ 5,000	-0-	\$ 5,000

Park Gate Entry Project Update-May, 2014 Submitted by Tomales Farm & Flea Market

The PAC approved a revised plan for the TCP pedestrian gate entry and signage at their May meeting. PAC and TFFM have reviewed all relevant County and LCP Title 22 codes for signage and find this project is within all guidelines. This update is for Board review and discussion. PAC hopes to have the Board vote to proceed with the project and submit the current preliminary sketches and ideas to Tomales Design Review for their review and recommendations. TFFM intends to have our 'pro bono' AIA architect design detailed plans after the project concepts have been agreed upon and before submitting for Marin County review and approval.

The project plans will require permitting and the County Planning Department informed David Judd, who was acting on behalf of TVCSD, that a signage fee of approximately \$7,000 would be necessary. However, it is possible to "bundle" the permit fees with other projects underway in the Park, such as the water fountain and the gazebo. Doing this will lower the total permit costs which can be covered by Measure A funds. We realize TVCSD is not yet ready to submit a bundled permit package for proposed TCP projects.

PAC has approved the curved framework metal sign that Beth Koelker mocked up last year but will change the font to replicate fonts used historically in Tomales. The frame would consist of 1 by 3 square steel tubing for the curved framework and 1/8" thick letters that are 6" high for "Tomales" and "Park and 3" high letters for "Community". In one of the lower corners, there will be small letters and numbers that read "Est 1979". The metal sign will be 4.5-5 feet wide and approximately 17" high and will be mounted to cypress posts with brackets.

The TCP pedestrian entry with overarching signage would have at least a 7' high clearance and the total height proposed would be approx 8'5". We could increase the clearance since there were some concerns 7' was not high enough.

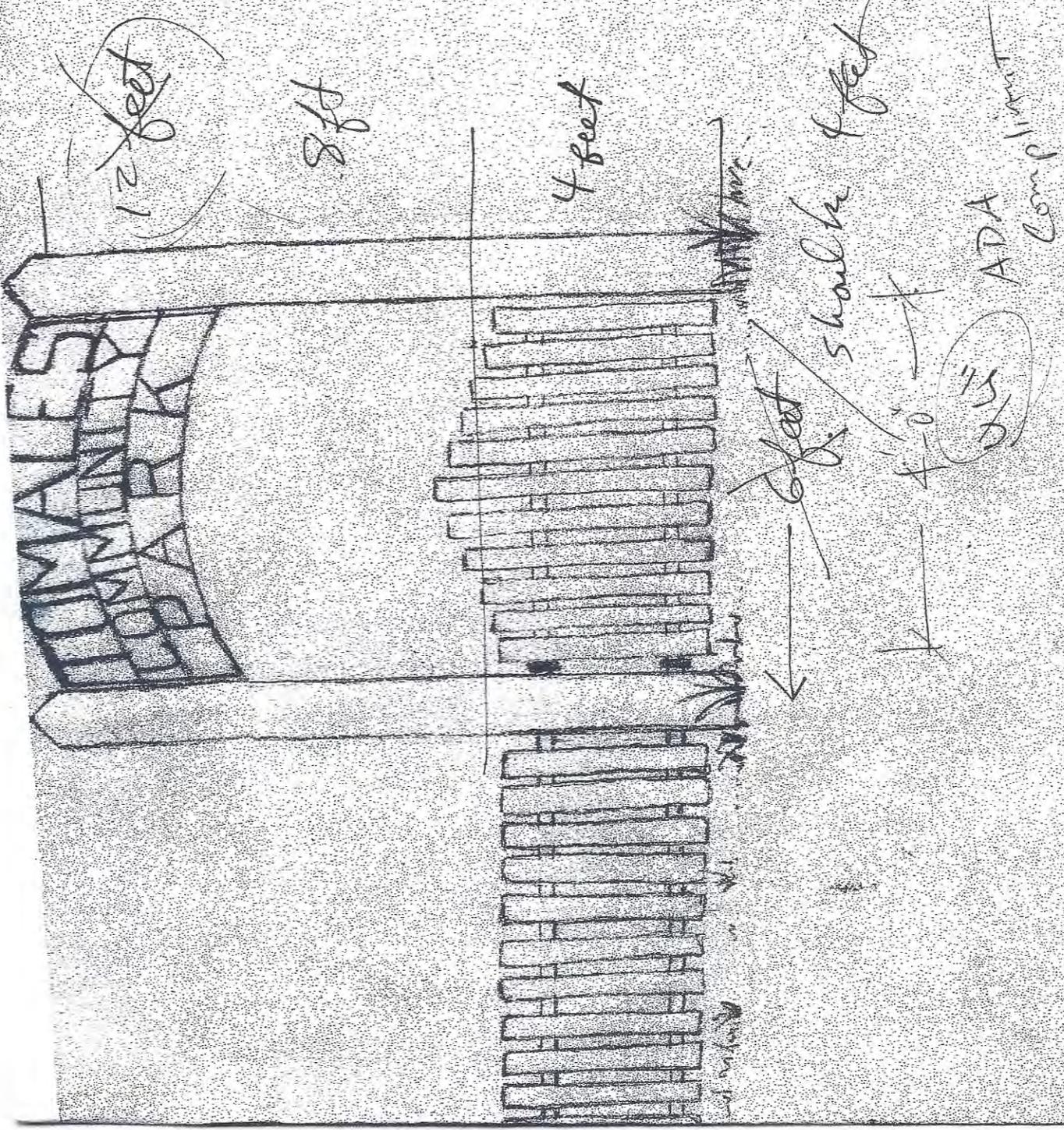
Van Bebber can fabricate any font we choose. The AIA architect, Mike Garaglia, has reviewed photos of Tomales historic signage and reports that any of the fonts would be appropriate. We favor the font utilized in the Tomales Livery Stable sign (see attached). He also indicates that the fabricated metal sign can be hot-dip galvanized to retain a natural look and still protect the metal from corrosion. We checked with the powder coat company in Rohnert Park and they report there are a number of treatments possible to protect the metal without using a colored paint. PAC members favor not using a bright color for the signage.

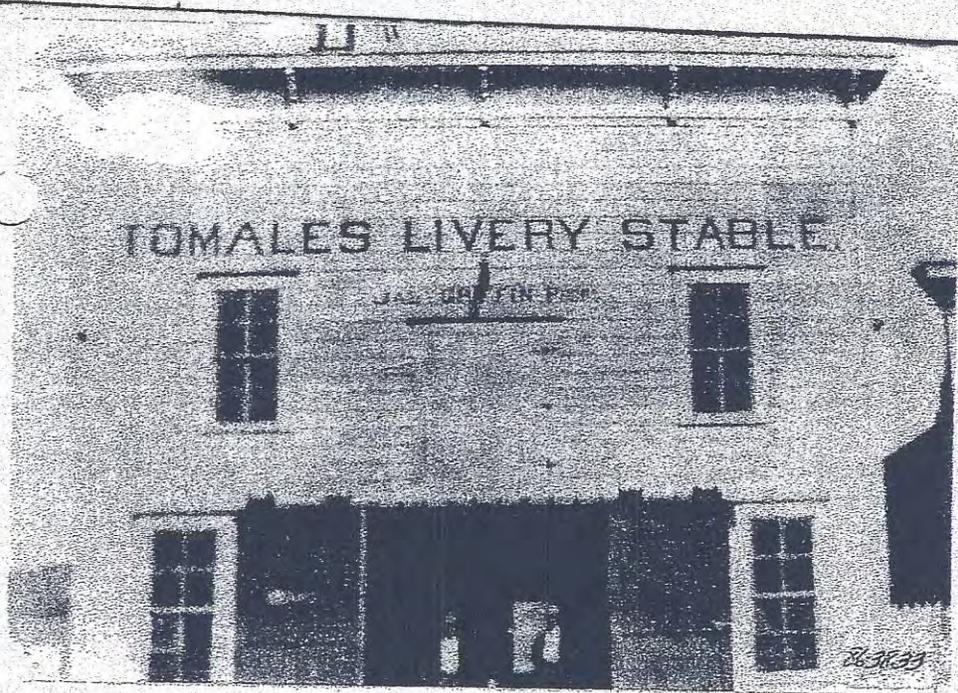
It will not be possible to have the metal welded by the high school welding department until school resumes in the Fall. THS is still very eager to participate and welding would be done by advanced students under supervision. The welding class routinely performs welding for many of the ranches in the area.

Jason McLean has offered to donate cypress for the posts. We have extra fence pickets for building a new pedestrian gate that will match the front fence line.

PAC members, Bill Bonini, David Judd, Karl Drexel and the TFFM committee have also explored the idea of adding pickets on the front of the metal vehicular gate to make it look more aesthetic. Details will be discussed at a future time by PAC.

We have attached a preliminary sketch of the proposed TCP pedestrian gate entry with signage that PAC has approved.





maybe
on my
property

Financial Advisory Committee Meeting Minutes

Tomales Village Community Services District

Monday, May 17, 2014

Present: Deborah Parrish (Chairperson), Sue Sims (TVCS D Board Member), Chick Petersen, Venta Leon, Donna Clavaud

Absent: Bruce Bramson (excused)

Visitors: Beth Koelker

The meeting was called to order at 6:35pm by Deborah Parrish. The meeting minutes were recorded by Donna Clavaud.

The agenda focused on a discussion and motion of Karl's proposed draft Annual Budget for 2014-15 and the development of a timeline for the Request for Proposal process. We also addressed the Bidder's Lists for all three positions based on the Board approved RFP's.

AGENDA

1. Administrator's Proposed Annual Draft Budget for 2014-15

After considerable group discussion, the FAC members voted unanimously to accept the proposed draft 2014-15 Annual Budget without changes while TVCS D launches the RFP process and will consider any amendments at a later date.

2. Timeline for Request for Proposal (RFP) Process

FAC recommends publishing the 3 RFP's at the same time and proceeding with the Administrator and Financial positions. The O & M position has a longer timeline. Please refer to the attached RFP Timeline that is being proposed.

3. Bidder's Lists

Contact information for potential bidders for all three (3) positions should be sent to Bill Bonini and cc'd to all Board of Directors and FAC members. Sue Sims has volunteered to compile a Bidder's List for each position.

The next FAC meeting will be June 16, 2014. The agenda will focus on the RFP Roll-out process and the setting of structure for the TVCS D Policy and Procedure Manual. We will also review draft policies to date.

The meeting was adjourned at 8:25pm.

REVIEW OF BIDS FOR TVCSD EFFICIENCY AUDIT

Summary submitted by FAC member Donna Clavaud

September 2013 (updated June 2014)

1. Chris Hansen-did not respond to RFP for an efficiency audit/ he did submit a proposal to manage TVCSD services
2. Hank Brenard Environmental Consultants (HBEC)-He submitted a bid in the form of a contract for Efficiency Audit Services; via email he further indicated (May 2013) he was “swamped” but was anxious to help TCS D in any way he could; he added the auditors would be himself and 3 GM’s from Weott CSD, Loleta CSD and Scotia CSD plus his 2 engineers. He reported that he had assisted all of the above districts including Point Arena and Graton with EA’s; however, he did not respond after Karl contacted him with detailed questions/inquiries about his qualifications and experience. His proposal was for **\$3400** and his audit timeline was within **45 days**.
3. Nolte Associates, Inc. (NV5) is based in Sacramento area and is a highly regarded engineering firm with extensive experience in the design, construction and improvement of small to medium size waste and water systems in CA.

Linda Scroggs is a NVS Staff Civil Engineer who has expertise in wastewater engineering design and project management. She would be in charge of our efficiency audit process.

She has done extensive master planning and studies for similar sized wastewater systems at state prisons and small residential development projects. She has been a project manager for collection, treatment and disposal facility development. It is of note that she was project engineer in Manteca for a UV Disinfection facility.

Their bid was **not-to-exceed \$10,400**, would take **5 weeks** to perform, and involves a kick-off meeting w/ TVCSD, a TVCSD workshop to present data, and then submittal of a final analysis with recommendations.

I have not checked references for her specific projects, but have spoken w/ VP of NV5 about size of projects and he assured me that Linda and her project experience are a good match for TVCSD based on its size.

4. Ryan Engineering-Dennis Ryan was a referral from Paul and Terry Duffy. He has a BS in Engineering and currently has his own firm. In addition, he has been City Engineer in Fortuna for 10 years and has worked for 3 other large engineering firms and has been Head Engineer for McKinleyville Community Services District. He has extensive experience with similar-sized waste and water systems as an engineer and Grade I Operator. He has recently performed an efficiency audit for Fall River Valley.

I spoke with all 3 of his references. They spoke very highly of him as a person and as an engineer. He is known for his insight and good judgment and is easy going and personable. Lisa Bernard, a

Page 2-Efficiency Bids Report-continued

Compliance Inspector for North Coast RWQCB, said she worked w/ him for 4 years and that he is fair and professional.

His bid is **not to exceed \$6,100** but will be billed on actual time spent and materials (i.e. travel, etc). He estimates **53 hours** to conduct the audit. Ryan proposes to begin by interviewing the TVCSD Directors, the Administrator and Operators, and FAC to determine concerns and focus; next he will gather data on function, services and operations; and review comparative district data on structure, functions and costs. He will develop a Summary Report of findings and recommendations to present at a TVCSD meeting.

5. Brent Ives at BHI Consulting-Brent Ives is well known for his reputation doing organizational studies of utilities and agencies; he teaches also. He is currently Mayor of Tracey, CA. His bid is **\$18,600** for an efficiency audit and would require **8-10 weeks**. When asked about a Rate Study, he said there were other more qualified firms to do this.

RE: references and specifically for similar sized special districts we might contact to help us evaluate our choices, he offered EJ Shalaby, General Manager at West County Sanitary District, Contra Costa County. This is a large district. Shalaby said he felt the study was well worth the \$ and the recommendations were implemented. However, he said that Ives recommended they hire an Asst GM and their Board opposed; they ended up hiring a Procurement Specialist who has increased their purchasing power. He felt they learned a lot about organizational efficiencies as a result of the study.

6. Richard Brady @ Matrix Consulting Group-This firm is based in Mountain View and is the only firm who indicated interest in performing both the Rate Study and the Efficiency Audit, each for **\$10,000**. This firm has performed over 100 organization and management studies all over the U.S. Brady is highly trained with over 30 years of engineering and management experience in government and public utilities. Most of their clients have represented larger districts and utilities, but their website and emails indicate they utilize the same concepts, approaches and analytical tools for any size district.

The work plan would include 5 steps:

- Project initiation-meet with each Director, the FAC and the Administrator to determine reasons for the study and identify study goals; set time schedule for the study
- Develop TVCSD Descriptive Data Profile-understand and analyze history, structure and functioning-review all contract services of the District; analyze management and technology systems; ID workloads and service levels; analyze revenues and expenditures; Identify key performance indicators utilized by TVCSD.
- Benchmark "Best Management Practices"-evaluate TVCSD in context of industry standards
- Evaluate Adequacy of Management Systems-positive and negative

Page 3-Efficiency Bids Report-continued

- **Prepare a Draft and Final Report and Oral Presentation at TVCSD meeting**

RE: references- referred to Amy Heinlen at Tualatin Valley Water District in Beaverton, Oregon where Matrix had performed an efficiency audit last year due to work performance concerns. Amy reported that the firm was very professional and submitted a very complete analysis; recommendations were implemented and cost savings were realized. They made some dramatic changes in personnel.

Note: The Matrix Rate Study process starts with a District meeting to review District financial policies and clarify goals and assumptions before beginning to analyze data. RCAC did not do this.

Reference Questions:

1. **What factors/concerns/issues motivated the study?**
2. **Were you satisfied with the study process, timeline, expense, and level of participation?**
3. **Were recommendations from study implemented?**
4. **Were there cost savings to the district? Improved efficiencies? Please cite examples.**

STATUS:

F.A.C. members were asked to choose the top 3 firms and next rank their preferences in descending numbers (3= top choice, 2= second choice and 1=3rd choice) and the numbers were totaled.

Dennis Ryan- 13 points

Matrix- 13 points

NV5- 10 points

Tomales Village Community Services District Email Policy

Policy Statement

This policy applies to Email messages and attachments to Emails that are written by TVCSD Board members, Contractors, Committee members and Volunteers on their personal computers that are in any way related to TVCSD business.

Email messages may constitute a District record subject to potential disclosure under the California Public Records Act.

All messages communicated by Email must be courteous and professional in nature. Email is not to be used for gossip, sharing of personal information, or for emotional responses to business correspondence or work situations and not be used;

- To discriminate, harass or disparage others based on sex, race, sexual orientation, age, national origin, religion, disability, marital status, or veteran status.

- For intentionally misleading, inaccurate, embarrassing, harassing, sexually explicit, profane, obscene, intimidating, and defamatory remarks, or that violates any law, regulation, or District policy.

Public Record

Definition - The definition of public records includes any writing containing information related to the conduct of the public's business.

Brown Act

Pursuant to the California law known as the Brown Act, all meeting of public bodies shall be open and public. The Brown Act prohibits serial meetings that are conducted through direct communications, intermediaries or technological devices such as Email, for the purpose of developing a collective concurrence as to action to be taken. TVCSD Emails may be used to distribute information, schedule meetings and communicate on an individual basis between Contractors, Committee members and members of the legislative body. However, the TVCSD Board of Directors and committees may not deliberate issues of concern through the use of Email or poll each other concerning TVCSD business. Meeting notices may be

Tomales Village Community Services District Email Policy

The Brown Act continued

sent via Email, but these exchanges do not substitute Brown Act meeting notice requirements. Traditional methods of public posting must continue as required.

Procedural Guidelines

Anyone conducting TVCSD business should always conduct themselves in a professional manner and should never send anything by Email that should not appear in an official memorandum or letter.

Etiquette

- Protect the privacy of others; carefully consider the names on a mailing list as addressees or copies.
- Watch punctuation and spelling. It reflects on professionalism of the entire TVCSD. Use automatic spell and grammar checks before sending messages.
- Avoid on-going dialogues. If you need to have a dialogue, use the telephone or meet the person face-to-face.
- Respond to all Emails that requests a response in a timely manner. If you cannot complete the request immediately, send an acknowledgement that the Email was received.
- State the subject of your message clearly in the subject line.
- Compose longer Email off-line (as word processing documents) in order to reduce editing frustrations.
- A salutation after your "subject line" and before your message can be used to convey a sense of personal acknowledgement. Appending your name at the end of the message is also considered good etiquette.
- Do not be vulgar or offensive. Electronic text allows no context or clues to convey shades of irony, sarcasm, or harmless humor.
- Do not publicly criticize others.
- Avoid using capital letters. Using "all caps" is the Email equivalent of SHOUTING!

Prohibited Usage

Any purpose which violates federal or state laws and regulations or District policy and regulations is prohibited.

Director Roles and Responsibilities

THE BOARD OF DIRECTORS

The Board of Directors is the legislative body that holds governing authority for the District. The Board of Directors' roles and responsibilities are as follows:

- ❖ Establish policies, procedures and regulations for District operations;
- ❖ Establish and oversee the District's finances and its budgets, program, and performance;
- ❖ Provide the resources needed by management and staff to carry out District policy;
- ❖ Determine the mission of the District;
- ❖ Approve and ensure the implementation of the District's Strategic Plan and vision; and
- ❖ Appoint and evaluate the General Manager and General Counsel.

Directors

Apart from his/her normal functions as part of the Board of Directors, each individual Director's roles and responsibilities are as follows:

- ❖ Function only as one (1) member of the Board
- ❖ Have no individual authority (other than ceremonial rights of the President and Vice President of the Board as described elsewhere);
- ❖ May not commit, nor represent that they commit, the District to any policy, act, or expenditure; and
- ❖ Support decisions made by the Board (even when the Board decision conflicts with their individual position).

Traits of Effective Directors

Directors most effectively represent the District when they do the following:

- ❖ Represent **all** constituents of the District, considering the view points of everyone as they conduct the District's business;
- ❖ Attend all Board meetings and Committee meetings to which they are appointed. If a Director cannot attend, he or she should follow the process outlined in Chapter 6 – Preparation for Committee Meetings and notify the Board President, the General Manager and/or the District Secretary as soon as possible;
- ❖ Are decisive, making and accepting a decision and moving on;
- ❖ Consider and set short-term and long term goals;
- ❖ Support District policies, once adopted;
- ❖ Ask the General Manager routine or clarifying questions ahead of the Board or Committee meetings to avoid potential Brown Act conflicts;
- ❖ Let staff administer and manage the District, provided that such actions are consistent with the policies adopted by the Board;
- ❖ Read Board and Committee agendas, packets and prepare for all meetings;
- ❖ Are a positive public face of the District;
- ❖ Are inquisitive;
- ❖ Are courageous about difficult decisions;
- ❖ Clearly communicate their positions and reasoning and do not leave colleagues and staff guessing;
- ❖ Think big picture;

Director Roles and Responsibilities

- ❖ Manage conflict carefully and use civil discourse;
- ❖ Stay focused and efficient, using words carefully and concisely;
- ❖ Are creative about solving problems;
- ❖ Express optimism and open-mindedness;
- ❖ Offer respect and consideration to each other, staff, guests from other agencies and the public;
- ❖ Work as a team;
- ❖ Are timely with attendance and communications; and
- ❖ Remain policy oriented and avoid focusing overly on operational details.

Roles of Board Members and Officers

Tomales Village Community Service District

Individual Board Members:

- Attend all Board meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and program.
- Review agenda and supporting materials prior to Board and committee meetings.
- Inform others about the organization
- Suggest possible committee nominees who can make significant contributions to the work of the Board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow Board conflict of interest and confidentiality policies.
- Assist the Board in carrying out its fiduciary responsibilities, such as participating in the budget process each month and reviewing the organization's annual financial statements.
- Be prepared to conduct the Board meeting in the case of multiple Director absences.

Board President:

The *President* shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the Board to preside at each meeting in the following order: Vice-President and Secretary. If the Board Secretary is not a Director, the Directors constituting a quorum will choose the meeting conductor among themselves.

- Oversee Board Meetings
- Sign all instruments, act and carry out stated requirements and the will of the Board
- Sign the minutes of the Board meetings following their approval
- Work in partnership with the Administrator to make sure Board resolutions are carried out
- Call special meetings if necessary, giving notice as required by law
- Appoint all committee members with Board approval
- Coordinate or appoint another Board member in the preparation of meeting agendas with the Administrator and Board Secretary to assure the agenda reflects the wishes of the Board
- Oversee new Board member orientation
- Oversee searches for new Contractors
- Coordinate Chief Executive's annual performance evaluation
- Act as an spokesperson for the organization
- Periodically consult with Board members on their roles and help them assess their performance

Vice-President:

The *Vice-President* shall chair committees on special subjects as designated by the board

- Attend all Board meetings
- Carry out special assignments as requested by the Board President
- Understand the responsibilities of the Board President and be able to perform these duties in the President's absence
- Participate as a vital part of the Board leadership
- Reconcile the bank statements

Secretary:

The *Secretary* shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring the corporate records are maintained.

- Attend all Board meetings
- Review Board minutes
- If the Secretary is a Board member, the Secretary assumes responsibilities of the President in the absence of the Board President, President-Elect, and Vice-President. If the Secretary is not a board member, the remaining board members choose the chair for the meeting among themselves.
- Provide notice of meetings of the Board when such notice is required
- Prepare and distribute agenda packets for all Board meetings according to TVCSD policy, including agendas, minutes, resolutions, ordinances, notices and other related matters
- Sign the minutes of the Board meetings following their approval
- Certify or attest to actions taken by the Board when required
- Give the Oath of Office to all incoming Board members; and
- Be responsible for receiving, forwarding and retaining statements of economic interest (700 Form) or campaign statements in accordance with California Code Regulations, Title 2, Section 18227.

District Treasurer:

The position of *District Treasurer* is required by state law (Government Code Section 61050(b)) the Board has designated an alternative depository for its funds pursuant to Government Code Section 61053, such that the Marin County Treasurer is not serving the District. The Board will appoint an individual who is not a Director to act as District Treasurer. The Board shall require the District Treasurer to be bonded. The District shall pay the cost of the bonds (Government Code Section 61050(f)).

Duties and responsibilities of the District Treasurer:

- Understand financial accounting for nonprofit and government organizations
- Adopt a system of accounting and auditing that shall completely and at all times show the District's financial condition and that shall adhere to generally accepted accounting principles
- Follow the procedure for drawing and signing checks for payroll and claims against the District
- Determine if claims and demands against the District conform to the District's approved budget
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Review Board actions related to the Board's financial responsibilities



TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D) INVITATION TO PARTICIPATE IN REQUEST FOR PROPOSAL

The Tomales Village Community Services District (TVCS D) is soliciting proposals from qualified professional firms licensed in the State of California to provide services and operations for the sewer system and Tomales Community Park for a period of 3 to 5 years with mandatory annual reviews. Services are more fully described in the Scope of Work set forth in the RFPs posted at this link <enter link to website location>.

TVCS D is a government agency dedicated to operating and maintaining the local wastewater treatment system for the village of Tomales, in the northwest corner of Marin County. The district also maintains and operates our local Tomales Community Park. The unincorporated village of Tomales is located in the northwest corner of Marin County, California. Founded in 1850, the village has a steady population of about 200. Within its boundaries are two churches, two schools, the regional school district headquarters, and numerous small businesses. The town is surrounded by agricultural lands, much of it protected from development by Marin Agricultural Land Trust. The land is mainly used for the raising of livestock.

Respondents or their representatives with an interest in working with the TVCS D must refrain from contacting any public officials or departments, or their employees, either directly or indirectly.

Respondents are required to submit two copies and one electronic copy of a sealed proposal by no later than DATE at 4:00 p.m. to the address and email below.

The envelope and the subject of the email must be marked: "XXXXXXXX Services."
Proposals received after that date and time will not be opened or considered.

Questions about this RFP must be in writing to the address below or via email to the address below. The deadline for submitting questions regarding this RFP is DATE. All responses to questions, including any significant changes and/or modifications, will be posted by DATE on the TVCSD's website (www.tomalescsd.ca.gov) in the form of an Addendum.

Bill Bonini
Board President, Tomales Village Community Services District
P.O. Box 92
Tomales, CA 94971
Email: [link](#)
Phone: ##

Firms must be prepared to meet with the TVCSD representatives to discuss any portion of their qualification package before a decision is made concerning responses to this RFP. Respondents will be responsible for any costs associated with, or incurred in, preparing or responding to the RFP. All submitted responses will be retained as property of the TVCSD and will not be returned.

RFPs contain, in general terms, the overall objectives of the TVCSD in obtaining the services of a consultant (contract operator - for O&M). While an attempt has been made to describe the general expectations of the TVCSD and the anticipated work that should be performed, the TVCSD and the successful firm will need to define a more specific scope of work and fee schedule as part of the negotiation process.

The letter of introduction and interest required with the RFP must contain an original, handwritten signature of an authorized representative of the responding firm.

Responding firms will not be allowed to make any changes or corrections after proposal packages are submitted to the TVCSD on (date & time).

Tomales Village Community Services District reserves the right to reject any or all Proposals, to waive all technicalities and to select the firm that the Board determines to best meet TVCSD needs for this contract.

DRAFT

TOMALES
VILLAGE



Request for Proposal

***Administrative Management for
Community Services District,
a California Special District***

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1 PURPOSE

The Tomales Village Community Services District (TVCS D), a California Special District, is requesting proposals from qualified and experienced firms or individuals who can provide efficient administrative management to the TVCS D located in Marin County for three (3) to five (5) years. This Request For Proposal (RFP) position will be completed by private contract.

The purpose of this RFP is to provide the TVCS D with the assurance that the administrative management of the District facility is 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 services district through appropriate documentation and workflow methodology (best practices) in the most responsible and cost effective and environmentally sustainable manner possible.

Qualified entities 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 Service District was formed in 1998 after being acquired from North Marin Water District. The primary purpose of the District is to operate and manage the wastewater treatment plant (WWTP) and the community park. The operation and maintenance of the WWTP is funded through service fees, while the capital improvements are funded through grants and low interest loans through the State Water Resources Control Board. Loans are repaid through operating funds. The operation and maintenance of the Tomales Community Park is funded entirely through donations, fundraisers, grants and Measure A funds. Capital improvements at the Park are paid for by state, federal and private grants and material and in-kind donations.

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

3 PROPOSED SCHEDULE OF EVENTS

Issue Request for Proposal	[DATE]
Mandatory Walk Thru	[DATE]
Questions or Request for Clarification due	[DATE]
Proposal due	[DATE]
Contractor Selection	[DATE]
District Awards Contract	[DATE]
Notice to Proceed	[DATE]

4 SELECTION CRITERIA – SEE FORM AT APPENDIX A

The District will evaluate proposals based on the following criteria and may short-list for interview purposes:

1. The completeness of the proposal in response to this RFP.
2. The methodology for carrying out the tasks described in the proposal.
3. The qualifications and experience of the personnel of the successful proposer, their performance of similar work and the experience and qualifications to perform the work.
4. References.
5. Proposed fees.
6. Interviews, if conducted.

The Board will rank all timely and responsive proposals. The Board 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, the Board or designated Board member(s) will commence negotiations with the highest ranked proposer.

After negotiating a proposed agreement that is fair and reasonable, the final agreement will be presented to the full Board for approval. The Board has final authority to approve or reject the final agreement.

By submitting a proposal, each proposer agrees to the following:

1. The District reserves the right to waive any irregularity in any proposal.
2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to request additional proposals.
4. The District reserves the right to request clarification of information submitted and to request additional information from any proposer.
5. 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.
6. The agreement between the successful proposer and the District will be in a form supplied or approved by the District.
7. This RFP does not constitute an offer by TVCS D 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.
8. The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
9. Each proposal will remain valid for a period of at least 60 calendar days from the proposal due date.

5 SCOPE OF WORK

The Scope of Work is to provide full service administrative and general management of the District in accordance with all provisions within this RFP. The contract term is a three (3) to five (5) year agreement renewable through the TVCS D competitive bidding process (posted on TVCS D website). Contractor will provide an approved person or persons as needed to deliver the required services for this contract period. The firm selected will be a California entity and all subjects performing the District's administrative functions will have the appropriate qualifications. Your proposal should contain, but not be limited to the following considerations:

Eligibility – educational background and references.

Experience with government administration and preferably non-profit.

A list of similar local government and non-profits or pertinent accounts served by you or your firm.

Your staff assignments and availability to complete the required duties on a timely basis.

- Participation of senior personnel assigned to the engagement.
- Frequency of contact with assigned administrative personnel.
- Availability of staff to respond to questions within the scope of the described duties and the hourly charge, if any, for services outside the scope of the described duties (“Non-Standard Duties”).

Stability history - what assurances can you provide the District regarding the assignment of your permanent personnel to this engagement? Describe transition plan in the event of personnel changes.

Describe capability to manage, improve and maintain existing TVCS D administrative systems.

Describe specific activities that will support and improve the environmental sustainability of the District. Give examples of proposed initiatives that will advance the Board’s strategic sustainability goals.

Procedures and tools (i.e. software and hardware) used to perform administrative transactions along with all supporting documents to develop management reports for all personnel within the District structure.

Describe package to be provided for regular Board meetings, availability of assigned personnel to attend Board meetings and discuss administrative issues and concerns, as well as projections based on approved budget and District needs.

Your fee proposal to conduct the required administrative function, along with your fee schedule for additional services that may be required beyond the scope of the basic administrative engagement (i.e. management of occasional approved CIPs). The proposal should also state that any increase in the administrative fee will be immediately disclosed to the TVCS D Board of Directors. This disclosure should include an estimation of the increased fees and the reason for the increase.

Estimated number of hours to complete the requested administrative duties by classification of you and/or your employees, i.e. partners, senior, junior.

Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.

Administrative personnel will produce documentation detailing monthly activities and summary reports to be included in monthly TVCS D Board packet, annual budget supporting documents (as necessary), and provide administrative input and analysis into the annual report.

5.1 COMMUNICATIONS

5.1.1 REPORTING

Contractor will maintain staffing and procedures necessary to insure timely professional communications with the District.

5.1.2 DOCUMENT FORWARDING

Both District and Contractor will immediately forward to each other any document or information received which concerns the administrative management of the District.

5.1.3 CUSTOMERS

Contractor will develop and provide a work request tracking system to document calls from District customers. The system will include a method for action tracking and reporting.

5.1.4 REGULATORS

Contractor shall provide written and oral communications with regulatory agencies concerning the administrative management of the District.

5.1.5 DISTRICT

Contractor will provide copies to the District of written communications with regulatory agencies and report substantive conversations or communications that affect the District. At least monthly the Contractor will attend a Board of Directors meeting and present Board-level reports.

5.1.6 CONTRACTOR RESPONSIBILITIES

- Cooperation - Contractor will cooperate with the District's engineers, attorneys, sub-contractors or others engaged by the District to ensure that administrative transactions are complete and accurate. Non-Schedule Work may apply where appropriate.
- Professionalism - Contractor will conduct business in the highest professional manner and conduct themselves appropriately when dealing with District customers, regulators, citizens at large, politicians or others while conducting business on behalf of the District.

5.2 DISTRICT ADMINISTRATIVE MANAGEMENT

5.2.1 CONTRACTOR'S REPRESENTATIVE

Contractor will designate a General Manager as a main point of contact to conduct the business of the Contractor.

5.2.2 SCOPE OF DUTIES

The General Manager, or his designee, will have responsibility for managing the Contractor's activities under these Specifications.

5.2.2.1 Office Management

- Organize and maintain current and past files and plans of the District in an easily accessible system.
- Answer telephone and retrieve messages and maintain a Call Record.
- Receive, date and process all incoming mail, correspondence and plans; process all outgoing mail.
- **Draft letters and emails from the Board and Administrator to carry out District business.**
- Provide answers to or refer questions to the Board for all correspondence.
- Provide copies to the Board of all incoming and outgoing correspondence.
- Oversee setting of Board agenda with Board President and Secretary and assuring the agenda is posted according to laws.
- Oversee development of Board packet for monthly meetings and any special meetings;

packet should include important supporting information for all agenda items and all correspondence.

- As directed by the Board, coordinate bid proposals and contracts for regular operations work to be performed.
- Secure and maintain affordable insurance policies for the District and insure that coverage is sufficient.
- Adhere to all local and state laws and advise Board on changes to said laws.
- Maintain Minutes Book, Board Resolution Book and District Agenda Binder.
- Coordinate periodic TVCS D Newsletter with Newsletter Committee.
- Insure District website is current. Responsible for posting district agendas, minutes and board packets in a timely manner and that the public is kept up-to-date with postings of district news.
- Submit regulatory reports to local and state agencies as required.

5.2.2.2 Administrative Support

- Research and identify ongoing funding sources, both public and private; keep Board current on available funding opportunities; apply for funding as directed by the Board; oversee follow-up reporting to funders as required.
- Gather backup information for ongoing Board discussions of the annual budget process.
- Interface with Marin County as needed on tax collection, payment, delinquency and new hook-ups; coordinate with fiscal manager; advise Board as needed.
- Adhere to TVCS D Reserve Policy goals and objectives and assure that required funds are being added regularly and that use of funds follows TVCS D CIP protocols.

5.2.2.3 Sewer System Administration

- Oversee contract with sewer operations and maintenance contractor and that performance standards are being met; oversee annual review of performance contract.
- Devise and maintain work order system. Maintain record book.
- Coordinate all new sewer hook-ups and insure they are all inspected and meet District standards according to ordinances and specifications.
- Maintain maps of all sewer components and new hook-ups and annexations.
- Assure the sewer maintenance schedule is adhered to and effective at all times.
- Oversee all capital improvement projects as directed by the Board and Standing Committees.
- Coordinate Sewer Plant Tours for new Board members and at least an annual public tour for ratepayers and a tour for SUSD school groups.

5.2.2.4 Tomales Community Park

- Interface with Park Committee for ongoing maintenance, improvement projects, and public fundraisers.
- Inspect park monthly, directing maintenance as required.
- Work with Park Committee to recruit and coordinate all volunteer activities.
- Establish and publish park rules as directed by the Board and Park Committee.
- Establish park rentals and oversee rentals of the park as directed by the Park Committee and Board.
- Oversee all park improvement projects as directed by the Board and Park Committee.

5.2.2.5 Administrator Performance Monitoring

Monitoring Administrator performance will be utilized to determine the degree to which Board policies, goals and objectives are being fulfilled and will include:

- Administrator's Reports to disclose compliance information

- External Reports from regulators, auditors and relevant agencies
- Direct Board inspection of documents, activities and circumstances directed by Board for policy compliance
- Annual formal evaluation of Administrator performance with criteria to be measured as set by Board

5.2.3 NATURE OF SERVICES REQUIRED

The Administrator will have a shared responsibility with the other contracted roles to carry out TVCS D's goals, objectives and policies with the Board of Directors approval, based on contracted services financed through the district's annual operating budget as set each fiscal year. The following areas present an overview of these shared areas of responsibility:

Shared responsibility to implement assigned goals with accurate, concise and timely information and counsel needed for work of Board, committees, operators, ratepayers and affiliate agencies and memberships, including the processes imposed by the Board's governance system.

- Fiscal stability and viability to meet service obligations to ratepayers.
- Achievement of targeted annual budget.
- Identification and communication to the Board of strategic opportunities for TVCS D.
- Safety of TVCS D assets and legal status.
- Accurate, timely and inclusive information needed for successful operation of TVCS D to include performance monitoring data on operations; relevant trends, material incidents and developments, significant decisions, legal jeopardy, changes in assumptions on which Board and Operation policies have been based; and optional points of view and counsel necessary for fully informed Board choices.
- Favorable perception of TVCS D among key leaders in government and industry and stakeholders, including favorable image of the Administrator, developed by working cooperatively with TVCS D Board, Committees, and ratepayers.
- Effective mechanism for Board, Committees, Fiscal Manager, and Operator communications to include ratepayer awareness and communication of the Board.
- Enhance image of the President of the Board in the community as TVCS D leader and spokesperson.

5.2.4 LIMITATIONS FOR ADMINISTRATOR ROLE

Certain actions will be unacceptable to the Board without policy approval and specific directives, and include new business ventures, acquisitions, major partnerships, budgeting, and binding contracts.

5.2.4.1 Required Meetings

- TVCS D Board of Directors meets 10 times per year on the second Wednesday of each month, excluding August and December.
- Annual budget meetings, as necessary.
- Audit support – interface with Board approved auditor to provide input for the annual audit, as necessary.

5.2.4.2 Description of District as Entity

- Non-profit entity. California Community Services District.

5.2.4.3 Available Manuals and Information Sources

- Minutes of the board meetings of the District
- Functional work description of Administrator
- Current policy documents

Details of fixed assets are maintained. The fixed assets ledger was constructed with historical information by the current contracted General Manager during prior accounting periods.

Available for Examination:

- 5 Year Strategic Plan
- Prior Audit Reports.
- Prior fiscal year financial statements and supporting documents.
- Budgets – current and prior year. Budget is maintained and is available for examination.

Staff members will be available to pull and reproduce documents. Legal counsel will be made available with prior Board approval.

Work areas will be provided by the District in close proximity with the administrative records on the premises.

5.2.4.4 Reporting Requirements

Monthly reports will be addressed to the Board of Directors and will contain relevant items for Board discussion, reference, or action as described within.

- Monthly management summary reports will be required to accompany the Board packets. It should contain a discussion of administrative issues, project status, and other relevant results and recommendations affecting internal control, legality of actions, other instances of non-compliance with laws, and any other material matters.
- Any reports required by regulatory agencies, local and state laws.

5.2.4.5 Time Requirements

- Proposals will be delivered to the District office at _____ not later than _____ p.m. on _____.
- Once a contract has been signed, work may begin immediately to transition the accounting tasks in a progressive manner with costs to be billed to the District as the charges generated by the Contractor in accordance with the original agreement.
- Preliminary work to review accounts can begin immediately.
- The administrative transition will be completed prior to _____.

5.2.5 AVAILABILITY

The Engagement Manager will be available to consult with District staff during normal business hours.

5.3 NON-STANDARD DUTIES

This section is intended to provide a mechanism to equitably manage changes in District administrative management that is considered to be beyond the normal scope of work.

5.3.1 NON-SCHEDULED WORK

Non-Scheduled Work will be billed in accordance with these Specifications in accordance with current Schedule of Rates. Non-Scheduled Work will be invoiced at the end of the month in which the work was performed. At the Contractor's option, small specific project billing may be accumulated, or held, for a few months until a single invoice can be prepared. (Note: Non-Scheduled Work is a sole source mechanism for the District to utilize when sending out Requests for Proposals "RFPs" and obtaining multiple bids or proposals is unwarranted or uneconomical.)

Project Bids - Occasionally the District and Contractor may wish to prepare a separate contract outside the scope of these Specifications for Non-Scheduled Work. Upon receipt of a Request for Proposal (RFP) from District, Contractor may, or may not, submit a bid. In the case where a bid is submitted and accepted by the District, the terms of the bid will be exclusively those contained in the bid and will not automatically adopt these Specifications unless specified in writing otherwise. This provision is utilized most often when projects arise outside the Contractor's scope and the District desires to receive multiple bids or proposals.

5.3.2 DISTRICT INITIATED WORK

When authorized by the District, Contractor may perform work outside the scope of these specifications as Non-Scheduled Work.

5.3.3 EMERGENCIES

In the event of an emergency situation, Contractor shall make every reasonable effort to contact the District before incurring costs for Non-Scheduled Work. In the event the Contractor cannot reach the District, Contractor is authorized to make reasonable and necessary expenditures to alleviate the emergency condition. In the event such expenditures were made, Contractor shall notify the District the next normal work day and provide a written report to the District as soon as practical.

5.3.4 NEW CONSTRUCTION

When requested by the District, Contractor will undertake the administrative management of new or modified projects as Non-Scheduled Work. Within eighteen months Contractor will amend its agreement with the District to reflect the costs of the new or modified projects.

5.3.5 WORK BY OTHERS

District may have work done by others that impacts Contractor. Work performed by Contractor necessary to coordinate with others will be billed to District as Non-Scheduled Work.

5.4 INSURANCE

5.4.1 CONTRACTOR'S INSURANCE

Contractor will maintain and keep in full force the insurances listed in this section. Additionally, the Contractor will name the District as additional insured. Contractor will provide Certificates of Insurance to the District.

TVCS D Request For Proposal:

Administrative Management for Community
Services District

- Workers Compensation Insurance - Statutory amounts in compliance with state laws.
- Commercial General Liability and Automobile: \$1,000,000 per occurrence.
- Professional Liability Insurance: \$1,000,000 per occurrence.

All questions and correspondence should be directed to [NAME OF CONTACT] in writing at the above address or by calling [TELEPHONE NUMBER]. Contact with TVCS D personnel other than [NAME OF OFFICIAL] regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before [DATE].

Sincerely,

DRAFT

6 APPENDIX A - PROPOSAL EVALUATION FORM



**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D)
REQUEST FOR PROPOSAL FOR WASTEWATER TREATMENT AT TOMALES
VILLAGE, A CALIFORNIA SPECIAL DISTRICT**

Prepared March 30, 2014 by TVCS D Board of Directors

DATE: _____

EVALUATOR: _____

CONTRACTOR: _____

RATING POINTS:

- 5 = excellent
- 4 = good
- 3 = above average
- 2 = average
- 1 = below average
- 0 = unsatisfactory

CRITERIA	WEIGHT FACTOR	X	RATING	=	WEIGHTED
RATING					
A. Technical Approach	0.40				
• Responsiveness & understanding of work to be done, i.e. scope of work	(0.20)		_____		_____
• Specific experience with similar wastewater treatment work	(0.20)		_____		_____
C. Project Management	0.30				
• Capacity to perform the scope of work and ability to conclude in a timely manner	(0.20)		_____		_____
• Quality of staff based on recent experience	(0.10)		_____		_____
D. References	(0.05)		_____		_____
E. Familiarity and/or specific experience with locally funded wastewater projects requiring federal, state, and local regulatory compliance	(0.20)		_____		_____
F. Overall quality of proposal, including qualifications and thoroughness.	(0.05)		_____		_____
			Subtotal Score		(0 to 5)
G. Previous Experience and Performance working with TVCS D					_____
Comments:			Total Score		_____

DRAFT

TOMALES
VILLAGE



COMMUNITY
SERVICES
DISTRICT

Request for Proposal

***Financial Management Services
for Community Services District,
a California Special District***

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1 PURPOSE

The Tomales Village Community Services District (TVCS D) is requesting proposals from qualified and experienced firms who can provide sound fiscal management to the TVCS D located in Marin County for the fiscal year ending June 30, 2015, and for 2 to 4 subsequent fiscal years. This Request For Proposal (RFP) position will be completed by private contract.

The purpose of the RFP is to provide the TVCS D with the assurance that the financial management of the District facility is 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 through appropriate documentation and workflow methodology (best practices) in the most responsible and cost effective and environmentally sustainable manner possible.

Qualified entities 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 Service District was formed in 1999 after being acquired from North Marin Water District. The primary purpose of the District is to operate and manage the wastewater treatment plant (WWTP) and the community park. The operation and maintenance of the WWTP is funded through service fees, while the capital improvements are funded through grants and low interest loans through the State Water Resources Control Board. Loans are repaid through operating funds. The operation and maintenance of the Tomales Community Park is funded entirely through donations, fundraisers, grants and Measure A funds. Capital improvements at the Park are paid for by state, federal and private grants and material and in-kind donations.

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

3 PROPOSED SCHEDULE OF EVENTS

Issue Request for Proposal	[DATE]
Mandatory Walk Thru	[DATE]
Questions or Request for Clarification due	[DATE]
Proposal due	[DATE]
Contractor Selection	[DATE]
District Awards Contract	[DATE]
Notice to Proceed	[DATE]

4 SELECTION CRITERIA – SEE FORM AT APPENDIX A

The District will evaluate proposals based on the following criteria and may short-list for interview purposes:

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

The Board will rank all timely and responsive proposals. The Board 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, the Board or designated Board member(s) will commence negotiations with the highest ranked proposer.

After negotiating a proposed agreement that is fair and reasonable, the final agreement will be presented to the full Board for approval. The Board has final authority to approve or reject the final agreement.

By submitting a proposal, each proposer agrees to the following:

1. The District reserves the right to waive any irregularity in any proposal.
2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to request additional proposals.
4. The District reserves the right to request clarification of information submitted and to request additional information from any proposer.
5. 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.
6. The agreement between the successful proposer and the District will be in a form supplied or approved by the District.
7. This RFP does not constitute an offer by TVCS D 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.
8. The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
9. Each proposal will remain valid for a period of at least 60 calendar days from the proposal due date.

5 SCOPE OF WORK

The Scope of Work is to provide full service financial management of the District in accordance with all provisions within this RFP. The contract term is a three to five year agreement renewable through the TVCS D competitive bidding process (posted on TVCS D website). Contractor will provide an approved person or persons as needed to deliver the required services for this contract period. The firm selected will be a California entity and all subjects working the District's financial transactions will have the appropriate qualifications. Your proposal should contain, but not be limited to the following considerations:

Eligibility – educational background and references.

Experience with government financial (GASB) and non-profit accounting.

A list of similar local government and non-profits or pertinent accounts served by you or your firm.

Your staff assignments and availability to complete the required duties on a timely basis.

- Participation of senior personnel assigned to the engagement.
- Frequency of contact with assigned accounting personnel.
- Availability of staff to respond to questions within the scope of the described duties and the hourly charge, if any, for services outside the scope of the described duties (“Non-Standard Duties”).

Stability history - what assurances can you provide the District regarding the assignment of your permanent personnel to this engagement? Describe transition plan in the event of personnel changes.

Describe capability to manage and maintain existing TVCS D accounting system.

Procedures used to transmit accounting transactions and all supporting documents along with management summaries to the General Manager.

Describe financial package to be provided for regular Board meetings, availability of assigned personnel to attend Board meetings and discuss financial results, as well as projections based on approved budget and District needs.

Your fee proposal to conduct the required accounting function, along with your fee schedule for additional services that may be required beyond the scope of the accounting engagement. The proposal should also state that any increase in the accounting fee would be immediately disclosed to the TVCS D Board of Directors. This disclosure should include an estimation of the increased fees and the reason for the increase.

Estimated number of hours to complete the requested accounting duties by classification of you and your employees, i.e. partners, senior, junior.

Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.

Accounting personnel will produce monthly statements to be included in monthly TVCS D Board packet, annual budget documents (as necessary), and provide financial input and analysis into the annual report.

5.1 COMMUNICATIONS

5.1.1 REPORTING

Contractor will maintain staffing and procedures necessary to insure timely professional communications with the District.

5.1.2 DOCUMENT FORWARDING

Both District and Contractor will immediately forward to each other any document or information received which concerns the operations, management and maintenance of the Facility.

5.1.3 CUSTOMERS

Contractor will develop and provide a work request tracking system to document calls from District customers. The system will include a method for action tracking and reporting.

5.1.4 REGULATORS

Contractor shall provide written and oral communications with regulatory agencies concerning the financial management of the Facilities.

5.1.5 DISTRICT

Contractor will provide copies to the District of written communications with regulatory agencies and report substantive conversations or communications that affect the District. At least monthly the Contractor will attend a Board of Directors meeting and present financial management report.

5.1.6 CONTRACTOR RESPONSIBILITIES

- Cooperation - Contractor will cooperate with the District's General Manager, engineers, attorneys, sub-contractors or others engaged by the District to ensure that financial transactions are complete and accurate. Non-Schedule Work may apply where appropriate.
- Professionalism - Contractor will conduct business in the highest professional manner and conduct themselves appropriately when dealing with District customers, regulators, citizens at large, politicians or others while conducting business on behalf of the District.

5.2 DISTRICT FINANCIAL MANAGEMENT:

5.2.1 CONTRACTOR'S REPRESENTATIVE

Contractor will designate an Engagement Manager as a main point of contact to conduct the business of the Contractor.

5.2.2 SCOPE OF DUTIES

The Engagement Manager, or his designee, will have responsibility for managing the Contractor's activities under these Specifications.

5.2.3 NATURE OF SERVICES REQUIRED

Fiscal period will be July 1, 2014 through June 30, 2015. 2 to 4 additional years may be proposed, priced accordingly.

5.2.3.1 Reporting

Reports, exhibits, and schedules required monthly, quarterly and annually in accordance with Government Accounting Standards Board (GASB):

- Income Statement.
- Balance sheet.
- Schedule of cash.
- Budget Variance Analysis
- Statements of changes in financial position.
- Notes of financial statement.
- Supporting documents.
- Other Duties (to support accurate and timely fiscal management):
Act as District Treasurer

Reconcile general ledger accounts
Enter and pay bills approved by General Manager
Bill Customers including SUSD annual billing
Research and advise Board on deposit institutions and investment opportunities
Maintain separate accounting procedures for Park and Sewer
Maintain separate account for Measure A funds
File annual financials with County, State, and Bonding Agency
TVCS D loan and investment polices approved by the Board of Directors and executed by the Financial Manager.

3. Required Meetings:

- TVCS D Board of Directors meets 10 times per year on the second Wednesday of each month, excluding August and December.
- Annual budget meetings, as necessary.
- Audit support – interface with Board approved auditor to provide input for the annual audit, as necessary.

4. Description of Entity and Records:

- Non-profit entity. California Community Services District under Government Code 61000.
- General ledger, fixed assets ledger, accounts receivable, general journal, accounts payable.

5. Available Manuals and Information Sources:

- Minutes of the board meetings of the District.
- Accounting function work description of Fiscal Manager.
- Current policy documents.

6. Details of fixed assets are maintained. Fixed assets are based on cost when available otherwise on estimates authorized by the Board of Directors. The fixed assets ledger was constructed with historical information by the current contracted General Manager during prior accounting periods.

7. Available for Examination:

- 5 Year Strategic Plan
- Prior Audit Reports.
- Prior fiscal year financial statements and supporting documents.
- Budgets – current and prior year. Budget is maintained and is available for examination.

8. Staff members will be available to pull and reproduce documents. Legal counsel will be made available with prior Board approval.

9. Work areas will be provided by the District in close proximity with the financial records on the premises.

10. Reporting Requirements:

The reports will be addressed to the Board of Directors and will contain items listed in item #2. All accounting must be performed in accordance with Government Accounting Standards Board (GASB) and include a statement of opinion as to whether the statements conform to GASB.

- A monthly management summary report will be required to accompany the financial statements. It should contain a discussion of accounting results and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and GASB, and any other material matters.

11. Time Requirements

- Proposals will be delivered to the District office at _____ not later than _____ p.m. on _____.
- If presentations of possible finalists are necessary, no one with personal bias will interview proposers.
- The Board of Directors has made no decision as to the date of the award of the accounting services. All proposers will be notified of the Board action in a timely manner.
- Once a contract has been signed, work may begin immediately to transition the accounting tasks in a progressive manner with costs to be billed to the District as the charges generated by the Contractor in accordance with the original agreement.
- Preliminary work to review accounts can begin immediately.
- The accounting transition will be completed prior to _____.

5.2.4 AVAILABILITY

The Engagement Manager will be available to consult with District staff during normal business hours.

5.3 NON-STANDARD DUTIES

This section is intended to provide a mechanism to equitably manage changes in District financial management that is considered to be beyond the normal scope of work.

5.3.1 NON-SCHEDULED WORK

Non-Scheduled Work will be billed in accordance with these Specifications in accordance with current Schedule of Rates. Non-Scheduled Work will be invoiced at the end of the month in which the work was performed. At the Contractors option, small specific project billing may be accumulated, or held, for a few months until a single invoice can be prepared. (Note: Non-Scheduled Work is a sole source mechanism for the District to utilize when sending out Requests for Proposals “RFPs” and obtaining multiple bids or proposals is unwarranted or uneconomical.)

Project Bids - Occasionally the District and Contractor may wish to prepare a separate contract outside the scope of these Specifications for Non-Scheduled Work. Upon receipt of a Request for Proposal (RFP) from District, Contractor may, or may not, submit a bid. In the case where a bid is submitted and accepted by the District, the terms of the bid will be exclusively those contained in the bid and will not automatically adopt these Specifications

unless specified in writing otherwise. This provision is utilized most often when projects arise outside the Contractor's scope and the District desires to receive multiple bids or proposals.

5.3.2 DISTRICT INITIATED WORK

When authorized by the District, Contractor may perform work outside the scope of these specifications as Non-Scheduled Work.

5.3.3 EMERGENCIES

In the event of an emergency situation, Contractor shall make every reasonable effort to contact the District before incurring costs for Non-Scheduled Work. In the event the Contractor cannot reach the District, Contractor is authorized to make reasonable and necessary expenditures to alleviate the emergency condition. In the event such expenditures were made, Contractor shall notify the District the next normal work day and provide a written report to the District as soon as practical.

5.3.4 NEW CONSTRUCTION

When requested by the District, Contractor will undertake the financial management of new or modified projects as Non-Scheduled Work. Within eighteen months Contractor will amend its agreement with the District to reflect the costs of the new or modified projects.

5.3.5 WORK BY OTHERS

District may have work done by others that impacts Contractor. Work performed by Contractor necessary to coordinate with others will be billed to District as Non-Scheduled Work.

5.4 INSURANCE

5.4.1 CONTRACTOR'S INSURANCE

Contractor will maintain and keep in full force the insurances listed 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 - Statutory amounts in compliance with state laws.
- Commercial General Liability and Automobile: \$1,000,000 per occurrence.
- Professional Liability Insurance: \$1,000,000 per occurrence. All questions and correspondence should be directed to [NAME] in writing at the above address or by calling [TELEPHONE NUMBER]. Contact with TVCS D personnel other than [NAME OF OFFICIAL] regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before [DATE].

Sincerely,

6 APPENDIX A - PROPOSAL EVALUATION FORM



**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D)
REQUEST FOR PROPOSAL FOR WASTEWATER TREATMENT AT TOMALES
VILLAGE, A CALIFORNIA SPECIAL DISTRICT**

Prepared March 30, 2014 by TVCS D Board of Directors

DATE: _____

EVALUATOR: _____

CONTRACTOR: _____

RATING POINTS:

- 5 = excellent
- 4 = good
- 3 = above average
- 2 = average
- 1 = below average
- 0 = unsatisfactory

CRITERIA	WEIGHT FACTOR	X	RATING	=	WEIGHTED
RATING					
A. Technical Approach	0.40				
• Responsiveness & understanding of work to be done, i.e. scope of work	(0.20)		_____		_____
• Specific experience with similar wastewater treatment work	(0.20)		_____		_____
C. Project Management	0.30				
• Capacity to perform the scope of work and ability to conclude in a timely manner	(0.20)		_____		_____
• Quality of staff based on recent experience	(0.10)		_____		_____
D. References	(0.05)		_____		_____
E. Familiarity and/or specific experience with locally funded wastewater projects requiring federal, state, and local regulatory compliance	(0.20)		_____		_____
F. Overall quality of proposal, including qualifications and thoroughness.	(0.05)		_____		_____
			Subtotal Score		(0 to 5)
G. Previous Experience and Performance working with TVCS D					_____
Comments:			Total Score		_____

DRAFT

TOMALES
VILLAGE



Request for Proposal

***Operations and Maintenance of
Wastewater Treatment Facility***

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1 PURPOSE

The Tomales Village Community Services District (TVCS D) is requesting proposals from qualified and experienced firms who can provide full service operations, maintenance, and management of the Wastewater Treatment Facility (Facility) for the existing TVCS D wastewater facility located in Marin District. This Request For Proposal (RFP) position will be completed by private contract through the public competitive bidding process.

The purpose of the RFP is to provide the TVCS D with the assurance that this facility is maintained 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 through appropriate documentation and workflow methodology (best practices) in the most cost effective manner possible.

Qualified entities 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

Wastewater from the town and schools of Tomales flows or is pumped into a three-pond treatment system. Primary and secondary treatments occur there involving settling of solids and breakdown of the wastewater components. The treated effluent is then pumped to large storage ponds located approximately a mile from the plant. Here the water is disinfected with sodium hypochlorite and spray irrigated during the summer months onto the surrounding fields. These upper ponds serve two purposes: to give the wastewater additional time for further settling and biological breakdown, and to provide storage during the wet winter months when irrigation is not permitted. Cattle graze this irrigated pastureland to control vegetation growth.

The District uses a 31.8 kW DC solar system to offset energy usage at the wastewater treatment plant and the irrigation field. There are two solar arrays, one near the ponds at the treatment plant and the other located at the irrigation field. Both systems net meter from PG&E.

The TVCS D area comprises approximately 111 gross acres of land within the village of Tomales, an unincorporated community, in Marin County, California. It is under the administrative jurisdiction of the District Board of Directors. The District has approximately 96 residences and businesses and the Shoreline Unified School District. The existing wastewater treatment plant is located 10 Irvin Rd. In its current configuration, the wastewater treatment plant has a average dry winter flow (DWF) treatment capacity of 43,000 GPD, and three 7-foot deep, 1,263,499 gallon total capacity lined and aerated facultative ponds.

Facilities shall include, but not limited to, all District collection system, pipelines, cleanouts and manholes; lower town lift station and force main; treatment plant facilities, irrigation field facilities, both solar systems, effluent force main, storage reservoirs and irrigation system, roads and fences. Note that side sewers from the District "Y" connection are the property owner's responsibility, except any sewer overflows of residential laterals will be reported to the CWIQS reporting program.

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

3 PROPOSED SCHEDULE OF EVENTS

Issue Request for Proposal	[DATE]
Mandatory Walk Thru	[DATE]
Questions or Request for Clarification due	[DATE]
Proposal due	[DATE]
Contractor Selection	[DATE]
District Awards Contract	[DATE]
Notice to Proceed	[DATE]

4 SELECTION CRITERIA – SEE FORM AT APPENDIX A

The District will evaluate proposals based on the following criteria and may short-list for interview purposes:

1. The completeness of the proposal in response to this RFP.
2. The methodology for carrying out the tasks described in the proposal.
3. The qualifications and experience of the personnel of the successful proposer, their performance of similar work and the possession of all licenses to perform the work including a State Water Resources Board contract operators license and an assigned chief plan operator acknowledgement.
4. References.
5. Proposed fees.
6. Interview, if conducted.

The Board will rank all timely and responsive proposals. The Board 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, the Board or designated Board member(s) will commence negotiations with the highest ranked proposer.

After negotiating a proposed agreement that is fair and reasonable, the final agreement will be presented to the full Board for approval. The Board has final authority to approve or reject the final agreement.

By submitting a proposal, each proposer agrees to the following:

1. The District reserves the right to waive any irregularity in any proposal.
2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to request additional proposals.
4. The District reserves the right to request clarification of information submitted and to request additional information from any proposer.
5. 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.
6. The agreement between the successful proposer and the District will be in a form supplied or approved by the District.
7. This RFP does not constitute an offer by TVCS D 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.

8. The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
9. Each proposal will remain valid for a period of at least 60 calendar days from the proposal due date.

5 SCOPE OF WORK

The Scope of Work is to provide full service operations, maintenance, and management of the Facility in accordance with all provisions within this RFP in accordance with all provisions within this RFP and the requirements of the SWRCB SSO Program, Contract Operator requirements, and the State SSMP requirements.

The contract term is a three to five year agreement renewable through the TVCS D competitive bidding process (posted on TVCS D website). Contractor will provide an approved person or persons as needed to deliver the required services for this contract period. The firm selected will be a California licensed entity and all subjects working the District's wastewater systems will have the appropriate certifications.

The objectives of these operations include, but are not limited to:

- Cost effectively managing, operating, and maintaining Facility
- Operating Facility in full compliance with local, state, and federal regulations and statutes including all regular and incident reporting requirements
- Contractor will have certified staff available 24/7, 365 days a year for any emergency situation that arises (see 5.2.4 and 5.4.3).
- Minimizing or eliminating permit excursions
- Providing technical assistance to address the District's existing assets, future capacity and regulatory issues.
- To recommend, perform and/or assist in Capital Improvement Program and maintenance projects (examples: slip lining, effluent irrigation sprayer replacement, pump replacement, etc).

Full service contract operations require the Contractor to be properly licensed and provide all treatment facility operation and maintenance staff and pay all chemical costs. The Contractor will be responsible for:

- All aspects of facility management, operation and maintenance.
- Maintaining all land, buildings, improvements and permanent equipment. Equipment maintenance will be performed by the Contractor in accordance with manufacturer's recommendations and the Contractor will be required to provide proof thereof to the satisfaction of the District.
- As a part of the full service contract, Contractor is responsible for disposal of sludge, residue, grit, grease, chemicals, abandoned equipment and/or other residual materials produced by the District's facility.

Required capital expenditures will continue to be the responsibility of the District.

The successful firm selected will be required to provide various services associated with all or a portion of the Facility. This may include, but not be limited to, provision of:

- Process chemicals
- Laboratory, analytical services, including sampling to resolve customer complaints
- Contractor must have an approved QAQC program
- Routine and Corrective Maintenance of Facility and associated equipment
 - Routine and Corrective Maintenance records will be maintained on a computerized maintenance management system and the District may request

reports at anytime

- Reporting to regulatory agencies as mandated to maintain compliance
- All reports will be reviewed and signed by the District's designated representative
- Management of the operations and maintenance
- Operations records will be maintained in accordance with federal, state, and local regulations
 - Contractor will utilize database software for process control items. All records must be backed up weekly and kept secured off-site
- Maintain an acceptable appearance of Facility
- Facility will be painted to prevent corrosion and ensure a good appearance to the public
- Landscape Maintenance of all facility will be kept in a groomed state
- Contractor will be responsible for supplying proper personnel to maintain both the software and hardware components of the system
- The District will have access to the system at all times

The Contractor will be responsible for satisfying the State of California regulatory requirements and for operating, maintaining and managing (including record keeping and reporting) the Facility in compliance with all other applicable local, state and federal laws and regulations. Services for the operation, maintenance and management of the Facility will be provided in a safe, secure, effective and efficient manner.

The firm selected for this project will also complete an inventory list of the facility including equipment, procedures, manufacturer literature, etc. The documentation will be submitted to District and will be included with the procedures manual for Facility.

5.1 COMMUNICATIONS

5.1.1 REPORTING

Contractor will maintain staffing and procedures necessary to insure timely professional communications with the District.

5.1.2 DOCUMENT FORWARDING

Both District and Contractor will immediately forward to each other any document or information received which concerns the operations, management and maintenance of the Facility.

5.1.3 CUSTOMERS

Contractor will develop and provide a work request tracking system to document calls from District customers. The system will include a method for action tracking and reporting.

5.1.4 REGULATORS

Contractor shall provide written and oral communications with regulatory agencies concerning the operations and maintenance of the Facilities, including, but not limited to, Monthly Self-Monitoring Report, Emergency irrigation report, monthly CIWQS spill report (or Non-Spill Certification) and annual spill report to the RWQCB.

5.1.5 DISTRICT

Contractor will provide copies to the District of written communications with regulatory agencies and report substantive conversations or communications that affect the District. At least quarterly the Contractor will attend a Board of Directors meeting and present an operations and maintenance report.

5.1.6 CONTRACTOR RESPONSIBILITIES

- Cooperation - Contractor will cooperate with the District’s General Manager, engineers, attorneys, sub-contractors or others engaged by the District to investigate, evaluate, modify, construct, demolish or remove facility. Non- Schedule Work may apply where appropriate.
- Professionalism - Contractor will conduct business in a professional manner and conduct themselves appropriately when dealing with District customers, regulators, citizens at large, politicians or others while conducting business on behalf of the District.

5.2 PLANT MANAGEMENT:

5.2.1 CONTRACTORS REPRESENTATIVE

Contractor will designate a Chief Plant Operator to conduct the business of the Contractor.

5.2.2 SCOPE OF DUTIES

The Chief Plant Operator , or his designee, will have responsibility for managing the Contractors activities under these Specifications.

5.2.3 QUALIFICATIONS

The Chief Plant Operator will be certified at a minimum of a Grade II Wastewater Treatment Plant Operator and will have experience in the operation, management and maintenance of a treatment system similar to the District Facility.

5.2.4 AVAILABILITY

The Chief Plant Operator will be available to consult with District staff during normal business hours. During non-business hours the Plant Manager or designee will be available by telephone seven (7) days per week, twenty-four (24) hours per day. Contractor will promptly respond to all alarms and notifications of emergency conditions. Emergency response is not considered eligible for reimbursement as a Non-Scheduled Work expenditure, although actual emergency repairs may be eligible.

5.2.5 REGULATORY REQUIREMENTS

Contractor and District agree to operate, manage and maintain the Facility in compliance with applicable regulations, including but not limited to:

- A. San Francisco Regional Water Quality Control Board and Waste Discharge Order 86-86
- B. Bay Area Air Quality Management District
- C. California Division of Industrial Safety (Cal OSHA)
- D. State Water Resources Control Board Operator Certification Regulations
- E. Environmental Protection Agency (EPA)
- F. Contractor shall prepare and submit routine operating reports required by current regulations.
- G. Contractor is required to report all non-compliance events in accordance with these Specifications and the Waste Discharge Order.
- H. Contractor is required to report all Sanitary Sewer Overflows and known lateral overflows or backups with the CIWQS reporting website as required by the SWRCB Order 2006-003 DWQ.
- I. Contractor is required to maintain and operate under the Sanitary Sewer Management Plan developed under the above Order.

5.3 MAINTENANCE OF FACILITY

5.3.1 ROTATING EQUIPMENT

Contractor will provide and pay for all costs of preventive and corrective maintenance up to \$1000 per occurrence, per component. Components are intended to be 360 degree rotating such as motors, pumps and valves. Work in excess of \$1000 will be considered as Non-Scheduled Work. (Note: Irrigation spray heads are excluded due to excessive wear and lack of replacement parts.)

5.3.2 FIXED FACILITY

Contractor will provide and pay for all costs of routine service lubricants and service supplies for all other Facility not listed above. Stationary facility such as grounds, roads, levies, fences, buildings, landscape, pipelines, manholes, motor control centers, electronics, etc. will have a \$1000 deductible per calendar year. All work in excess of the annual deductible will be considered as Non- Scheduled Work.

5.3.3 STANDARD MAINTENANCE PROGRAM

Contractor will develop and provide a systematic maintenance program, which comply with the Operations and Maintenance Manuals, equipment manufacturers recommendations or best industry practice; whichever Contractor believes most appropriate. Copies will be located at the treatment plant.

5.3.4 SPECIAL REQUIREMENTS

Grounds shall be maintained, as weather permits, in a manner that limits vegetation to eighteen inches or less in the treatment plant area and maintains drainage ditch free of excessive vegetation at both the treatment plant and irrigation field. The treatment plant grounds shall be mowed at a minimum of three times per year. The irrigation field shall be mowed annually. Roadways shall be maintained in a relatively vegetation free condition and graded or repaired as needed to control potholes. Vegetation shall be controlled in ponds and reservoirs so not to obstruct proper operation and sanitation. Rodents shall be controlled as necessary. Only herbicides/pesticides/rodecides pre-approved by the Board of Directors will be used.

5.3.5 OPERATIONAL STANDARDS

Operations and Maintenance Manuals - Contractor will operate and maintain the Facility at a minimum in accordance to the Operations and Maintenance Manual. Manuals will be maintained and kept at the wastewater treatment plant.

5.3.6 REPORTING

Contractor will provide the District with a copy of all routine or special operating reports. Contractor will prepare reports as requested by the District to document process upsets, non-compliance events, damage to equipment, emergency situations, and other such matters related to the operation of the Facility in accordance with these Specifications.

5.4 NON-STANDARD OPERATIONS

This section is intended to provide a mechanism to equitably manage changes in facility operations and maintenance that is considered to be beyond the normal scope of work.

5.4.1 NON-SCHEDULED WORK

Non-Scheduled Work will be billed in accordance with these Specifications in accordance with then-current Schedule of Rates. Non-Scheduled Work will be invoiced at the end of the month in which the work was performed. At the Contractors option, small specific project billing may be accumulated, or held, for a few months until a single invoice can be prepared. (Note: Non-Scheduled Work is a sole source mechanism for the District to utilize when sending out Requests for Proposals “RFPs” and obtaining multiple bids or proposals is unwarranted or uneconomical.)

Project Bids - Occasionally the District and Contractor may wish to prepare a separate contract outside the scope of these Specifications for Non-Scheduled Work. Upon receipt of a Request for Proposal (RFP) from District, Contractor may, or may not, submit a bid. In the case where a bid is submitted and accepted by the District, the terms of the bid will be exclusively those contained in the bid and will not automatically adopt these Specifications unless specified in writing otherwise. This provision is utilized most often when projects arise outside the Contractor’s scope and the District desires to receive multiple bids or proposals.

5.4.2 DISTRICT INITIATED WORK

When authorized by the District, Contractor may perform work outside the scope of these specifications as Non-Scheduled Work.

5.4.3 EMERGENCIES

In the event of an emergency situation, Contractor shall make every reasonable effort to contact the District before incurring costs for Non-Scheduled Work. In the event the Contractor cannot reach the District, Contractor is authorized to make reasonable and necessary expenditures to alleviate the emergency condition. In the event such expenditures were made, Contractor shall notify the District the next normal work day and provide a written report to the District as soon as practical.

5.4.4 NEW CONSTRUCTION

When requested by the District, Contractor will undertake the operation, management and maintenance of new or modified facility as Non-Scheduled Work. Within eighteen months Contractor will amend its agreement with the District to reflect the costs of the new or modified facility.

5.4.5 WORK BY OTHERS

District may have work done by others that impacts Contractor. Work performed by Contractor necessary to coordinate with others will be billed to District as Non-Scheduled Work.

5.5 INSURANCE

5.5.1 CONTRACTOR’S INSURANCE

Contractor will maintain and keep in full force the insurances listed 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 - Statutory amounts in compliance with state laws.
- Commercial General Liability and Automobile: \$1,000,000 per occurrence.

TVCSD Request For Proposal:

Operations and Maintenance for Wastewater
Treatment Facility

- Professional Liability Insurance, including a pollution endorsement: \$1,000,000 per occurrence.

All questions and correspondence should be directed to [NAME OF CONTACT] in writing at the above address or by calling [TELEPHONE NUMBER]. Contact with TVCSD personnel other than [NAME OF OFFICIAL] regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before [DATE].

Sincerely,

DRAFT

6 APPENDIX A - PROPOSAL EVALUATION FORM



**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D)
REQUEST FOR PROPOSAL FOR WASTEWATER TREATMENT AT TOMALES
VILLAGE, A CALIFORNIA SPECIAL DISTRICT**

Prepared March 30, 2014 by TVCS D Board of Directors

DATE: _____

EVALUATOR: _____

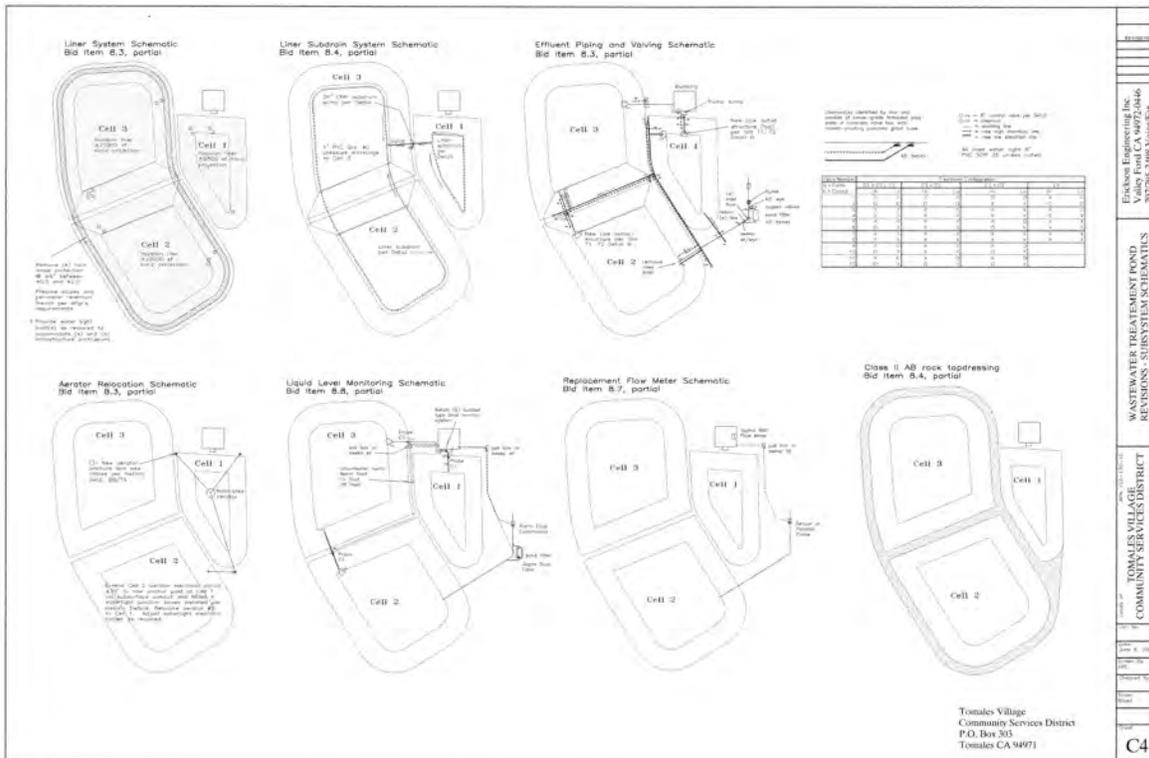
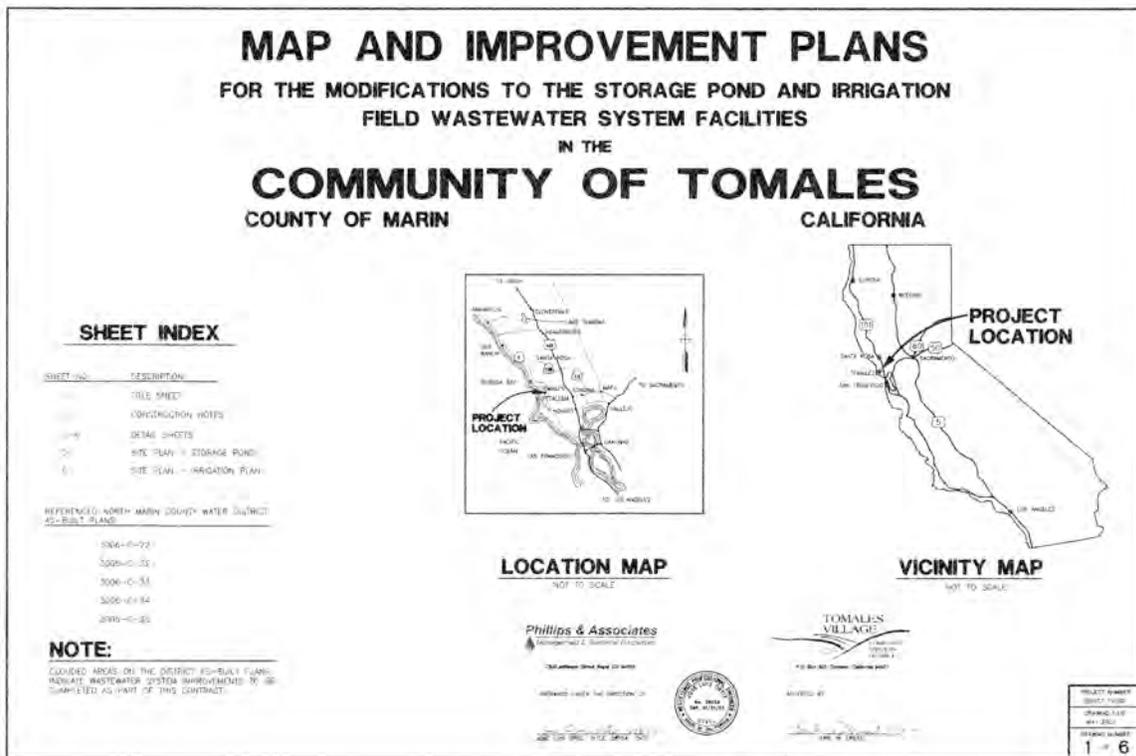
CONTRACTOR: _____

RATING POINTS:

- 5 = excellent
- 4 = good
- 3 = above average
- 2 = average
- 1 = below average
- 0 = unsatisfactory

CRITERIA	WEIGHT FACTOR	X	RATING	=	WEIGHTED
RATING					
A. Technical Approach	0.40				
• Responsiveness & understanding of work to be done, i.e. scope of work	(0.20)		_____		_____
• Specific experience with similar wastewater treatment work	(0.20)		_____		_____
C. Project Management	0.30				
• Capacity to perform the scope of work and ability to conclude in a timely manner	(0.20)		_____		_____
• Quality of staff based on recent experience	(0.10)		_____		_____
D. References	(0.05)		_____		_____
E. Familiarity and/or specific experience with locally funded wastewater projects requiring federal, state, and local regulatory compliance	(0.20)		_____		_____
F. Overall quality of proposal, including qualifications and thoroughness.	(0.05)		_____		_____
			Subtotal Score		(0 to 5)
G. Previous Experience and Performance working with TVCS D					_____
Comments:			Total Score		_____

7 APPENDIX B – PARTIAL AS-BUILTS



DRAFT Letter to RCAC May 2014

TO:

Richard Culp, P.E.

RCAC

FROM:

Financial Advisory Committee

Tomales Village Community Services District

Dear Richard,

We have reviewed the revised draft Wastewater System Financial Analysis and want to convey our appreciation for RCAC's detailed analysis and numerous drafts. We appreciate your additional effort, at our request, to offer operating cost reduction figures required to meet reserve goals for the list of TVSD capital improvements.

At our March District Board meeting, FAC recommended that RCAC put the study on hold for a few months until TVCSD completes an RFP process for competitive bids on district positions. At that time the TVCSD Board can determine any operational cost savings to the TVCSD 2014-15 Annual Budget for a final Financial Analysis Report.

Once again, we appreciate your due diligence and hope to re-contact you with final specifics within a few months.

We are grateful for RCAC's efforts and assistance as we develop a viable financial plan for our District that will ensure adequate operational revenues and capital reserve requirements to meet future needs and improvements.

Sincerely,

FAC members

CC: Karl, Board members and FAC members



CALIFORNIA STATE TREASURER
Bill Lockyer

Local Agency Investment Fund Program Description

The Local Agency Investment Fund (LAIF), is a voluntary program created by statute; began in 1977 as an investment alternative for California's local governments and special districts and it continues today under Treasurer Bill Lockyer's administration. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code.

This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office investment staff at no additional cost to the taxpayer. This in-house management team is comprised of civil servants who have each worked for the State Treasurer's Office for an average of 20 years.

The LAIF is part of the Pooled Money Investment Account (PMIA). The PMIA began in 1955 and oversight is provided by the Pooled Money Investment Board (PMIB) and an in-house Investment Committee. The PMIB members are the State Treasurer, Director of Finance, and State Controller.

The Local Investment Advisory Board (LIAB) provides oversight for LAIF. The Board consists of five members as designated by statute. The State Treasurer, as Chairman, or his designated representative appoints two members qualified by training and experience in the field of investment or finance, and two members who are treasurers, finance or fiscal officers or business managers employed by any county, city or local district or municipal corporation of this state.

The term of each appointment is two years or at the pleasure of the appointing authority.

All securities are purchased under the authority of Government Code Section 16430 and 16480.4. The State Treasurer's Office takes delivery of all securities purchased on a delivery versus payment basis using a third party custodian. All investments are purchased at market and a market valuation is conducted monthly.

Additionally, the PMIA has Policies, Goals and Objectives for the portfolio to make certain that our goals of Safety, Liquidity and Yield are not jeopardized and that prudent management prevails. These policies are formulated by Investment Division staff and reviewed by both the PMIB and the LIAB on an annual basis.

The State Treasurer's Office is audited by the Bureau of State Audits on an annual basis and the resulting opinion is posted to the State Treasurer's Office website following its publication. The Bureau of State Audits also has a continuing audit process throughout the year. All investments and LAIF claims are audited on a daily basis by the State Controller's Office as well as an in-house audit process involving three separate divisions.

Under Federal Law, the State of California cannot declare bankruptcy, thereby allowing the Government Code Section 16429.3 to stand. This Section states that "moneys placed with the Treasurer for deposit in the LAIF by cities, counties, special districts, nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to either of the following: (a) transfer or loan pursuant to Sections 16310, 16312, or 16313, or (b) impoundment or seizure by any state official or state agency."

During the 2002 legislative session, California Government Code Section 16429.4 was added to the LAIF's enabling legislation. This Section states that "the right of a city, county, city and county, special district, nonprofit corporation, or qualified quasi-governmental agency to withdraw its deposited moneys from the LAIF, upon demand, may not be altered, impaired, or denied in any way, by any state official or state agency based upon the state's failure to adopt a State Budget by July 1 of each new fiscal year."

The LAIF has grown from 293 participants and \$468 million in 1977 to 2,575 participants and \$20.7 billion at the end of February 2014.

**BILL LOCKYER
TREASURER
STATE OF CALIFORNIA**

LOCAL AGENCY INVESTMENT FUND (LAIF)

PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
3/6/2014	0.23	0.24	214
3/7/2014	0.23	0.24	215
3/8/2014	0.23	0.24	215
3/9/2014	0.23	0.24	215
3/10/2014	0.24	0.24	213
3/11/2014	0.24	0.24	215
3/12/2014	0.24	0.24	214
3/13/2014	0.24	0.24	213
3/14/2014	0.24	0.24	209
3/15/2014	0.24	0.24	209
3/16/2014	0.24	0.24	209
3/17/2014	0.23	0.24	203
3/18/2014	0.23	0.24	203
3/19/2014	0.23	0.24	204

*Daily yield does not reflect capital gains or losses

LAIF Performance Report

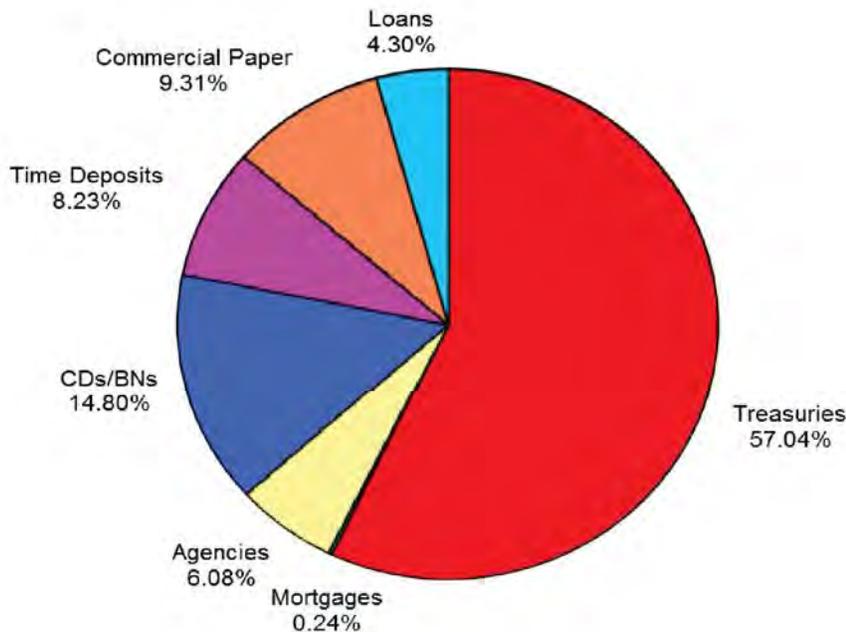
Quarter Ending 12/31/2013

Apportionment Rate: 0.26%
 Earnings Ratio: .00000700426120353
 Fair Value Factor: 1.00028762
 Daily: 0.26%
 Quarter To Date: 0.26%
 Average Life: 209

PMIA Average Monthly Effective Yields

FEB 2014 0.236%
 JAN 2014 0.244%
 DEC 2013 0.264%

Pooled Money Investment Account
 Portfolio Composition
 \$55.6 Billion
 02/28/14





CALIFORNIA STATE TREASURER
Bill Lockyer

Local Agency Investment Fund

Is The Pool Insured?

It is important to recognize that there are two applications of this question.

1. Insurance applied to credit risk of investment holdings.

There is no insurance applied to individual securities, sectors of the portfolio, or the portfolio in general. However, due to the characteristics of the Pooled Money Investment Account (PMIA) portfolio, credit risk is minimal. Often insurance is considered a less expensive way of maintaining credit quality, i.e. insuring a single A bond to bring it to a AAA rating is less expensive than buying the AAA bond outright. Certain provisions regarding trigger mechanisms for policies to become effective are judged to be improbable. One such provision is the requirement that all investment earnings be exhausted before insurance coverage becomes effective.

2. Insurance applied to fraudulent acts or lack of fidelity on the part of program administrators or custodial services providers.

The State is self-insured. Any claim against the portfolio would go to the Board of Control. Any fraud assertions would be heard by the Attorney General's office. Any judgment awarded would be appropriated by the Legislature. Risk management controls at third-party designated depositories provide insurance coverage through a combination of blanket bonds and all-risk policies. Since by custom all PMIA investments are domiciled at third-party depositories, losses on these securities due to fraudulent acts or lack of fidelity by officers or employees of these institutions are insured. Risk management controls cover losses ranging up to \$500 million, depending on the incident.

LOCAL AGENCY INVESTMENT FUND

AUTHORIZATION FOR TRANSFER OF FUNDS REGULAR ACCOUNT AUTHORIZED PERSONS

AGENCY NAME: Tomales Village Community Services District

ATTENTION (title only): Treasurer

DATE

April 9, 2014

ADDRESS: PO Box 303

Tomales CA 94971

PHONE/FAX NUMBER: (707) 878-2767 / (707) 575-4306

NAME	TITLE	SIGNATURE
Bill Bonini	Board President	
Deborah Parrish	Board Vice President	
Karl Drexel	District Treasurer	

LOCAL AGENCY INVESTMENT FUND

AUTHORIZATION FOR TRANSFER OF FUNDS REGULAR ACCOUNT BANKING INFORMATION *

BANK NAME, BRANCH NUMBER ADDRESS & TELEPHONE NUMBER	ACCOUNT & ABA NUMBER (attach complete wiring instructions if applicable)	CORRESPONDENT BANK (STO RECEIVING BANK)
Redwood Credit Union , PO Box 6104 Santa Rosa CA 95406 (707) 545-4000	[REDACTED]	Union Bank
Bank of Marin, 1371 N. McDowell Blvd Petaluma CA 94954 (707) 781-2207	[REDACTED]	Wells Fargo

*Subject to verification by State Treasurer's Office

PLEASE MAIL COMPLETED CARD TO:

X _____
Authorized Signature
(Must be authorized on Resolution)

STATE TREASURER'S OFFICE
LOCAL AGENCY INVESTMENT FUND
P.O. Box 942809
SACRAMENTO, CA 94209-0001

X _____
Authorized Signature
(Must be authorized on Resolution)

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

PO Box 303 Tomales CA 94971 (707) 878-2767

RESOLUTION # 14-03

AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the District;

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the deposit and withdrawal of Tomales Village Community Services monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Tomales Village Community Services District officers holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Bill Bonini
(NAME)
Board President
(TITLE)

(SIGNATURE)

Deborah Parrish
(NAME)
Board Vice President
(TITLE)

(SIGNATURE)

Karl Drexel
(NAME)
District Treasurer
(TITLE)

(SIGNATURE)

Section 2. This resolution shall remain in full force and effect until rescinded by the TVCSD Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer’s Office.

PASSED AND ADOPTED, by the Board of Directors of the Tomales Village Community Services District, Marin County, California on June 11, 2014

Bill Bonini, President, TVCSD

Attested by:

Karl Drexel, Secretary, TVCSD

From: [Karl Drexel](#)
To: "[Wu, Dawning@Waterboards](mailto:Wu.Dawning@Waterboards.ca.gov)"
Cc: [Blair Allen \(ballen@waterboards.ca.gov\)](mailto:Blair.Allen@waterboards.ca.gov)
Subject: RE: RWQCB Tomales Inspection Visit
Date: Wednesday, May 21, 2014 4:02:00 PM

Hi Dawning,
In response to your questions, see below.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
CWEA Redwood Empire Section 2010 and 2011 Small WWTP Plant of the Year

Karl Drexel, SDA
Administrator
PO Box 303
Tomales CA 94971
707-527-5688
707-575-4306 Fax
admin@tomalescsd.ca.gov

 **Please consider the environment before you print**

From: Wu, Dawning@Waterboards [<mailto:Dawning.Wu@waterboards.ca.gov>]
Sent: Wednesday, May 14, 2014 4:15 PM
To: karl@tomalescsd.ca.gov
Cc: Allen, Blair@Waterboards
Subject: RE: RWQCB Tomales Inspection Visit

Hi Karl,

I appreciate your attention to the WDR drafting process.

I recovered some correspondence we had with the current program manager (Mike Chee) from 2008 and my understanding is that in the meantime you may apply to use CIWQS for reporting SSOs without additional WDR fees. However, now that the new Order (specific to Tomales) is being drafted, this Order will include a reference to the General WDR as it applies to Tomales*, including any fees as prescribed by the General WDR. The General WDR also includes requirements for a Sanitary Sewer Management Plan.

As for the consideration for elimination of facilities <25,000 ADWF, according to the staff in charge of General WDR, that is still a ways down in the pipeline, so we will need to proceed without it.

Two action items:

1. What is the current status for the SSMP for Tomales? Complete and Certified
2. Let me know if the correspondence I have is incomplete and feel free to send along any relevant correspondence of which you have been able to keep track. I am unaware of any correspondence other than from Eric Maag and Michael Chee waiving the General WDR fee requirement because we have an existing WDR. Any new subsequent WDR

should not require double permit fees no matter whether it is new or not. I would like to know how many other land appliers with WDRs pay a second permit fee for the General WDR.

[*per general WDR finding 1: public entities that own or operate sanitary sewer systems >1mile that collect or convey wastewater to publicly owned treatment facility are required to comply]

Please let me know if anything is unclear; I will follow up with the other matters you brought up concurrently, as we continue to discuss, thanks again for your patience.

- Dawning

From: Karl Drexel [<mailto:karl@tomalescsd.ca.gov>]
Sent: Friday, March 28, 2014 12:30 PM
To: Wu, Dawning@Waterboards
Cc: Allen, Blair@Waterboards
Subject: RE: RWQCB Tomales Inspection Visit

Thanks Dawning. BTW, although we haven't had any issues with the SSO fees recently, is there a way that you can put into the permit that the WDR fees are the only fees necessary to meet all requirements of the SSO program? I don't know who is in charge of that program now, but I believe I initially was in talks with Eric Maag. If it is possible, it would certainly resolve any future issues. It may be OK with the Program officer, since the State is actually considering eliminating facilities with less than 25,000 ADWF from the SSO requirement. Thanks for checking.

Karl

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
CWEA Redwood Empire Section 2010 and 2011 Small WWTP Plant of the Year

Karl Drexel, SDA
Administrator
PO Box 303
Tomales CA 94971
707-527-5688
707-575-4306 Fax
admin@tomalescsd.ca.gov

 Please consider the environment before you print

Karl Drexel

Subject: FW: RWQCB Tomales Inspection Visit

On Mon. June 2, 2014 Steve Phillips wrote:

Karl,

High pH is essentially good. It kills pathogens, strips ammonia out of the system, precipitates metals, and is generally good thing. It is bad when ammonia is high as it shifts ammonia equilibrium to gaseous unionized ammonia which kills fish and other aquatic life.

\
Arguments can be made about the virtues of high pH

I am trying to call you to discuss this today.

I am very busy with clients but have time today to talk to you today

I will try to call again later this morning. If you get this email before I reach you can you call me?

On Thu, May 22, 2014 Bassam Younis wrote:

Hello Karl

I consulted a colleague on the matter of your question and he agreed with me that hi pH is an indicator of algae.

He added:

"The high pH is from algal growth and is normal in wastewater ponds. The high pH could be an issue for some plants and could have a negative impact on the soil, but I'm not familiar with their particular situation. I wouldn't try to argue about it, because the situation may be manageable. The pH has a diurnal pattern; my guess is that they measure in the late morning or afternoon. The pH will be low at night and in the morning, so maybe they can just shift their discharge pattern; I'll also guess that the pH closer to the bottom of the pond will be lower, so they could discharge from a submerged pipe."

I hope this help.

Best wishes

Bassam

On Thu, May 22, 2014 at 10:49 AM, Karl Drexel <karl@tomalescsd.ca.gov> wrote:

Hi Bassam,

It's been a while. Hope all is well with you, and your Ultra V project is going well. The reason for my letter today is we are getting a new Waste Discharge Requirement Permit from the RWQCB – San Francisco Region. One of the limits on the WDR that is being contemplated is the pH levels of our discharge effluent at both the treatment pond and storage pond (from which we spray irrigate). Our current permit requires a minimum of 6.0 with no upper limits. The new permit in the making wants to require a minimum of 6.0 with a maximum of 9.0. We average between 8.0 and over 11.0.

Certainly attaining over 6.0 is not a problem, but staying under 9.0 is not possible without adding unwarranted chemicals. It is the District's desire to minimize additional chemicals to what is now a natural treatment process and seems to work pretty well. I have attached a spread sheet showing the pH from various places in the system at different

times and temperatures. You will note, the lower limits of pH at the storage ponds are higher than the 9.0 upper limit suggested on most occasions. Why is higher pH a problem? The water quality is the same. Is it an indicator of some kind? We need a strong argument as to why the higher pH is not a problem, so we can get them to raise the maximum limits to an attainable level. Any suggestions? Thanks for your time.

Karl

Dawning Wu Wrote 4/7/14

Good morning Karl,

Thank you for all of your informative input. We are in the process of discussing through these issues; I will try to keep you updated as I can. I aim to get a list of operator questions out to Steve by the end of this week.

Thanks for your patience and understanding,
Dawning

Dawning Wu
Watershed Management Division
SF Bay Regional Water Quality Control Board
1515 Clay Street, Suite 1400, Oakland, CA 94612
dawning.wu@waterboards.ca.gov | (510)622-5676

From: Karl Drexel [mailto:karl@tomalescsd.ca.gov]
Sent: Monday, March 31, 2014 12:28 PM
To: 'Wu, Dawning@Waterboards'
Cc: 'Allen, Blair@Waterboards'; Steve Phillips
Subject: RE: RWQCB Tomales Inspection Visit

Hi Dawning,

You and Blair indicated that there was a lot in the DRAFT WDR that was taken from other permits and didn't necessarily translate to Tomales. I do hope one of those instances is the proposed pH limits. Certainly attaining over 6.0 is not a problem, but staying under 9.0 is not possible without adding unwarranted chemicals. I have attached a spread sheet showing the pH from various places in the system at different times and temperatures. You will note, the lower limits of pH are higher than the 9.0 upper limit suggested on most occasions. The original permit did not have upper limits, but noted that upper limits "would be determined". It is the District's desire to minimize additional chemicals to what is now a natural treatment process and seems to work pretty well. If you need upper limits, they should be set at least at 12.0. We don't want to be out of compliance on a regular basis. Thanks.

Karl

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
CWEA Redwood Empire Section 2010 and 2011 Small WWTP Plant of the Year

Karl Drexel, SDA
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PO Box 303
Tomales CA 94971
707-527-5688
707-575-4306 Fax
admin@tomalescsd.ca.gov

SMR	Treatment Ponds		Storage Ponds	
	pH	Temp C	pH	Temp C
Jan-13	7.1 - 8.2	7.0 - 10.0		
Feb-13	7.1 - 10.2	12.0 - 15.0		
Mar-13	8.0 - 9.5	14 - 15		
Apr-13	7.5 - 9.7	14 - 18	9.5 - 11.0	18 - 19
May-13	8.2 - 10.2	17 - 20	9.1 - 9.7	17 - 20
Jun-13	7.9 - 10.0	18 - 20	8.3 - 9.6	18 - 19
Jul-13	8.0 - 10.0	17 - 21	8.9 - 9.4	17 - 23
Aug-13	7.9 - 10.0	18 - 21	9.6 - 9.8	18 - 21
Sep-13	8.4 - 10.2	18 - 21	9.4 - 10.0	17 - 22
Oct-13	7.6 - 9.8	13 - 18	9.1 - 10.6	16 - 20
Nov-13	8.2 - 9.3	12.0 - 14		
Dec-13	8.1 - 9.1	6.0 - 9.0		

2014 COASTAL AREA SEWER COST COMPARISON

5/27/2014

Comparison of NMWD's Charges with Other Agencies based on Charges in effect on 6/1/14

Agency	No. of Sewer Services	Monthly Service Charge	Annual Tax Revenue ⁽¹⁾	Annual Total
Marshall Community Wastewater System	32	\$100.57 ⁽²⁾	\$0	\$1,207
> NMWD Oceana Marin	229	\$68.00	\$184 ⁽³⁾	\$1,000 <
Bolinas Community PUD	163	\$81.33	\$0 ⁽⁴⁾	\$976
Tomasles Village CSD	107	\$63.00	\$63 ⁽⁵⁾	\$819
Stinson Beach Co Water - Inspection Only	703	\$39.65 ⁽⁶⁾	\$234 ⁽⁷⁾	\$710
Bodega Bay PUD	1,010	\$55.93	\$0 ⁽⁸⁾	\$671

Notes:

- (1) Includes taxes for debt service on outstanding sewer bonds and loans plus any applicable allocation of the AB8 1% County levy distributed to compensate for the Prop 13 elimination of the operation and maintenance tax.
- (2) Community wastewater step-system commenced October 2008. Each parcel has own septic tank, pumped to a community collection tank, then pumped into a community leach field. Rates shown were effective on July 1, 2012 (proposed July 1, 2013 rates are not available yet).
- (3) Based on share of 1% County levy. This "allocation" is projected by the County of Marin at \$42,051 for 2013/14 which equates to \$184 per service.
- (4) Based on home with net AV of \$420,164 (average 2013/14 AV on 544 single family homes in Bolinas) and tax rate of 0.10¢/\$100 AV none of which is allocated to Sewer. Also shares in 1% County levy. This "allocation" is projected by the County of Marin at \$243,854 for Bolinas in 2013/14 of which 100% is credited to the water fund.
- (5) Based on home with net AV of \$315,550 (average 2013/14 AV on 107 single family homes in Tomasles) and tax rate of 2¢/\$100 AV.
- (6) On-Site Wastewater System - no sewer system. Services provided include septic inspections, ground and surface water monitoring and other inspections required by the State Water Quality Control Board. In addition to the cost paid to Stinson Beach Water Co., each customer must purchase and install their own on-site wastewater system.
- (7) Based on allocation of 1% County levy. This "allocation" was projected by the County of Marin at \$549,414 for 2013/14 of which 30% was allocated to sewer amounting to \$234.46 per service.
- (8) Based on share of 1% County levy. This "allocation" by the County of Sonoma was \$317,632 for 2012/13 of which 100% was allocated to water (0% to sewer). FY13/14 information is not available until June.

t:\ad\ex\rate survey\wml\swcs\0514.xls\swc9514

May 21, 2014

Mr. Karl Drexel
Administrator
Tombales Village Community Services District
Post Office Box 303
Tombales, California 94971-0303

Dear Mr. Drexel:

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors we are pleased to announce in February 2014, the Board took action keeping rates flat for the Property/Liability Program for 2014-15! **This will be the fifth year in a row with no rate increases.** Your agency's annual contribution amount may vary from 2013-14 as a result of any coverage limit changes, scheduled item additions/deletions and Credit Incentive Program (CIP) points earned.

Enclosed is your agency's 2014-15 invoice which includes the total contribution amount for the Property/Liability Package Program and other optional coverages selected by your agency. The current Limit of Liability coverage selected by your agency is indicated on the invoice. Optional higher or lower limits for excess coverage layers will be offered again this year – base coverage limit options are \$2.5 million, \$5 million or \$10 million. Additional outside limits above \$10 million are available upon request. These limits apply to general liability, auto liability, and errors and omissions coverages. **If your agency would like a quote to increase or decrease its Limit of Liability, you must notify SDRMA in writing no later than June 15, 2014 for such change to take effect at the start of the program year July 1, 2014. Requested changes received after June 15, 2014 will not be able to be processed due to our excess carrier requirements.**

Also, in light of recent data breaches that have hit major companies like Target and Nordstrom's, the SDRMA Board approved new Cyber Coverage beginning July 1, 2014 only for members with property coverage. This valuable coverage will be provided at no additional cost! Additional information will be included in the 2014-15 coverage documents.

Cyber Coverage will include;

- Information Security & Privacy Liability
- Privacy Notification Costs
- Regulatory Defense and Penalties
- Website Media Content Liability
- System Damage & Restoration; business interruption from hacking or virus
- Members will have a \$25,000 deductible per occurrence and a limit of \$250,000 per member per occurrence

Finally, for members belonging to both SDRMA Property/Liability and Workers' Compensation programs a 5% Multi-Program Discount has been deducted from the invoice total and is noted in the line above Total Contribution Amount. In addition, a \$150 credit has been applied if your agency used MemberPlus Online™ to complete and submit your 2014-15 Renewal Questionnaire by the deadline.

To ensure accurate and timely processing of your coverages, **please return the blue invoice copy along with your payment by July 15, 2014 for the total contribution amount shown on the invoice.** Late payments received after August 15, 2014 will accrue interest. Please do not hesitate to contact us at 800.537.7790 or info@sdrma.org if you have any questions about your coverages.

Sincerely,
Special District Risk Management Authority

Gregory S. Hall, ARM
Chief Executive Officer

Enclosures: 2014-15 SDRMA Property/Liability Package Program Invoice, 2013-14 Credit Incentive Program (CIP) Points Earned and 2014-15 CIP Criteria

Property/Liability Credit Incentive Program



Tomales Village Community Services District

CIP Points Earned as of: 3/31/2014

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2013-14. These credits are applied toward the invoice for the 2014-15 program year. The following earned credits have been documented:

CIP Criteria Description*	Maximum Available	CIPs Earned to Date
Special District Administrator designation from SDLF	2	2
Staff Attendance at SDRMA Workshop	1	0
Additional Staff Attendance at SDRMA Workshop	1	0
Management Staff Attendance at CSDA Sponsored Training	1	0
Additional Management Staff Attendance at CSDA Sponsored Training	1	0
Attendance at Approved Legal Seminar	1	0
Additional Attendance at Approved Legal Seminar	1	0
TargetSolutions Online Training Program	3	0
Use of SDRMA Safety Video Library	2	0
ADMINISTRATION TRACK TOTALS - 8 POINTS MAXIMUM		2
SDLF District of Distinction designation	4	0
Single Board Member Attendance at SDRMA Workshop	1	0
Additional Board Member Attendance at SDRMA Workshop	1	0
Single Board Member Attendance at CSDA Training	1	1
Additional Board Member Attendance at CSDA Training	1	1
Completion of two CSDA Education / Webinar sessions	3	0
Presentation of Financial Audit	2	0
GOVERNANCE TRACK TOTALS - 5 POINTS MAXIMUM		2
No Claims during the year	2	2
CLAIMS TRACK TOTALS - 2 POINTS MAXIMUM		2
COMBINED TRACK TOTALS - 15 POINTS MAXIMUM	15	6
5 YEAR NO CLAIMS BONUS	3	3
TOTAL CREDIT INCENTIVE POINTS	18	9

*For detailed information, please see the 2013-14 Property/Liability CIP criteria. For questions, please contact Dennis Timoney, Chief Risk Officer at 800.537.7790 or dtimoney@sdrma.org.

Pacific Gas and Electric Company 77 Beale Street, San Francisco, CA

BNY Mellon WCS Everett, MA 02149

53-292 113

Date: 05/19/2014

Check No. 3650625

Pay \$*****1,422.24*

ONE THOUSAND FOUR HUNDRED TWENTY-TWO AND 24/100 DOLLARS

To The Order Of

CEER ACCOUNTS PAYABLE

TOMALES VILLAGE COMM SVS DIST
ATTN KARL DREXLER
POB 303
TOMALES CA 94971

Dwight B. Whiting
VP, CONTROLLER, and CFO
Nicholas Bigler
VP and TREASURER

⑈0003650625⑈ ⑆011302920⑆ 059978⑈

TOMALES VILLAGE COMM SVS DIST
Check no. 3650625
Date 05/19/2014
SAP Vendor Number ZCEER
Payment Document 2060033559

Thank you for participating in Pacific Gas and Electric Company's energy efficiency program. Please visit www.pge.com or call 800-933-9555 (for your home) or 800-468-4743 (for business) for more information about saving energy.

Application Number	Program Number	Date	Amount Paid	Reference
2K14227555	SPC 14	05/16/14	1,422.24	CSI-13744 PMT# 37 DATE 04/01/14 KWH 5,470
Totals:	USD		1,422.24	

Special Handle Code: 15



May 29, 2014

Board of Directors

Bill Bonini
President

Deborah Parrish
Vice-President

Patty Oku
Board Member

Sue Sims
Board Member

Brian Lamoreaux
Board Member

RECEIPT

Name: Jessica Rancor and Girl Scout Troop 10988
Address: PO Box
City/State: Tomales CA 94971
Description: Donation
Value: \$100.00

The Tomales Village Community Services District and the Park Advisory Committee would like to thank you for your generous contribution to the Tomales Park project. Per your request, the money will be spent on flowers and plants to make the Park even prettier than it is. Thanks you.

Administrator

Karl W. Drexel



Karl W. Drexel
Administrator

P.O. Box 303
Tomales, CA 94971
Ph 707/878-2767 • Fax 707/575-4306 • e-mail admin@tomalescsd.ca.gov

Federal ID# 94-2598864

Karl Drexel

From: Cornelia Crocker [corneliacc@comcast.net]
Sent: Friday, April 25, 2014 9:28 AM
To: karl@tomalescsd.ca.gov
Cc: Knudsen Family
Subject: Re: Party-in-the-Park?

Dear Karl,

Thank you for your response to my query; I am working on our church newsletter and would have included an announcement about this event.

Thank you and all those who worked very hard in the past to put on the Party-in-the-Park as a big fundraiser for park maintenance and improvements! It was a wonderful event, brought the community together — and was a huge amount of work, as I know from Eric.

Please be assured that our church will support the event again, if you decide to put it on again in the future.

All the best,
Cornelia

On Apr 25, 2014, at 9:16 AM, Karl Drexel wrote:

Hi Cornelia,

Patty and Eric did an excellent job of organizing and producing three very successful Party in the Park events. It was a lot of hard work and took a lot of time throughout the year to put on. Patty stepped down as co-chair after last year's event and nobody stepped up to take the reins. It is a full time commitment and takes more than one person to pull it off and with Eric having other commitments, it just wasn't feasible. We were hopeful one of the new TVCSD Board members would step up and take it over, but that hasn't happened. Thank you for your support in past events and maybe someday the TVCSD will be able to resurrect it.

Karl

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
CWEA Redwood Empire Section 2010 and 2011 Small WWTP Plant of the Year

Karl Drexel, SDA
Administrator
PO Box 303
Tomales CA 94971
707-527-5688
707-575-4306 Fax
admin@tomalescsd.ca.gov

 Please consider the environment before you print

From: Knudsen5@sbcglobal.net [mailto:Knudsen5@sbcglobal.net]
Sent: Thursday, April 24, 2014 10:14 PM
To: <karl@tomalescsd.ca.gov>; Patty Oku
Cc: Cornelia Cyss-Crocker
Subject: Fwd: Party-in-the-Park?

Karl and Patty, perhaps one of you should answer this question since Eric is no longer on the board and would not be confident in his answer.

Sharon

Sent from my iPhone

Begin forwarded message:

From: Cornelia Crocker <corneliacc@comcast.net>

Date: April 24, 2014 at 7:45:11 AM PDT

To: Knudsen Family <knudsen5@sbcglobal.net>

Subject: Party-in-the-Park?

Dear Eric,

I am working on the next church newsletter. No Party-in-the-Park this year?

Enjoy your family vacation!

Easter blessings to all of you,

Cornelia



This email is free from viruses and malware because [avast! Antivirus](#) protection is active.

The Rev. Cornelia Cyss Crocker, Ph.D.

Pastor, Two Rock Valley and

Tomales Presbyterian Churches

707-762-4924

corneliacc@comcast.net

trtompc@aol.com

Karl Drexel

Subject: FW: closed meeting recording

On May 31, Karl Drexel wrote:

I think it is a great idea to retain an attorney who specializes in Government Code and Open Meeting Laws for any legal questions the Board may have. Best, Best and Krieger, McMurchie Law, and Myers Nave are all preferred providers of the California Special Districts Association. The District's Legal Counsels currently are Jenna Brady from County Counsel and Jeff Walter from Walter and Pistole. Also, as members of the CSDA, the District is entitled to one hour of legal advice per year at no cost. I believe they use McMurchie, but not sure. Certainly the two questions presented here should be able to be answered in less than an hour. How far the questions go and how many other questions there are, would determine the amount of time involved. I am not aware of the rates of the other attorneys, but County Counsel is \$150/hr and Walters is \$190/hr. Another option is the CSDA List Serv that goes out to special district managers and consultants throughout the State. Since these types of questions are typically answered by the District's GM, you might get the answers you are looking for through this option. You have options. I would be happy to present any of your questions to the List Serv or to CSDA's 1 hour legal service if you would like. Just let me know.

Karl

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
CWEA Redwood Empire Section 2010 and 2011 Small WWTP Plant of the Year

Karl Drexel, SDA
Administrator
PO Box 303
Tomales CA 94971
707-527-5688
707-575-4306 Fax
admin@tomalescsd.ca.gov

 Please consider the environment before you print

On May 31, Sue Sims wrote:

Dear Directors,

I also have legal questions regarding this issue that are best answered by an attorney.

Sue Sims
Director, TVCSD
Secretary
suesims@sonomapc.com
707-776-6117

On May 31, Patty Oku wrote:

Hi all,

I am requesting Sue keep the recording of the closed meeting until we receive a determination from Counsel. County Counsel is currently serving as our attorney.

I would also like to address question #1 from Deborah:

I would like to remind you that I read 2 paragraphs from "Open & Public IV, a guide to the Ralph M. Brown Act" into the minutes to explain why I was leaving the meeting. I "**did not**" leave in protest, but because I believed the meeting was illegal and could cause me to be charged with a misdemeanor.

Patty

From: Deborah Parrish [<mailto:deborahparrish@mac.com>]

Sent: Saturday, May 31, 2014 8:00 AM

To: patty oku

Cc: Sue Sims; karl@tomalescsd.ca.gov Drexel; Bill Bonini; Brian Lamoreaux

Subject: Re: closed meeting recording

I am very uncomfortable proceeding with this request without legal advice.

I have read a bunch of things on this and am not satisfied that it is complete, given case law, etc.

Therefore, I request that we put an item on the agenda for the June 11 mtg to request the Board approve that we retain the services of a lawyer to address legal questions regarding the Closed Session and any future Closed Sessions.

Questions the Board should consider discussing with legal counsel:

1. How do we handle a request like this from a Board member who left the meeting in protest?
2. What are the proper procedures to respond to a request such as this to protect the confidentiality of the Closed Session?

I will also prepare my own personal list of questions for the lawyer and suggest everyone do the same.

Thanks!

~~<3 Deborah

415-827-5822

Sent from my iPhone - in real life I know how to spell.

On May 30, 2014, at 12:35, patty oku <kandpoku@gmail.com> wrote:

Hi Sue,

I would like to listen to the tape of the closed meeting. I understand none of this information can be shared outside of our 5 member Board. When can you get this to me?

Patty

KARL W. DREXEL
Management Consultant

Administrators Report 6-11-14

1. Review revised Draft RFPs and timeline.
2. Correspond with Regional Water Quality Control Board regarding new Waste Discharge Permit 2014. Researched proposed requirements. Met with Steve Phillips re negotiating points.
3. Met with community members to discuss concerns regarding the Tomales Community Park. Review archived files.
4. Met with SCADA tech and Operators regarding SCADA repairs.
5. Worked on updated Park Financials and worked on Measure A Work Plan for 2014-2015.
6. Worked on County transmittals for Levy 3 rate collections.
7. Worked with Walter on updating and linking files on website.
8. Worked on Newsletter articles, worked on Newsletter printing, prepared Newsletter for mailings.
9. File Monthly SSO report to State, enter and pay bills, reconcile bank accounts, transcribe minutes, work on Board Packets, and other regular administrative duties.
10. In addition to regular administrative duties, attended CWEA Board of Directors meeting, attended tour of American Canyon WWTP and engineer's presentation, attended the California Rural Water Association Annual Conference, held the annual plant tour for Tomales Elementary School 5th grade class, attend Park Advisory Committee, workday and Special Board Meeting.