

AGENDA

Regular Meeting

TVCS D Board of Directors
WEDNESDAY November 12, 2014
Town Hall 7:00 PM
Phone: (707) 878-2767
TVCS D Mission Statement

Call to Order

1. **Approve the September 10, 2014 & October 8, 2014 TVCS D Board Meeting Agenda**
2. **Open Communication**
(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)
3. **Additions, Corrections and Approval of September 10, 2014 & October 8, 2014 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 (Action)**
 - B. **Review Financial Summary (Information)**
(Unaudited Financial Statements are never voted on or approved)
 - C. **Update on SB90 Reimbursements – Review Only**
5. **Phillips & Associates Report**
 - A. **Self Monitoring Report (Information)**
 - B. **Duckweed Update**
6. **Committee Reports**
 - A. **Financial Advisory Committee Meeting Minutes**

RCAC update

RFP Process - items for discussion
 1. **Timeline adjustment? Stagger Finance and Administrative positions?**
 2. **Review RFP Process and next steps (attachment)**
 3. **RFP List Review (attachment)**
Status of Efficiency Audit
 1. **Review Feedback and Next Steps**
 - B. **Park Advisory Committee**
 1. **Update Water Tower Roof Repairs -- Review**
 2. **Update on Park survey, map and architectural drawings -- Review**

7. Unfinished Business

A. Telstar Computer Proposal

1. Review Proposal

B. Bylaws

1. Review legal opinion from 2011

C. Secretary Position

Discussion / Action – Action

8. Office Update

1. Status of Office move - What items are outstanding?

a. What Documents are Required to be on site (@ office)

i. Protected pdf files - computer documents

ii. Access & responsibility - role of contract service providers with regard to ownership of district documents

b. Due Date of Documents' arrival

c. Backup of Financial & Administrative documents kept at office (including QB backup)

d. Management & Archiving of Recordings of Board Meetings

i. Media used

ii. Secure storage in the office

iii. Handling of recordings, methods of fulfilling requests

e. Computer backup, usage

f. Leaving items in the office

9. Correspondence October -- Review

A. 12 Year Sanitary Survey Report – State Department of Health

B. CSDA Membership Letter

C. Regional Water Quality Control Board Questions re Tomales Facility –

D. Dawning Wu, RWQCB

E. Web Design and Development Proposal – Akesh, SEO Team

10. Adjourn

AGENDA

Regular Meeting

TVCS D Board of Directors
WEDNESDAY October 8, 2014
Town Hall 7:00 PM
Phone: 707-878-2767
TVCS D Mission Statement

Call to Order

1. Approval of the October 8, 2014 TVCS D Board Meeting Agenda
2. Open Communication
(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)
3. Phillips & Associates Report
 - A. Self Monitoring Report (Information)
 - B. Duckweed **Action**
 - C. Steve Phillips Report
4. West Marin Mosquito Council
 - A. Margaret Graham Report **Action**
5. Additions, Corrections and Approval of September 10, 2014 Board Meeting Minutes
6. 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 **Action**
 - B. Review Financial Summary (Information)
(Unaudited Financial Statements are never voted on or approved)
 - C. SUSD Annual Invoice
 - D. SUSD Financial Condition
7. Committee Reports
 - A. Financial Advisory Committee
 1. Matrix
 2. Proposed Office Work Night
 3. RFPs
 4. RCAC Response
 - B. Park Advisory Committee
 1. Water Tower Roof Repairs

8. Unfinished Business

A. Telstar Computer Proposal

1. Review Proposal

B. Bylaws

1. Review legal opinion from 2011 (Carry Over to Regular Meeting 11/12/2014)

9. Office Update

10. Adjourn

TOMALES VILLAGE



COMMUNITY
SERVICES
DISTRICT

Minutes of the Board Meeting

Minutes, Agendas, Board Packets

Bill Bonini called the meeting to order at 7:09 PM 9/10/14, Tomales Town Hall
Sue Sims took notes and recorded the meeting

Bill Bonini, President
Deborah Parrish, Vice President(excused)
Sue Sims, Board Secretary Brian
Lamoreaux
Patty Oku

Karl Drexel, Administrator

1. Approval of the September 10, 2014 TVCSD Board Meeting Agenda

ACTION:

Bill Bonini, the Chairman, If there are no objections we will approve the 9/10/2014 meeting Agenda

Vote:

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

Opposed: None

Motion Succeeded

2. Approval of the August 13, 2014 TVCSD Board Meeting Minutes

ACTION:

Bill Bonini, the Chairman, If there are no objections we will we will approve the 8/13/2014 meeting minutes with changes.

Vote:

Yes: Deborah Parrish, Bill Bonini, Brian Lamoreaux, Patty Oku

Opposed: None

Motion Succeeded

3. Open Communication

(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) None

4. Financial Report

A. Financial Summary presented for review

B. Accept Check Registers and Approve Expenditures

ACTION: Bill Bonini, Chairman, if there are no objections we accept the check register and approve expenditures.

Vote: Consensus

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

Opposed: None

Motion Succeeded

5. Reviewed Sanitary Sewer Management Plan and Adopted Resolution 14-04

ACTION: Deborah Parrish: I move we adopt Resolution 14-04 rectifying the SSMP

Vote:

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

Opposed: None

Motion Succeeded

6. Robert's Rules of Order

ACTION: Sue Sims: I move that Karl purchase 6 copies of Roberts Rules of Order Newly Revised, In Brief, 11th edition and 2 copies of the full version

Vote:

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

Opposed: None

Motion Succeeded

7. Richard Levi's Proposal

ACTION: Patty Oku: I move that we accept Richard Levi's proposal for mediation.

Vote: Consensus

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

Opposed: None

Motion Succeeded

Please Refer to the Meeting Agenda for the September 10, 2014 Board Meeting for the following numbered topics, discussed, but not represented in the **ACTIONS** above:

6. Phillips & Associates Report (Informational)

7. Committee Reports (Informational & Discussion)

8. Governance Attorney (Moved to November Special Meeting), Office Supply List (Discussion),
9. New Business: Communications/Ethics Policy (Discussion), Park Master Plan, Duckweed.
10. Correspondence: CSDA Committee Interest Form, Note from Tomales Regional History Center, SDRMA President's Acknowledgement for Property & Liability Insurance and Workers Comp

The meeting adjourned at 9:58 PM
Next Meeting: October 8, 2014, 7:00 PM

Approved September 10, 2014

Approved September 10, 2014

DRAFT

TOMALES VILLAGE



COMMUNITY
SERVICES
DISTRICT

Minutes of the Board Meeting

[Minutes, Agendas, Board Packets](#)

Bill Bonini called the meeting to order at 7:09 PM October 8, 2014, Tomales Town Hall

Sue Sims took notes and recorded the meeting

Bill Bonini, President

Deborah Parrish, Vice President (Excused)

Sue Sims, Board Secretary

Brian Lamoreaux

Patty Oku

Karl Drexel, Administrator

1. Approval of the October, 2014 TVCSD Board Meeting Agenda

ACTION:

Bill Bonini, the Chairman, If there are no objections we will approve the 9/10/2014 meeting Agenda with changes to include Margaret Graham & Steve Phillips.

Vote:

Yes: Sue Sims, Bill Bonini, Brian Lamoreaux, Patty Oku

Opposed: None

Motion Succeeded

2. Approval of the 9-10-14 & 10-8-14 TVCSD Board Meeting Minutes on 11-12-14

3. Open Communication

(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) None

4. **Steve Phillips Report:**

Ponds are the lowest in 20 years. Empty.

Steve again recommended that we start replacing the big gun sprinkler heads.

Karl is waiting to hear about bids for the sprinkler heads

Karl estimates \$7,000 for each head installed.

Karl & Phillips agree on the solution for the Duckweed issue: A Sonar GS concentrate will be used by the District on a "local" basis, avoiding the need for a licensed entity.

Steve Phillips also reported that the plant is running at 100%. They've done maintenance, repaired some wiring, painted the building and removed the swallows.

5. Duckweed Eradication:

ACTION: Sue Sims: I move that Karl buy Sonar GS 41% for Duckweed eradication.

Vote:

Yes: Bill Bonini, Sue Sims, Brian Lamoreaux, Patty Oku

Opposed: None

Motion Succeeded

6. Margaret Graham, TVCSD Representative, West Marin Mosquito Council

Margaret's brief history of the vector district ended with the good news that through hard work and compromise, varying groups of West Marin have agreed to use only organically approved products in their integrated pest management.

ACTION: Bill Bonini: I move that we elect Margaret Graham our continuing representative of the West Marin Mosquito Council

Vote:

Yes: Bill Bonini, Sue Sims, Brian Lamoreaux, Patty Oku

Opposed: None

Motion Succeeded

7. Financial Report

A. Financial Summary presented for review

B. Accept Check Registers and Approve Expenditures

ACTION: Bill Bonini, Chairman, if there are no objections we accept the check register and approve expenditures.

Vote: Consensus

Yes: Bill Bonini, Sue Sims, Brian Lamoreaux, Patty Oku

Opposed: None

Motion Succeeded

Please Refer to the Meeting Agenda for the October 8, 2014 Board Meeting for the following numbered topics, discussed, but not represented in the **ACTIONS** above:

6. Phillips & Associates Report (Informational)
7. Committee Reports (Informational & Discussion)
8. Governance Attorney (**Moved to November Special Meeting**), Telestar Computer Proposal (Discussion), Bylaws (**Carried Over to 11/2/14**), Publics Record Act (**Moved to the next Special Meeting**)

The meeting adjourned at 9:58 PM
Next Meeting: November 12, 2014, 7:00 PM

Approved November 12, 2014

Approved November 12, 2014

Tomales Village Community Services District

11/3/2014 11:11 AM

Register: 131.42 · Bank of Marin - Flex Account

From 09/01/2014 through 11/03/2014

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>
09/12/2014			131.44 · Bank of Marin...	Funds Transfer	14,000.00	X		154,488.57
09/30/2014			311.00 · Interest Reven...	Interest		X	6.32	154,494.89
10/11/2014			131.44 · Bank of Marin...	Funds Transfer	14,000.00	X		140,494.89
10/31/2014			311.00 · Interest Reven...	Interest		X	5.59	140,500.48

Tomales Village Community Services District

11/3/2014 11:45 AM

Register: 131.44 · Bank of Marin - Sewer

From 09/30/2014 through 11/03/2014

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>
09/30/2014			311.00 · Interest Reven...	Interest		X	0.03	7,613.62
10/03/2014	4092	KD Management	222.00 · Accounts Pay...		7,249.12	X		364.50
10/08/2014		Paul Norris	137.00 · Accounts Rec...			X	756.00	1,120.50
10/11/2014	Bill Pay	AT & T	222.00 · Accounts Pay...		102.55	X		1,017.95
10/11/2014	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		1,778.87	X		-760.92
10/11/2014	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...	Operator	5,481.69	X		-6,242.61
10/11/2014	Bill Pay	SDRMA	222.00 · Accounts Pay...		220.00	X		-6,462.61
10/11/2014			131.42 · Bank of Marin...	Funds Transfer		X	14,000.00	7,537.39
10/29/2014		Tomales Regional Hi...	137.00 · Accounts Rec...			X	63.00	7,600.39
10/31/2014			311.00 · Interest Reven...	Interest		X	0.03	7,600.42

Tomales Village Community Services District

11/3/2014 11:50 AM

Register: 131.46 · Bank of Marin - Park

From 09/30/2014 through 11/03/2014

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>
09/30/2014			311.50 · Interest Incom...	Interest		X	0.25	58,764.89
10/08/2014		Park Rental Fees	137.00 · Accounts Rec...	City of Hope		X	200.00	58,964.89
10/09/2014		Park Rental Fees	137.00 · Accounts Rec...	Heather Olinto ...		X	200.00	59,164.89
10/11/2014	Bill Pay	PGE - Park	222.00 · Accounts Pay...		69.48	X		59,095.41
10/20/2014	1090	Baudelio Martinez	414.79 · Park Measure ...		102.33			58,993.08
10/23/2014	1091	Alex Marcotte	414.79 · Park Measure ...		24.87	X		58,968.21
10/23/2014	1092	Park Rental Fees	322.50 · Cleaning and ...	City of Hope R...	200.00	X		58,768.21
10/28/2014			-split-	Deposit		X	550.00	59,318.21
10/28/2014			315.70 · SB 90 Reimbu...	Deposit		X	2,622.00	61,940.21
10/28/2014	1093	Backroads	322.50 · Cleaning and ...		200.00			61,740.21
10/29/2014			315.70 · SB 90 Reimbu...	Deposit		X	946.00	62,686.21
10/29/2014		Henry Elfstrom	137.00 · Accounts Rec...			X	70.00	62,756.21
10/31/2014			311.50 · Interest Incom...	Interest		X	0.26	62,756.47

Tomales Village Community Services District

11/3/2014 11:19 AM

Register: 131.48 · Bank of Marin - Solar

From 09/01/2014 through 11/03/2014

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>
09/26/2014			316.00 · CSI Solar Reb...	Deposit		X	1,161.32	28,012.65
09/30/2014			311.00 · Interest Reven...	Interest		X	0.12	28,012.77
10/24/2014			316.00 · CSI Solar Reb...	Deposit		X	1,126.53	29,139.30
10/31/2014			311.00 · Interest Reven...	Interest		X	0.12	29,139.42

Tomales Village Community Services District

11/3/2014 10:56 AM

Register: 131.31 · Redwood Credit Union

From 09/01/2014 through 11/03/2014

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>
09/30/2014			311.00 · Interest Reven...	Interest		X	7.05	85,582.80
10/31/2014			311.00 · Interest Reven...	Interest		X	7.26	85,590.06

Tomales Village Community Service District

Payables Oct - Nov 2014

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense</u>
25-Oct	Phillips & Assoc.	\$ 5,332.65	Nov O&M Services
28-Oct	PGE	\$ 102.31	WWTP PGE
10-Oct	AT&T Uverse	\$ 281.58	Office ATT Service
20-Oct	AT&T	\$ 113.73	Plant ATT Service
25-Oct	Capital One	\$ 60.00	BHI - Good Board Work
		\$ 19.95	Web Hosting
		\$ 83.34	Office Supplies and fixtures
		\$ 456.08	Sonar Genesis Herbicide
		\$ (600.00)	SDLF Refund for Conference+A1
1-Oct	Ana Gonzolez	\$ 60.00	Office Cleaning
29-Oct	Venta Leon	\$ 20.56	Floor Polish
21-Oct	CSDA	\$ 831.00	Annual Membership
1-Dec	Karl Drexel	\$ 400.00	Health Ins Allowance
1-Dec	Karl Drexel	\$ 6,754.00	Dec Admin Services
	Oct - Nov	<u>\$ 13,915.20</u>	
		PARK EXPENSES	
27-Oct	PGE	\$ 94.28	Park PGE
21-Oct	Fishman Supply	\$ 28.73	Paper Products
	Oct - Nov	<u>\$ 123.01</u>	
		RESTRICTED FUNDS	
		<u>\$ -</u>	
	Total	\$ 14,038.21	

Karl Drexel

Subject: FW: Office cleaning invoice
Attachments: Invoice - Ana office cleaning 2014 10 10001.pdf; Receipt, office - hardwood floor polish 2014 10 110001.pdf

From: Venta [<mailto:venta.leon@gmail.com>]
Sent: Wednesday, October 29, 2014 12:51 PM
To: Bill Bonini
Cc: KD Consulting
Subject: Office cleaning invoice

Hi Bill,

Ana Gonzales left the Oct 1 cleaning service invoice (attached) for the new office at our house. It's for \$60 - more than the original estimate of \$40. She told me last week that the floor was very dirty and took longer than she thought it would, and asked for another hour's payment, but I said I had informed the board it would be \$40 and she said OK.

However, there was also an access issue (not her fault, or mine) and it took her 3 trips to town to get in and do the job. So I thought about it and told her to submit an invoice for the full amount, and see if that would be approved. It seems more fair under the circumstances.

I am also including my receipt for hardwood floor polish for \$20.56. I applied that myself. There is a small quantity left in the closet.

This service was authorized by Sue.

Thank you,
Venta

CC: Karl



Friedman's Home Improvement
Petaluma

10/11/14 DWS CASH_5
13:05:58 dws
Ord#: 50260508 Inv#: 50242282

WP510059001 HARDWOOD FLOOR
PO(350401377)

1 EA @ 18.990 18.99

SUB TOTAL 18.99
PT1 8.250% 1.57
LPA 1.000% 0.00
TOTAL 20.56

Visa xxxxxxxxxxxx8101 -20.56

Thank You for Your Business!

**GENERAL FUND
FINANCIAL STATEMENT
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
10/1/14 - 10/31/14**

I. BEGINNING BALANCES

A. Checking	
1. Redwood Credit Union.....	85,582.80
2. BoM - Money Market.....	154,494.89
3. BoM - Sewer Account.....	7,657.11
4. BoM - Park Account.....	<u>58,764.89</u>
Total Beginning Balances	<u>306,499.69</u>

II. INCOME

A. Interest Earned	
1. Redwood C redit Union.....	7.26
2. BoM - Money Market.....	5.59
3. BoM - Sewer.....	0.03
4. BoM - Park.....	<u>0.26</u>
Total Interest Earned.....	13.14
B. County Collected Rates.....	0.00
C. Levy 4.....	0.00
D. Monthly Sewer Rates.....	63.00
E. Annual Sewer Rates.....	756.00
F. Park PGE Fees.....	70.00
G. Misc Income - SB 90 Reimbursements	3,568.00
H. Park Rental and Deposit Fees.....	<u>950.00</u>
Total Income.....	<u>5,420.14</u>

Total Amount Available..... **311,919.83**

III. EXPENDITURES

A. KD Management 10/3/14.....	7,249.12
B. AT&T - WWTP Service 10/11/14.....	102.55
C. Capital One Bank 10/11/14.....	1,778.87
D. Phillips & Assoc 10/11/14.....	5,481.69
E. SDRMA 10/11/14.....	220.00
F. Baudelio Martinez 10/20/14.....	102.33
G. PGE - Park 10/11/14.....	69.48
H. Park Deposit Returns 10/23/14	400.00
Total Expenditures	<u>15,404.04</u>

Fund Balance as of 10/31/2014..... **296,515.79**

**DEBT SERVICE
FINANCIAL STATEMENT
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
10/1/14 - 10/31/14**

I. BEGINNING BALANCES

A. BoM - Solar Account.....	28,012.77	
Total Beginning Balances.....		<u>28,012.77</u>

II. INCOME

A. Interest Earned.....	0.12	
B. Itemized Receipts		
1. CSI Rebate #42.....	<u>1,126.53</u>	
Total Income.....		<u>1,126.65</u>

Total Amount Available.....		<u><u>29,139.42</u></u>
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III. EXPENDITURES

A. Payment to City National Bank.....	0.00	
B. Payment to Municipal Finance Corporation.....	<u>0.00</u>	
Total Expenditures.....		<u>0.00</u>

Fund Balance as of 10/31/2014.....		<u><u>29,139.42</u></u>
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JOHN CHIANG
 California State Controller
 Division of Accounting and Reporting
 OCTOBER 10, 2014

0521800
 00219
 2014/10/10

ADMINISTRATOR
 TOMALES COMMUNITY SERV DIST
 P O BOX 303
 TOMALES CA 94971

DEAR CLAIMANT:

RE: OPEN MTG-BWN ACT RFM: 641/86-L

WE HAVE REVIEWED YOUR 2002/2003 FISCAL YEAR REIMBURSEMENT CLAIM FOR THE MANDATED COST PROGRAM REFERENCED ABOVE. THE RESULTS OF OUR REVIEW ARE AS FOLLOWS:

AMOUNT CLAIMED		4,390.00
TOTAL ADJUSTMENTS (DETAILS BELOW)	-	2,699.00
TOTAL PRIOR PAYMENTS (DETAILS BELOW)		-745.00
AMOUNT DUE CLAIMANT	\$	<u>946.00</u>

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EDUARDO ANTONIO AT (916) 323-0755 OR IN WRITING AT THE STATE CONTROLLER'S OFFICE, DIVISION OF ACCOUNTING AND REPORTING, P.O. BOX 942850, SACRAMENTO, CA 94250-5875. DUE TO INSUFFICIENT APPROPRIATION, THE BALANCE DUE WILL BE FORTHCOMING WHEN ADDITIONAL FUNDS ARE MADE AVAILABLE.

ADJUSTMENT TO CLAIM:
 RESERVE FOR FNL APRVD AMT CALC - 2,699.00
 TOTAL ADJUSTMENTS - 2,699.00
 PRIOR PAYMENTS:
 SCHEDULE NO. MA00751A
 PAID 12-06-2010 -745.00
 SCHEDULE NO. MA30707E
 PAID 12-10-2003 0.00
 TOTAL PRIOR PAYMENTS -745.00

SINCERELY,

JAY LAL, MANAGER

ISSUE DATE: 10/22/2014

ISSUE DATE: 10/22/2014

CLAIM SCHEDULE NBR: MA44901A

REIMBURSEMENT OF STATE MANDATED COSTS

ANY QUESTIONS, PLEASE CONTACT AFSANA SAIDA @ (916) 324-7870

ACL : 1136/93

PROG : OPEN MTG-BWN ACT RFM: 641/86-L

2001/2002 ACTUAL PAYMENT CLAIMED AMT: 2,622.00

TOTAL ADJUSTMENTS: .00

TOTAL APPROVED CLAIMED AMT: 2,622.00

LESS PRIOR PAYMENTS: .00

PRORATA PERCENT: 100.000000

PRORATA BALANCE DUE: .00

APPROVED PAYMENT AMOUNT: 2,622.00

PAYMENT OFFSETS -NONE

NET PAYMENT AMOUNT: 2,622.00

Phillips & Associates

 Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

PhillipsOnSite.com

October 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
September, 2014

Mr. Allen

Enclosed please find the Self-Monitoring and Non-compliance Reports.

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.

Sincerely,

PHILLIPS & ASSOCIATES

COPY
Steve C. Phillips
Process Control Engineer

Certified Plant Operator #IV-05675

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

Tamales Wastewater Facility
Non-compliance Report
September, 2014

NON-COMPLIANCE:

1. On September 2nd at station Pasture Irrigation COD, taken from the storage influent, result was 230 mg/L which exceeded maximum COD limit of 210 mg/L.

PROBABLE CAUSE:

1. The September 2nd COD non-compliance may be due to not flushing the storage pond influent line long enough prior to sampling.

CORRECTIVE ACTION:

1. Instructed staff to flush line enough to ensure that a representative sample is collected. It appears that the line flushing has corrected the problem as there were no other COD non-compliances for the rest of the month

SELF MONITORING REPORT

Date	INFLUENT				TREATMENT POND NO. 1				WEST STORAGE POND				EAST STORAGE POND				EFFLUENT DISPOSAL								
	Daily (KGALS)	Weekly (KGALS)	COD (mg/l)	TSS (mg/l)	pH Units	D.O. (mg/l)	Temp. C	Free-board	pH Units	D.O. (mg/l)	Temp C	Free-Board	pH Units	D.O. (mg/l)	Temp C	Free-Board	Daily (KGALS)	Weekly (KGALS)	pH Units	D.O. (mg/l)	BOD (mg/l)	TSS (mg/l)	COD (mg/l)	C12 (mg/l)	Coliform MPN/100
9/1/2014	16.0				7.5	2.9	19.1	2.4	9.4	5.2	19.1	11.4	10.2	4.0	18.2	11.4	22.0		9.7	3.0	40.0	98.0	230.0	6.2	26.0
9/2/2014	16.0	560.0	220.0				2.4										38.0								
9/3/2014	14.0						2.5										37.0								
9/4/2014	16.0						2.5										38.0								
9/5/2014	16.0						2.5										22.0	210.0							
9/6/2014	16.0	109.0					2.6										23.0								
9/7/2014	15.0						2.6										37.0		8.1	3.1	20.0	99.0	200.0	>10	4.0
9/8/2014	17.0				7.5	5.0	18.6	2.7	9.2	6.6	18.0	11.9	9.5	9.0	16.9	11.9	38.0								
9/9/2014	16.0						2.7										37.0								
9/10/2014	16.0						2.8										15.0								
9/11/2014	17.0						2.8										37.0								
9/12/2014	16.0						2.8										37.0								
9/13/2014	17.0						2.8										224.0								
9/14/2014	17.0	116.0					2.9										21.0								
9/15/2014	19.0				7.7	3.1	19.7	2.6	9.2	5.9	24.3	13.0	Too low to take reading			37.0		9.5	4.8	26.0	93.0	200.0	5.9	2.0	
9/16/2014	17.0						2.7										37.0								
9/17/2014	17.0						2.9										39.0								
9/18/2014	18.0						2.8										14.0								
9/19/2014	18.0						2.8										36.0								
9/20/2014	17.0						2.8										35.0	219.0							
9/21/2014	16.0	122.0			7.7	2.6	20.2	3.0	9.2	5.6	22.7	13.6	Too low to take reading			33.0		9.4	4.8	21.0	85.0	190.0	4.2	42.0	
9/22/2014	18.0						3.7										34.0								
9/23/2014	17.0						3.4										7.0								
9/24/2014	17.0						3.8										29.0								
9/25/2014	16.0						3.8										33.0								
9/26/2014	17.0						3.8										32.0								
9/27/2014	19.0						4.2										31.0	199.0							
9/28/2014	18.0						4.2										31.0								
9/29/2014	18.0				7.7	2.2	18.3	3.6	9.5	7.6	21.7	13.6	Too low to take reading			37.0		9.4	3.5	20.0	92.0	180.0	>10	<2	
9/30/2014	16.0						3.6																		
Max	19.0	122.0	560.0	220.0	7.7	5.0	20.2	4.2	9.5	7.6	24.3	13.6	10.2	9.0	18.2	14.7	39.0	224.0	9.7	4.8	42.0	230.0	6.2	42.0	
Min	14.0	109.0	560.0	220.0	7.5	2.2	18.3	2.4	9.2	5.2	18.0	11.4	9.5	4.0	16.9	11.4	7.0	199.0	8.1	3.0	180.0	180.0	4.2	2.0	
Mean	16.8	117.3	560.0	220.0	7.6	3.2	19.2	3.0	9.3	6.2	21.2	12.7	9.9	6.5	17.6	13.2	30.7	213.0	9.2	3.8	200.0	200.0	5.4	18.5	
Total	503.0																920.0								

TOMALES WASTEWATER FACILITY
Treatment Pond Summary Report

Phillips and Associates
Management and Technical Resources
 707 254-1931

Month	Treatment Pond # 2				Treatment Pond # 3			
Sept. Date	Freeboard Feet	pH Units	D.O. mg/L	Temp. C	Freeboard Feet	pH Units	D.O. mg/L	Temp. C
1								
2	2.1	9.2	3.5	19.5	2.0	9.1	3.4	19.8
3								
4								
5								
6								
7								
8								
9	2.6	7.5	5.0	18.6	2.3	9.1	7.7	19.4
10								
11								
12								
13								
14								
15								
16	2.0	9.2	5.0	20.5	2.0	8.9	3.7	20.4
17								
18								
19								
20								
21								
22	2.0	8.8	4.2	20.2	2.0	8.4	4.2	20.4
23								
24								
25								
26								
27								
28								
29								
30	3.0	8.0						
31		9.0	5.0	19.3	3.0	9.3	4.5	19.2

TOMALES EFFLUENT STORAGE POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) September 2014

2. Pond Standard Observation required every week

INSPECTION					
Date	8/2	9-2	9/16	9/22	9/30
Day	Tuesday	TU	Tues	Monday	Tues
Time	1030	1010	1130		1200
Tech	E.C	SL	E.C	E.C	E.C
* Evidence of seepage from ponds	N	N	N	N	N
* Nuisance odors from ponds	N	N	N	N	N
* Warning signs improperly posted	N	N	N	N	N
* Public contact with pond water	N	N	N	N	N

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

Temperature					
Weather- Calm, Oc, Rain, etc.	Foggy	Fog	clear	clear	clear
Wind direction & speed, mph	East 10-20	CALM	3-15 East	1-10 East	1-10 East
Number of waterfowl	0	20	38	30	40

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 TREATMENT POND STANDARD OBSERVATION REPORT

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

INSPECTION					
Date	9/2	9-9	9/16	9/22	9/30
Day	Tues	TU	Tues	Tues Monday	Tues
Time	0750	1130	0910	0920	0930
Tech	EC	SE	EC	EC	EC
Rain, Inches	0	0	0	0.25	0.20
Number of waterfowl	0	0	0	0	0
* Evidence of seepage from ponds	N	N	N	N	N
* Nuisance odors from ponds	N	N	N	N	N
* Warning signs improperly posted	N	N	N	N	N
* Public contact with pond water	N	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) September 2014
2. Chlorine Storage Tank Standard Observation required every week year round.

INSPECTION					
Date	9/2/14	9-9-14	9/16/14	9/22/14	9/30/14
Day	Tues	TUES	Tues	Monday	Tues
Time	0945	1030	1030	1030	1130
Tech	EC	SL	EC	EC	EC
* Evident of any leaks	N	N	N	N	N
Tank level, inches	48	51	51	47	46
Cl2 gallons added	75	0	75	75	60
New tank level after adding Cl2, inches	40 40	51	42	38½	39
Gallons used for treatment since last check	15				
Warning Signs Improperly Posted	N	N	N	N	N

3. * Any Yes response s please report immediately to supervisor
4. I certify that this report information, to the best of my knowledge is true and correct.

Revised 02/2010

TOMALES WASTEWATER TREATMENT FACILITY

Revised 0804

STANDARD OBSERVATION REPORT PASTURE IRRIGATION (001)

Month of September 2014

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

9-2-14th

Inspection Date	9/2/14	9-9-14	9/26/14	9/22/14	9/30/14
Day	Tuesday	Tu	Tues	Monday	Tuesday
Time	1030	1015	1100	1100	1230
Operator	E.C	SL	E.C	E.C	E.C
Wind Speed & Direction	10-20 East	Caln	5-15 East.	1-10 East	1-10 East
* Evidence of runoff from site	N	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N	N
** Any odors	N	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N	N
Improper posting warning signs	N	N	N	N	N

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

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

Tomales Village Community Services District (TVCS D) REQUEST FOR PROPOSAL (RFP) GUIDELINES

A. TYPES OF SOLICITATIONS

When seeking information from vendors, it is important to identify the specific type of goods and/or services required and use the appropriate type of solicitation document. There are important differences among various documents used to solicit responses from vendors: the request for information (RFI), the request for bid (RFB), and the request for proposal (RFP).

An RFI is used when you don't know exactly what you want or you don't know what is available in the marketplace. The information received as a result of the RFI may assist in determining whether a formal request for bid or proposal is necessary.

An RFB is used when you know precisely what you need and have precise requirements and specifications.

The RFP is a hybrid of these documents. An RFP is used when you have a general idea with some specifications and/or it's a large, complex project with potential for multiple solutions.

B. OVERVIEW OF THE RFP PROCESS

Effective communication is the bottom line with any RFP. The process begins with your scope of work (SOW) statement (description of services) or specifications (description of goods), proposal evaluation criteria, and a recommended sources list. These are submitted to the TVCS D Board of Directors, which takes this SOW or specifications and develops a complete Request for Proposal including standard (boilerplate) contract clauses, special clauses, instructions to prospective vendors, and any requisite technical exhibits or attachments. The RFP states a specific date and time deadline for proposal receipt and often has mandatory pre-proposal meetings for vendors to attend. This meeting offers the opportunity to ask questions and gives the District a chance to determine whether any changes need to be added to the RFP. This is also an excellent time to conduct any requisite site visits to familiarize vendors with the project site(s).

After proposals are received, they are then evaluated against evaluation criteria, which were stipulated in the RFP. Purchasing and the department then agree on the awarded firm. Once approved, a purchase order and/or contract are processed.

After award, the department monitors the contractor's performance, approves invoices, and notifies Purchasing if any problems are encountered with vendor's performance.

C. WHEN IS AN RFP NECESSARY

A formal RFP is not required for justified single source purchases. An RFP is rarely used for equipment or supplies at any dollar value, and is usually not required for service purchase orders

under the \$5,000 limit. Additionally, certain personal services and consultant services are subject to other purchasing methodologies. Examples of situations, which may require an RFP, are purchases of specialized research, custom computer equipment, custom software, custodial services, marketing services, food services, and security services. In general, an RFP is needed when the product/services required exceed \$5,000 and the expected contract performance, terms, and conditions cannot be completely described by a detailed specification attached to a purchase order.

D. DEVELOPING THE SCOPE OF WORK

The scope of work is the heart of the RFP. A well-written scope of work can do more for the success of a contract than any other part of the contracting process. A good scope of work is clear, complete, and logical enough to be understood by the vendor and department. Because it describes the details of performance, it is the yardstick against which the vendor's performance is measured. Enhancing a vendor's ability to read and understand the needs articulated in the RFP is critical to success. The RFP must be concise and clear. The structure of the document is used to keep your thoughts on track and to organize a vendor's response. Emphasize points that you feel are especially important. Organize the RFP document in sections, and require the vendors to use this same sectioning format in their responses. This ensures clarity and consistency in the RFP and in the vendors' responses, and will make the evaluation and selection process easier.

- Suggested Content - Introduction and general information, task description, constraints on the contractor, contractor personnel requirements, District responsibilities, special conditions, and evaluation criteria.

E. EVALUATION OF PROPOSALS

A prerequisite for award is that the vendor must be responsible and must submit a responsive offer. To be responsible means the vendor has the requisite business integrity, as well as financial and organizational capacities, to ensure good-faith performance. To be responsive, an offer must conform in all material respects to the RFP. Beyond these two basic criteria, the only method we have of selecting the offer most advantageous to the District is through the proposal evaluation criteria, which is published in the RFP.

Because of the nature of most goods and/or services purchased and the sealed competitive bid procedure, we must make objective comparative analyses of different vendor's proposals to justify recommendation for award. The recommendation for award must be defensible. This makes the drafting of reasonable and definitive evaluation criteria very important to the RFP and source selection process.

Some evaluation criteria to consider for inclusion in the RFP are as follows: (1) performance record of the contractor, (2) safety record, (3) relevant experience in providing comparable services on projects of similar size and scope, (4) overall quality of proposal, (5) pricing.

The RFP must contain a cost proposal format that allows the vendors to explicitly identify their charges for the deliverables identified in the project. Deliverables must be well defined so that all

vendors can respond to the same deliverables thus allowing the District to make comparative analyses of the vendor's costs.

F. PRE-PROPOSAL CONFERENCE

While a pre-proposal conference is not always required, it is highly recommended. If one is conducted, vendors are required to attend, or attendance may be by "invitation and urge to attend," to be sure that all vendors receive the same information and receive constructive feedback about the RFP. Although the TVCSD Board of Directors leads the conference and answers any contractual questions, questions should be expected regarding the technical aspects and performance anticipated in the scope of work detailed in the RFP. During the conference, District representatives must not discuss the merits of a vendor's question, and it must be clear that nothing discussed that materially affects the RFP can be relied upon unless it is documented in a written addendum to the RFP. The District will not be bound by oral discussion surrounding a bid document. If a site visit is needed to familiarize vendors with the work site, it is normally conducted following the pre-proposal conference.

G. PROPOSAL OPENING

Proposal openings are open to the public and are generally scheduled two to four weeks after the pre-proposal conference. This may vary depending on the complexity of project that is being bid. Late proposals are marked with the time and date received; however, they are not opened or read and will not be considered.

H. PROPOSAL EVALUATIONS

After each vendor's proposal has been reviewed to determine that they are complete, the proposals are then presented to the TVCSD for evaluation. During the period of evaluation and prior to award, possession of proposals and accompanying information is limited to personnel responsible for participating in the evaluation. Any communications with vendors must be approved in advance by the TVCSD Board of Directors.

Recommendation for award must be in written form and must address how each vendor has met or failed to meet the evaluation criteria stated in the RFP. All areas of non-conformity with any terms, conditions, or listed specifications must be clearly stated in the evaluation.

To assist in the evaluation of proposals, an evaluation matrix may be created, based upon evaluation factors listed in the RFP.

I. NEGOTIATION

When all proposals are determined to be non-responsive, all must be rejected and a new RFP issued. Negotiation is normally only permitted where effective competition is not available. However, when written evaluations support it, the TVCSD Board of Directors may authorize negotiation with each vendor whose proposal can reasonably be expected to be amended to meet the needs of the District.

J. CONTRACT COORDINATION

Monitoring Performance

After award, vendor's performance is monitored and documented, and the TVCSD Board of Directors is notified if any problems are encountered. Depending on the type of service, the manner in which performance is monitored may involve any number of procedures including regular and unscheduled inspections, complaints brought to management's attention, and reports or surveys of consumers of the services.

Changing the Contract

Since the purchase order or contract incorporates the contractor's response to the RFP, these documents reflect the agreement between the parties. Amending or canceling the contract can only be accomplished under the terms and conditions of the agreement and such actions must be done through the TVCSD Board of Directors.

K. DEALING WITH POOR PERFORMANCE

The key to rectifying poor performance is keeping good documentation. Each contract contains provisions for dealing with poor performance. Such provisions are usually cited under the default clause in a contract. Under the standard default clause, the contractor has a specified time period to correct, or provide a corrective action plan for any non-conformances identified by the project coordinator. While the project coordinator may initially deal with minor issues verbally, a written record of these occasions becomes increasingly important when the contractor's performance deteriorates to the point where it becomes necessary to cancel the entire contract or parts of it. If the contractor is clearly at fault and there is documentation to prove it, the contract is cancelled for default and the contractor held liable for the increased costs of obtaining substitute services from another vendor. The TVCSD Board of Directors will be the sole responsible body for addressing repeated problems with contractors.

L. TERMINATING WITHOUT PENALTY

Under a standard termination clause, the District has the option of terminating the contract without penalty for any reason with an advance written notice to the contractor. Care must be taken to read the contract clause to ensure that the stipulated number of days for written notice has been given.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D)
Policy on Competitive Bidding

Purpose:

The purpose of this policy is to ensure that Tomales Village Community Services District (TVCS D) is obtaining its products and services at a competitive cost given the required product or service quality. This policy also establishes responsibility for the development of procedures and the bidding process. TVCS D Board of Directors has the responsibility to promote maximum competition in meeting the District's procurement needs. The TVCS D Board of Directors will develop procedures for the solicitation of competitive bids and the use of alternative means of procurement in those cases where competitive bidding cannot be reasonably or practically followed.

Definition:

Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated. Competitive bidding aims at obtaining goods and services at the best value by stimulating competition, and by preventing favoritism. In open competitive bidding (also called open bidding) the sealed bids are opened in full view of all who may wish to witness the bid opening; in closed competitive bidding (also called closed bidding), the sealed bids are opened in presence only of the TVCS D Board of Directors.

Annual Expenses/Project Costs greater than or equal to \$5,000 not subject to sealed bidding:

The TVCS D is required to solicit quotes/bids from at least 3 potential suppliers (assuming there are at least three feasible suppliers). The three quotes/bids are reviewed and the best value supplier selected. All quotes received are included as well as a short explanation of why the winning entity was selected (e.g., offered lowest cost, able to meet specific requirements, etc). This includes a proposed contract modification that changes the scope of a contract or increases the contract amount by more than the amount of the \$5,000 threshold.

Recurring contracts and all expenses over \$25,000 are subject to open bidding:

If a need is recurring, the TVCS D is not required to solicit bids each year but is required to go out to do a competitive review at least once every 3-5 years, or at the term of the contract, whichever comes first and provide a summary of that review. The TVCS D Board of Directors will decide how to administer the process by either open or closed bidding. This also applies to expenses over \$25,000.

The TVCS D Board of Directors may decide to follow the open bidding process for expenses under \$25,000.

Soliciting Bids:

The TVCS D Board of Directors will appoint a contact person to receive all sealed bids. This designated person *must not be a bidder*.

In order to provide maximum open and free competition, the District's purchasing procedures will not restrict or eliminate competition and, whenever appropriate, will not be brand name specific. When soliciting bids for products and/or services, the District should:

- Provide a clear and accurate description of the technical requirements for the product or service.

- Provide any and all requirements that must be fulfilled by the bidder and/or District as well as criteria that will be used during the evaluation of the bids or proposals.
- When applicable, provide a description of performance requirements including the range of acceptable characteristics and minimum standards.
- Provide any specific features of “brand name or equal” that must be met by the bidders.
- Accept, when applicable and feasible, products or services that conserve resources, protect the environment, and/or are energy efficient.

Guidelines on Review of Bids:

Bid documents should include any required specifications and deadlines. All bidders will be determined to meet all requirements.

Bids received within specified timeline that meet requirements shall be considered for review. The bid should be awarded to the lowest bidder based on either cost alone or best value and/or quality. If using the best value method, rationale for selection should be documented and submitted with the contract.

Upon receipt of the competitive bids, a comparison of products and costs will be performed. Documentation verifying prices of the products and services are fair and reasonable will be maintained in the Central Purchasing files. Documentation includes, but is not limited to, advertisements, past purchases and quotes, and current list prices.

Exceptions:

Instances will arise where it may not be possible or appropriate to solicit competitive bids (for example, some products or services may only be available from a single source such as specialized research equipment or supply purchases; maintenance agreements; site licenses). In such situations, a sole source justification must be provided and, if compelling, will be approved by the TVCSD Board of Directors.

When a purchase involves a sole source vendor, a written justification needs to accompany the purchase request. In the event of emergency, when time is of the essence, sole source vendors may be used. The following components should be included within the justification:

- Reason the purchase is thought to be a sole source selection.
- Reason why the vendor was selected.
- Description of the selection process.
- Explanation of how the price was determined to be “reasonable.”

Awarding of Bids:

TVCSD Board of Directors will only make contracts with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. When reviewing bids and offers, consideration will be given to contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

The bidder or offeror whose bid meets the criteria set forth in the solicitation and who presents the most advantageous offer relating to price, quality, and ability to provide the goods and/or services, will be awarded the contract.

RFP LIST-

TVCS D Contract Services (as of 10/20/14)

Individuals/Firms:

Karl Drexel

Hope Sturges

Chris Hansen cmbhansen@comcast.net 707-318-0617 (cell)

Phillips & Associates

Ted Anderson

Brent Ives

Jennifer Blackman, Bolinas GM, jblackman@bcpud.org 415-868-1224

Rodney Huls, Bodega Bay GM/Janet Mantua, District Clerk,
707-875-3332; 265 Doran Park Rd Bodega Bay, CA 94923

Dan St John, Director, Ellis Creek Water Recycling Facility, Petaluma
Public Works, dstjohn@ci.petaluma.ca.us; and

[Administrative Offices-water@ci.petaluma.ca.us](mailto:AdministrativeOffices-water@ci.petaluma.ca.us)

Hank Brenard

Dennis Ryan

James Marta & Company, CPAs-www.jpmmcpa.com

Samantha Kimmey-PRL

RCAC-Richard Culp and Karen McBride

Lorenzo R. Cuesta

Torkelson's & Associates, LLP, Petaluma

Haas & Reaney, LLP, Petaluma

Baldwin, McGaughey & Co, LLP, Petaluma

Pisenti & Brinker, LLP, Petaluma

Melinda Bell, CPA-mkbcpa@sonic.net

Elizabeth Terrier, CPA-elizabeth@tessierbiz.com

Industry:

csda-listserv

The CA Special District Association-contact: Catherine

Lemaire-catherinel@csda.net

Brown and Caldwell's Water News Job

Link-<http://bcwaterjobs.force.com/ListJobs>-(**\$200 have not sent**)

The California Rural Water

Association-<http://www.calruralwater.org/p/employment-ad-request/>

Above sent to Angela Wendele

The California Association of Sanitation Agencies. Contact:

kclementi@casaweb.org or <http://www.casa.web.org/jobs>

CWEA- The CA Water Environment Association Post announcements,
cwea.org (**\$275 for 60 days**)-did not send

Public CEO.com-job board-**\$300 for public email blast-did not send**

November 3, 2014

Hi David,

Could you please let me know where the Park Survey is with Dan and Lee and when we will see final product from Lee? Also could you update me on the architectural and engineering for the Gazebo and the repairs on the water tower? Thanks.

Karl

Hi Karl,

It's still in Dan's court. His computer took a dive but it's operable now. I've talked, prodded, cajoled, LET HIM KNOW that we need him to wrap it up, get it to Lee & onto Barber/Nissen. Lee's all set once he gets the file from Dan. Barber's saying he needs the topo to make sure the gazebo is buildable on that site, even though he has photo's & I reassured him that the existing site is no prob. for a larger gazebo. After Barber, onto Nissen.

Water tower: I checked the top plates & they look good to go forward. Mat. list for roof framing/sheathing in PT is \$ 831.78, Brian has the quote from Friedman's. Joe has a great idea for staging the job: he'll drive his truck into the bushes @ the end of Valley St. then run his 24'-0" painters plank from top of truck to ladder staging on the west side of the tower. This will work for demo/removal as well as re-frame/sheath/roof. Additional cost would be minimal for felt paper, edge metal, nails (not in quote), Bill & I probably that have it in our inventory.

Drinking fountain: I have the "Haws" catalog that has the 3 tier model but it is a stand-alone tower type, will see if they have a wall mount option & bring to next mtg.

Thanks,
David

Hi Karl,

I'm almost done with the site survey, and then I'll get the rough map to my brother to fine-tune and get into a CAD format usable to all parties, hopefully by the end of the week.

Dan

Tomales Park Committee meeting minutes

Sept 29, 2014

Meeting began @ 6:30pm

Margaret Grahn chaired the meeting.

Brian Lamoreaux served as secretary.

Present were: Donna Clavaud, Walter Earle, Eric Knudsen, Beth Koelker, and David Judd.

Absent were: Patty Oku

Agenda:

- ADA Water Fountain update - Donna
 - Park Map / survey update -
 - Entrance gate update - Donna
 - Gazebo update -
 - Water tower repair updates -
1. Brief update on Dan & Lee Erickson's survey of the park (w/ input from David Judd) to show paths, water lines and electrical.
 2. PAC will communicate to TVCSD Board at next meeting that use of the \$15,000 (allocated in May) will begin toward re-roofing & repairing water tower.
 3. Donna provided an update on the ADA water fountain, and Entrance Gate. Both projects will be permitted with the Gazebo, so design work will need to take place on the Gazebo before further details are discussed.

Meeting ended at 7:30pm

Minutes approved by: _____

Date: _____

From: Vuillermet, Jennifer
Sent: Tuesday, May 10, 2011 8:11 AM
To: 'tvcsd@pacbell.net'
Subject: RE: LAFCO Resolution re District Formation

Hi Karl -

The quick answer is that the District cannot lawfully use any WWTP fees to support the Park. To do so would be in violation of Prop 218. You need to raise park funds some other way (i.e. fund raising by a non-profit "friends" organization; user fees; a voter approved special tax measure for park service, etc.). I always enjoy working with you, but my office does charge for the service. We currently charge \$195/hr, although I believe the rate is increasing to \$205/hr in the near future. If there was any misunderstanding about our fees, you can contact our Office Manager. Jeanine Michaels at (415) 499-6131.

Thanks!
Jennifer

Jennifer M. W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499- 3796 (facsimile)

From: Karl Drexel [mailto:tvcsd@pacbell.net]
Sent: Monday, May 09, 2011 11:43 PM
To: Vuillermet, Jennifer
Subject: RE: LAFCO Resolution re District Formation

OK, here's a question. The LAFCO Resolution authorized the District to provide Park and Recreation facilities. The only funding of the District is sewer fees. How does the District go about having the community authorize the WWTP fees to help support the Park? Can they be called District Fees? How does Prop 218 come into play? I am thankful that you are doing all this Pro Bono. Thanks.

Karl

From: Vuillermet, Jennifer [mailto:JVuillermet@co.marin.ca.us]
Sent: Monday, May 09, 2011 1:35 PM
To: tvcsd@pacbell.net
Subject: RE: LAFCO Resolution re District Formation

Hi Karl - I'll resend the LAFCO Resolution. And yes, I agree with you that it makes sense to abandon the existing bylaws and draft new ones with a District Policy manual similar to that I worked on with Tiburon Fire Protection District. You can do a Code, but that is really just a compilation of ordinances already adopted by the District. If you put them in a Code book, then you have the logistical problem of having to update the code book each and every time an ordinance gets amended.

Jennifer

Jennifer M. W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499-3796 (facsimile)

From: Karl Drexel [mailto:tvcsd@pacbell.net]
Sent: Monday, May 09, 2011 12:33 PM
To: Vuillermet, Jennifer
Subject: RE: LAFCO Resolution re District Formation

**CONFIDENTIAL COMMUNICATION PROTECTED BY THE ATTORNEY-CLIENT PRIVILEGE AND
ATTORNEY WORK PRODUCT DOCTRINE**

Hi Jennifer,

The first e-mail with the LAFCO Resolution did not come through. I would like to have it for our files if you can send it again. As for other CSDs, I sent out a request through the CSDA List Serv regarding Bylaws, and I have not received anything back - yes or no. I think it makes sense from your earlier e-mails to abandon the existing bylaws and develop a new set of Bylaws and a District Policy manual or an abbreviated version of the Stege Code. What do you think?

Karl

Karl Drexel, Administrator
Tomales Village CSD
PO Box 303
Tamales, CA 94971
Ph (707) 527-5688
Fax (707) 575-4306
tvcsd@pacbell.net

From: Vuillermet, Jennifer [mailto:JVuillermet@co.marin.ca.us]
Sent: Monday, May 09, 2011 11:3:1 AM
To: tvcsd@pacbell.net
Subject: FW: LAFCO Resolution re District Formation

Also - I have heard back from Marin City CSD and Muir Beach CSD and they do not have any bylaws. I am still waiting to hear from Marinwood CSD. I am hoping they have some. Do you have any other CSD contacts you can check with also?

Thanks,
Jennifer

Jennifer M. W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499-3796 (facsimile)

From: Vuillermet, Jennifer
Sent: Monday, May 09, 2011 11:19 AM
To: 'tvcsd@pacbell.net'
Subject: LAFCO Resolution re District Formation

Hi Karl-

Here is the LAFCO Resolution re District formation. I do not think it has any impact on the District/non-profit corp. issue, but, since I found it, I thought you might like it for your files.

Thanks,
Jennifer

Jennifer M. W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499-3796

From: Vuillermet, Jennifer
Sent: Thursday, May 05, 2011 12: 53 PM
To: 'tvcsd@pacbell.net'
Subject: RE: Bylaws and Codes

No problem! I have sent messages to the District Managers for Marin City CSD, Muir Beach CSD and Marinwood CSD. I'll let you know what I hear back!

Jennifer

From: Karl Drexel [mailto:tvcsd@pacbell.net]
Sent: Thursday, May 05, 2011 12:20 PM
To: Vuillermet, Jennifer
Subject: RE: Bylaws and Codes

Thanks. That would be helpful. - Karl

From: Vuillermet, Jennifer [mailto:JVuillermet@co.marin.ca.us]
Sent: Thursday, May 05, 2011 11:51 AM
To: tvcsd@pacbell.net
Subject: RE: Bylaws and Codes

You are right- bylaws are not required, although they are helpful. I am not quite sure what the other districts have, but I can send out an email to my folks and see what I get back, if you'd like.

Jennifer

Jennifer M. W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499-3796 (facsimile)

From: Karl Drexel [mailto:tvcsd@pacbell.net]
Sent: Thursday, May 05, 2011 11:49 AM
To: Vuillermet, Jennifer
Subject: RE: Bylaws and Codes

Thanks Jennifer,

This is great. I like both the Bylaws and the Board Handbook. I am assuming, however, that an official set of Bylaws is not mandatory for CSDs formed under Government Code 61000, since you don't know of any CSDs that have them. Is that an accurate assumption? I have contacted Muir Beach but have not heard back from them. I haven't contacted Marinwood CSD. If in fact they are not required, we could incorporate some of the non-profits wording in compliance with Gov't Code 61000 in an abbreviated version of the Stege Code Ordinance. I am working on a Policy Manual, which would include something like the Tiburon handbook as a section on Board Policy, if that makes sense. We don't want to be overly burdened with binding documents that may in fact become conflicting with each other. What do other Districts have?

Karl

From: Vuillermet, Jennifer [mailto:JVuillermet@co.marin.ca.us]
Sent: Thursday, May 05, 2011 11:11 AM
To: tvcsd@pacbell.net
Subject: RE: Bylaws and Codes

Hi Karl -

I have looked at all of this documentation and also conferred with another attorney (Jim Flageollet) of my office. Our office believes that the District is a CSD formed pursuant to Gov't Code Section 61000 et seq. and cannot simultaneously be a California Public Benefit Corporation. The District was formed in December 1998 by action of LAFCO and the County. I have attached the County's Resolution (#98-161) for your review (the first attachment). Section 4 of the County Resolution creating the CSD sets forth the District's powers: (A) The collection, treatment, and/or disposal of sewage and waste of the District and its inhabitants pursuant to Government Code section 61600(b); and (B) Public recreation pursuant to Government Code section 61600(e). Therefore, the District was explicitly granted the power to provide public recreation, including park services under its formation documents. As part of the LAFCO conditions, it appears the CSD was required to enter into

an MOU which provided for the transfer of all assets and liabilities of the Tomales Sewer Improvement District from the North Marin Water District to the Tomales CSD. However, there is no mention of the District taking over the assets and liabilities of the then existing Northwest Marin Cultural and Community Center. Nonetheless, in November 1999, the District Board voted to adopt the Amended Articles of Incorporation by which the Northwest Marin Cultural and Community Center, a California non-profit corporation, changed its name to Tomales Village Community Services District. As with taking over the assets and liabilities of the North Marin Water District, this could (and should) have been done through a negotiated MOU or Agreement, rather than by becoming the corporation. Our office does not believe the District had the legal authority to form itself into a second legal entity- this time a California corporation. The District is, and will always remain, exclusively a community services district formed and governed pursuant to Gov't Code Section 61000 et seq.

At this juncture, the question is how to best proceed. While I understand the political problem the District faces, our legal advice is as follows: (1) the current corporate bylaws are of no legal force and effect; and (2) the District may therefore lawfully establish District bylaws without any consideration of the existing corporate bylaws. You may wish to move some of the provisions from the corporate bylaws into your new draft. However, you correctly point out that we will need to make sure they comply with CSD law. I do not have any copies of other CSD bylaws, but I can check with my other CSD clients to see if they have any we could review. Marinwood CSD might be a good candidate. Frankly, I think the Stege Sanitary District Ordinance is overkill. For example, it sets out all of the Brown Act requirements as well as other state law requirements. However, as you know, state law can and does frequently change, which will cause your Codes to become out-of-date and needing updating. In my mind, it is preferable to have more general statements such as "meetings will be held in compliance with the Ralph M. Brown Act, California Government Code Section 54950 et seq." I have attached a sample of some other bylaws I worked on for one of the County committees for your review which follows this structure (the second attachment). If your Board wants further clarification, we can always develop a Board Handbook which provides further guidance but which will not be a legally binding document. I have also attached a copy of a Board Handbook I worked on with Tiburon Fire Protection District for your review (the third attachment).

We may need to discuss next steps, but I wanted to get you the above information to mull over in the meanwhile.

Thanks!
Jennifer

Jennifer M. W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499-3796 (facsimile)

From: Karl Drexel [mailto:tvcsd@pacbell.net]
Sent: Wednesday, May 04, 2011 3:45 PM
To: Vuillermet, Jennifer
Subject: RE: Bylaws and Codes

Jennifer,

Here are the determination letters from the IRS. One is the original after the name change of the NWMCC The other is a recent determination letter following the request for a Determination Letter which is also attached. Hope this helps.

Karl

From: Vuillermet, Jennifer [mailto:JVuillermet@co.marin.ca.us]
Sent: Tuesday, May 03, 2011 11:24 AM
To: tvcsd@pacbell.net
Subject: RE: Bylaws and Codes

Hi Karl-

Do you happen to have the LAFCO documents creating the District back in 1999? And, do you happen to know how the District adopted these Bylaws? By Board action? Resolution?

At first blush, it appears that these Bylaws conflict with state law (even at the time they were adopted) and therefore have no effect. But, I'd like to see the District's formation documents...

Thanks,
Jennifer

Jennifer M.W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499-3796 (facsimile)

From: Karl Drexel [mailto:tvcsd@pacbell.net]
Sent: Monday, April 25, 2011 11: 16 AM
To: Vuillermet, Jennifer
Subject: Bylaws and Codes

Hi Jennifer,

Hope you had a nice Easter. The TVCSD had bylaws written when the District was formed in 1999. I have attached them here. The emphasis at the time was with the ratepayers being members of the Corporation (the TVCSD is also a non-profit corporation) with oversight and veto power. This was not then, and certainly not now under the new codes, how a CSD is governed. We need to change the By-Laws to meet the current Gov Code 61000, but it seems we need to have the approval of the ratepayers and not just a Resolution by the Board. The District is also looking into developing a District Ordinance Code (see Stege Sanitary District Ordinance Code) that would incorporate the requirements of Gov Code 61000 and parts of the Bylaws. We need to update our Sewer Regulations and Bylaws and thought we might be able to put them into one document.

The questions are:

Can the District change Bylaws, incorporate bylaws into another document, discard bylaws and start over, or some combination with a Board Resolution? (See sections 9-14 of TVCSD Bylaws).

Can District develop an Ordinance Code incorporating all or part of the District Bylaws with Board Resolution? (See Stege Sanitary District Ordinance Code Section 2)

I know there are specific sections of the TVCSD Bylaws that are superseded by Gov Code (i.e. Board members, treasurer position, etc) but what about the voting members' requirements in the TVCSD Bylaws specifically sections 9-14?

How does a District go about changing the Bylaws to meet government requirements and sound governing principals?

Do you have any samples of Bylaws for a CSD?

Thanks for checking on this.

Karl

TWELVE-YEAR SANITARY SURVEY REPORT
SHELLFISH GROWING AREA CLASSIFICATION
FOR
TOMALES BAY, CALIFORNIA

California Department of Public Health
Division of Drinking Water and Environmental Management
Environmental Management Branch
Environmental Health Services Section

Prepared by

Vanessa Zubkousky-White
Environmental Scientist
Preharvest Shellfish Unit

October 2014

I. EXECUTIVE SUMMARY

This document is the Sanitary Survey report for the commercial shellfish growing operations located in Tomales Bay in western Marin County, California. This document is issued in conformance with requirements of the National Shellfish Sanitation Program (NSSP) Model Ordinance (2013). The NSSP requires that the shellfish authority conduct a complete Sanitary Survey at least every 12 years. In California, this authority is the California Department of Public Health (CDPH), Environmental Management Branch, Preharvest Shellfish Unit.

The Sanitary Survey is the written evaluation report of all environmental factors, including actual and potential pollution sources, which have a bearing on water quality in a shellfish growing area. The Sanitary Survey Report includes the results of a shoreline survey, a summary of bacteriological water quality data, and an evaluation of the hydrographic, meteorological, and geographic characteristics. The evaluation of this information and analysis of water quality data are used to determine the appropriate growing area classification.

The Sanitary Survey identifies potential point and non-point sources of fecal contamination that exist in the Tomales Bay watershed. There are 12 small sewage treatment systems within the watershed, none of which discharge directly to the bay or its tributaries. All of the water quality studies and compliance monitoring samples indicate the sources of pollution most likely to adversely affect water quality in Tomales bay are the non-point sources. These include: sewage waste from on-site disposal systems along the bay and its tributaries, animal waste from grazing, overboard discharges from recreational vessels, and waste from wildlife. Some of the non-point sources impact the growing areas during rainfall events and are therefore predictable and manageable with rainfall closure rules.

The Sanitary Survey identifies *Prohibited* zones that have been established around the areas with moored vessels. There are also *Prohibited* portions of leases with unacceptable water quality at secondary stations that did not meet the Adverse Pollution Condition criteria for a *Conditionally Approved* area.

Other factors impacting the growing area are naturally occurring and unrelated to water quality impacts, including marine biotoxins responsible for paralytic shellfish poisoning and amnesic shellfish poisoning, as well as the bacterium *Vibrio parahaemolyticus* and possibly other *Vibrio* species (e.g., *V. alginolyticus*). There have been several closures over the past 12 years due to the presence of both of these natural occurrences. There are management protocols and required monitoring schedules in place to detect and respond to each.

This Sanitary Survey has determined from an analysis of water quality compliance data that the growing areas represented by the primary water quality stations continue to meet water quality standards of the *Conditionally Approved* classification. Evaluations of water quality monitoring data confirm that the current rainfall closure rules have been

Twelve-Year Sanitary Survey Report, 2014: Tomales Bay

successful in keeping the certified shellfish growing areas bounded by the primary water quality stations within NSSP standards for water quality during the times the bay is open for shellfish harvesting. The data indicates that areas closest to freshwater inputs continue to be most impacted and substantiate the longer closure rainfall rules.

facilities. During the time period covered by this survey, the dischargers have been in compliance with WDRs issued by SFBRWQCB.

a. Tomales Village Community Services District WWTP (Order No. 86-086)

The Tomales Village Community Service District (TVCS D) operates the Tomales WWTP. The plant is located adjacent to Keyes Creek, and is approximately one mile from the confluence of Keyes/Walker Creeks and three miles to Tomales Bay. The plant's three lined aeration ponds have a design capacity of 48,717 gallons per day (GPD) and a total holding capacity of 1.4 million gallons. The flows of sewage to the WWTP are 16,000 GPD during dry weather and up to 25,000 GPD during wet weather. The treatment plant effluent is pumped to two storage ponds with combined storage capacity of 10.2 million gallons, which are located approximately 3,600 feet south of the plant. This ponded effluent is disinfected just prior to spray irrigation of the surrounding pastureland. Irrigation is permitted from April 15 through November 15. The TVCS D provides the SFBRWQCB verbal notification when irrigation occurs outside the prescribed times. SFBRWQCB approved an emergency discharge plan based on excessive rainfall levels and historical pond level data on March 5, 1999. This plan is still in effect and is implemented when it is not raining and only when it is determined that pond levels need to be reduced in order to prevent discharge during rainfall. The SFBRWQCB is notified verbally when this plan is implemented. It is recommended that TVCS D provide notification to CDPH as well.

No wastewater is discharged to surface waters. The wastewater, as discharged from the treatment and storage facilities to the pasture spray irrigation area, must meet a total coliform median MPN standard of 240/100 ml. Weekly flow rate and representative samples are obtained through a self-monitoring program. Recent upgrades include anti-siphon equipment installed along with automated monitoring equipment to notify personnel if problems occur. An emergency response plan is in place in case of power outages, leaks or spills. The wastewater treatment plant has backup generators available and is equipped with an emergency alarm system. A full telemetry Supervisory Control and Data Acquisition system was installed and the disinfection process uses sodium hypochlorite. The facility is owned by the TVCS D and operated under contract with Phillips and Associates, who employ a certified wastewater treatment plant operator. The operator is not on site daily. CDPH conducted an inspection of the wastewater treatment plant in 2014. Total coliform (TC) levels in the effluent are monitored weekly. The plant is monitored weekly for multiple parameters (Table 5) and copies of the monthly report are mailed to CDPH/PSU.

On March 31, 2006 the Town of Tomales wastewater facility declared an emergency due to high holding pond wastewater levels, during rainfall of 0.91 inches in 24 hours and 2.79 inches in 10 days. Holding pond levels of less than two feet of freeboard are a violation of their waste discharge permit. In an attempt to lower the wastewater pond levels the facility requested permissions from the SFBRWQCB to irrigate with treated (chlorinated) effluent. The request was approved by the SFBRWQCB and from March 31, 2006 to April 15, 2006 the Tomales wastewater facility irrigated. On April 4, 2006

there was an irrigation breach of the berms discharged into a Walker Creek tributary. Subsequent irrigation field sampling and surface water samples analyzed for fecal coliform (FC) confirmed no elevated levels of FC in Walker Creek and Keyes Creek. No viral sampling was conducted. During this time the shellfish growing areas of Tomales Bay were closed during an extended rainfall closure from February to April. Rainfall continued until April 17, with all growing areas reopened by April 28, 2006 based on acceptable sampling results after the required rainfall closure period.

b. Marconi Conference Center WWTP (Order No. R2-2002-0067)

The conference center is located adjacent to Highway 1 at Marconi Cove, Tomales Bay, and is operated by the California State Parks Foundation. The facility can accommodate 97 overnight guests and 125 people for day use. The Center operates a package treatment plant that has a design capacity of 25,000 GPD and the disposal field is rated at 11,700 GPD. The current average flow is about 2,700 GPD. Flow is variable depending on use of the center and can range from 4,000 to 8,000 GPD in higher use periods. The possible expansion of the facility in the future has a projected peak flow of up to 20,000 GPD requiring new disposal fields. Secondary effluent from the plant enters the wastewater disposal system, which consists of a leaching trench system. A berm encloses the entire 1.8 acre disposal field, while a ditch system and pump will collect any surface runoff and return it to storage tanks for reapplication to the disposal field. The treatment plant is located less than 1,000 feet upslope from Tomales Bay. A certified wastewater treatment plant operator is on-site daily. The sewage treatment operation is observed weekly in accordance with a self-monitoring plan. Treatment plant effluent monitoring parameters can be found in Table 5.

c. Marshall Community Wastewater System (Order 97-10 DWQ)

The Marshall Community Wastewater System is regulated under Order 97-10 the General Waste Discharge Requirements for Discharges to Land by Small Domestic Wastewater Treatment Systems. Phase 1 was completed in 2008 and serves approximately 35 shoreline residences and businesses in a section of Marshall from south of the HIOC's land based operation to the Marshall Boatworks (Figure 2B). Prior to the project, property owners relied on individual septic systems. The community system pumps effluent from individual septic tanks to a community leachfield just south-east of Highway 1 and the Marshall Boatworks within Barinaga Ranch. Phase 2 of the project has secured funding and is in development to add an additional 20 residences and businesses located south of the Phase 1 section to the system. Quarterly monitoring includes analysis for nitrogen in effluent and nitrogen and FC in groundwater (Table 5).

d. Borello Sewage Ponds (Order R2-2007-0078)

The Borello Sewage Ponds are located northeast of Millerton Point, Tomales Bay, and approximately 1000 feet from Millerton Creek, a seasonal tributary of the bay. The Borello Sewage Ponds have not been in operation since August 2011. At that time the

Twelve-Year Sanitary Survey Report, 2014: Tomales Bay

TABLE 4. Permitted Sewage Treatment Systems in the Tomales Bay Watershed Regulated Under Water Quality Requirements From the San Francisco Bay Regional Water Quality Control Board.

NAME	LOCATION	WASTE (GPD) ²	WASTE SOURCE	TREATMENT TYPE	DISPOSAL
Tomales Wastewater Treatment Plant	3 miles from bay along Keyes Creek	42,000 (design) 16,000 (average)	Tomales (96 homes, business & school dist.)	Aerated storage ponds	Spray Irrigation April to November
Marconi Conference Center	Highway 1 at Marconi Cove	11,700 (design) 2,695 (actual)	Conference facilities	Package plant secondary treatment	Leaching trench w/backup irrigation
Borello Sewage Ponds	NE of Millerton Point above Millerton Creek	3400 (average)	Domestic and commercial wastewater	Holding ponds	Spray irrigation to October
Skywalker Ranch	Lucas Valley Road, upper Nicasio Creek	8975 (maximum)	250 daytime users	Three septic tanks	Dual leach fields
Olema Ranch Campground	3.5 miles SW of Tomales Bay along Olema Creek	18,000 daily maximum	238 unit Campground	Septic tanks, holding tank, storage ponds	Spray irrigation to October
Samuel P. Taylor State Park	10 miles SE of Bay along Lagunitas Creek	80,000 (design) 45,000 (actual)	Campground, park	Digester, primary clarifier, trickling filter	Leach fields, spray disposal if needed
Blue Mountain	2 miles E of Tomales on Keyes Creek	4,000 (design) 2,000 (actual)	25 residents, day use	Septic tanks, holding tank, 2 evaporation ponds	Discharge to evaporation field
Spirit Rock	Sir Francis Drake Blvd. in Woodacre	9000 (design) 4875 (actual)	Residents, visitors	2 Septic, one conventional, one sand filter	Leach fields
Walker Creek Ranch	11 miles from bay, on Petaluma-Pt. Reyes Road	20,000 (design) 11,000 (actual)	100-220 overnights, 230 day use	Package plant, activated sludge	Holding pond, pasture irrigation May to Sept.
French Ranch	12 Miles from bay on Sir Francis Drake Hwy	11,200 (design) 3,131 (actual)	28+ households	Sand filter septic system	Leach fields
Lagunitas School	12 Miles from bay on Sir Francis Drake Hwy	10,000 (design) 1,551 (actual)	Day use by 50 students	Sand filter septic system	Leach fields
Marshall Community Wastewater System (Phase 1)	0.05 miles from bay on Highway 1, south of Boatworks	8,760 (design) 2,744 (actual)	35 households and businesses	Septic tanks, septic system	Leach fields

² GPD = Gallons per Day



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Enclosed is an invoice for your district's 2015 membership dues. Please renew your membership today. Your continued support is greatly appreciated and essential in growing the resources and programs to better serve our members. If you have any questions about CSDA or your district's membership benefits, please contact me at 877.924.2732 or cathrinel@cstda.net.

Best regards,

Cathrine Lemaire
Member Services Director

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Enclosures

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1112 I Street, Suite 200
Sacramento, CA 95814
t: 916.442.7889
f: 916.442.7885

Karl Drexel

Subject: FW: Questions regarding your facility

From: Wu, Dawning@Waterboards [<mailto:Dawning.Wu@waterboards.ca.gov>]
Sent: Monday, November 03, 2014 2:34 PM
To: karl@tomalescsd.ca.gov; 'Steve Phillips '
Cc: Allen, Blair@Waterboards
Subject: RE: Questions regarding your facility

Hi Karl,

Not a problem at all. Thanks for your response.

You are correct in assuming we will send a draft permit and SMR before finalization. My apologies for the confusion in my word choice.

From: Karl Drexel [<mailto:karl@tomalescsd.ca.gov>]
Sent: Monday, November 03, 2014 2:27 PM
To: Wu, Dawning@Waterboards; 'Steve Phillips '
Subject: RE: Questions regarding your facility

Hi Dawning,

Sorry I was on the other line when you called. See Answers below. Steve Phillips is on vacation and will be back next week.

Steve, please respond to the questions below.

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: Wu, Dawning@Waterboards [<mailto:Dawning.Wu@waterboards.ca.gov>]
Sent: Monday, November 03, 2014 2:08 PM
To: Karl Drexel (karl@tomalescsd.ca.gov); Steve Phillips (STEVENPSI@aol.com)
Subject: Questions regarding your facility

Hi Karl,

I just left a message on your office phone; I have a few questions regarding your facility, and I was hoping you/Steve could provide the answers:

1. Confirm whether there is a sub-drain system installed under the treatment ponds – There is a sub-drain below each pond and any collection is plumbed to be pumped into pond three.

2. Confirm *one* force main pumping influent from treatment ponds to storage ponds – There is one four-inch force main pumping advanced secondary treated effluent from pond three to the storage ponds.
3. Is the weekly reported total coliforms amount formed from a composite of samples? If so, can you provide the raw data for the samples? We would like to characterize the current influent using as accurate of figures as possible, instead of basing off of averages, if possible. – I believe our current permit calls for one grab sample, but I will let Steve answer that.
4. Characterization of influent – mostly domestic wastewater, but also some industrial sources? Can you specify the sources of the influent wastewater? – No industrial influent. We have one restaurant, one take-out restaurant, one bakery, one deli, and a few other commercial businesses. No industry.
5. What is the base of the storage ponds? Clay-lining? – Yes, clay lined

Please let me know if you have any questions or need any clarification. Just as a heads-up, there may be a few other questions coming your way, as we are in the process of finalizing your permit and the self-monitoring program. I do assume you will be presenting a DRAFT Permit and SMR before finalization. Thanks.

Karl

Thanks!

- 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



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

Subject: FW: Web Design and Development Proposal !!

From: Akash [<mailto:seoteam600@gmail.com>]
Sent: Sunday, November 02, 2014 10:11 AM
To: admin@tomalescsd.ca.gov
Subject: Web Design and Development Proposal !!

Dear Website Owner,

Greetings of the day!

Are you getting the best out of your website? If no, then we can help you by enabling your business gain a better presence on Google, transforming your website into powerful advertisement tool. We provide competitive SEO, a proven model, designed to make your website outshine its competitors and **BE THE FIRST TO REACH OUT TO REAL PROSPECT.**

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Please do let me know if you are interested and have any questions. Waiting for your reply!

Best Regards,
Akash
(SEO Expert)