

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting

WEDNESDAY February 12, 2014

Tomales Town Hall

6:00 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 January 15, 2014 Regular Board Meeting Minutes**
- 3. 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. Bank Signature Cards and Bank Accounts**
- 4. 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**
- 5. 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. Report on Status
 - B. Park Committee**
 1. Entrance Gate Design Update
 2. Gazebo Design and Specifications
 3. Work Plan Approval by County
 - C. Finance Committee**
 1. Review January FAC Meeting Minutes (did not have for Board Packet)
- 6. Pending Business**
(This is the time the Board addresses all business not yet concluded.)
 - A. Grant Writing**
 1. Measure A funding for Special Districts
 - a. Update on Status
 - B. Capital Improvement Projects**
 1. Park Gate

- 2. Gazebo – 1st Update to Dean Witter
 - C. Policy Manual**
 - 1. Roles and Responsibilities of Board Officers
 - D. Median Household Income Survey**
 - 1. Update on Status
 - E. Rate Study with RCAC**
 - 1. Report on Status
 - 2. CIP List Developed by RCAC and Phillips & Assoc
 - F. California Green Business Certification**
 - 1. Report on Status
 - G. Annual Audit**
 - 1. Report on Status
 - H. Board Training**
 - 1. Upcoming Trainings
 - a. Webinar: The Essential Guide to the Brown Act
 - b. Webinar: Understanding Board Member & District Liability Issues
 - c. Webinar: Maximize Your CSDA Membership
 - d. Board Secretary/Clerk Conference
 - 2. “Open and Public IV: Users Guide to the Brown Act”
 - a. Open & Public IV focuses on the Brown Act and the common interest in the open meeting laws for local government.
 - I. Budget Process**
 - 1. 2014 – 2015 Budget
 - 2. Capital Improvement Programs
 - 3. Budget Work Sessions
 - J. Strategic Plan**
 - 1. Identify Goals, Timelines and Plans for 2014
 - K. File Sharing**
 - 1. Dropbox, Cloud, other
 - L. Complaints and Correspondence from Customers**
 - 1. No correspondence from customers
7. **New Business**
(This is the time the Board addresses all new business not yet introduced.)
8. **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**
 - B. Executive Summary and Historical Timeline**
9. **Open Communication**
10. **Correspondence** *(This is for review only. No action is needed.)*
 KMTG Legal Alert – Brown Act Amendment
 CRWA 2014 Annual Membership Letter
 Tomales Town Hall Thank You for Donation Letter
 PGE Net Metering Statement – WWTP
 PGE Net Metering Statement – Irrigation Field
 CSI Payment #33

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held January 15, 2014

Board Members Present: Bill Bonini, Deborah Parrish, Patty Oku, Sue Sims and Brian Lamoreaux
Board Members Absent: None

Also Present: Karl Drexel, Administrator

Donna Clavaud	Beth Koelker	Ted Anderson
Bruce Bramson	Venta Leon	Janica Anderson
Dru Fallen O'Neill	John Ward	

Current Board Vice President Patty Oku called the meeting to order at 6:15 p.m.

Election of Officers:

The Chair read the CSDA's list of duties for the office of President, Vice-President and Secretary/Treasurer.

Sue Sims made a motion to elect Bill Bonini as President. Motion seconded by Deborah Parrish. M/S/U.

Newly Elected President Bill Bonini took over as Chair of the meeting

Beth Koelker made a request that the meeting be started with a moment of reflection on the Duffeys and especially Paul. There was a brief moment observed.

Sue Sims made a motion to elect Deborah Parrish as Vice President. Motion seconded by Brian Lamoreaux. M/S/U.

Patty Oku made a motion to elect Karl Drexel as the continuing Secretary/Treasurer. Motion seconded by Brian Lamoreaux. M/S/U.

Appointment of Committee Members:

The Administrator submitted two applications for the Park Advisory Committee: Walter Earle and Margaret Graham. Bill Bonini volunteered to be on the Park Committee, joining Patty as the other Board member. Brian Lamoreaux also offered to be on the committee, but it was clarified that only two Board members could be on the committee. Members of both the FAC and PAC indicated they wanted to continue on the committees they were members of.

Deborah Parrish made a motion to maintain the current Park Advisory Committee members, add Walter Earle and Margaret Graham to the PAC and to add Bill Bonini to the committee. Motion seconded by Patty Oku. M/S/U.

The President of the Board appointed the current members of the Financial Advisory Committee to another year term on the committee. The FAC is made up of Sue Sims, Deborah Parrish, Bruce Bramson, Venta Leon, Donna Clavaud and Chick Petersen.

Approval of Minutes:

The Chair asked for additions or corrections of the November 13, 2014 board meeting minutes. Donna Clavaud made a note of clarification regarding the budget process in that it has already been completed and should say "At this time the annual budget process has been completed and submitted to the Board." She also asked to clarify the next statement about the 5-Year Strategic Plan. She requested an item 7 be added to the minutes in that section. It was noted that there were only 6 items on the agenda for that agenda discussion and that is where it was brought up at the

meeting. She asked that it say “The Board then discussed the 5-Year Strategic Plan and Walter reported...”

Patty Oku made a motion to approve the minutes of the November 13, 2013 Regular Board Meeting as corrected. Motion seconded by Brian Lamoreaux. M/S/U.

Financial Report:

- A. **&B.** The Administrator submitted the financial reports for January and a list of payables for the months of January and February along with copies of the check registers for the month of January.

Deborah Parrish made a motion to accept bank statements and approve expenditures for January and February as submitted. Motion seconded by Sue Sims. M/S/U.

Sue Sims made a motion to accept the Financial Statements. Motion seconded by Deborah Parrish. M/S/U

Phillips & Associates Report:

- A. The Administrator reported the plant was operating normally and in good condition. He reported that there was a SCADA communication problem with the lift station and it is being addressed. Donna Clavaud asked if the re-negotiation of the Phillips contract was ever completed and ratified. The Administrator responded that the negotiations were dropped after he submitted corrections and revisions that Phillips had not included in their proposal. He noted that a new contract with Phillips would probably be considerably more than the current one and he felt it was better to leave well enough alone.

The Administrator reported that he and Steve Phillips reviewed the assets that Steve felt would need replacing at some time in the near future and that Steve collected data on some of them. He submitted information on the replacement of the irrigation guns, the irrigation pumps and was working on a price for the electrical panel at the irrigation field. He also reported that he was working with the RCAC representative on the rate study to develop a CIP for some of these items.

Committee Reports:

A. Newsletter Committee

The Newsletter went out as scheduled. Nothing new to report

B. Park Advisory Committee

1. Donna Clavaud requested that the Park Committee minutes reflect that she brought the plans to Design Review and there was generally positive feedback, but that to her knowledge there has not been a formal approval by Design Review. Bruce Bramson noted that there was a consensus of the Design Review Board that they approved the gate project thus far.
2. Donna reported on the status of the gate project noting that the committee had selected the top six colors for the sign over the gate, but that they had not selected a final color. She noted that they are almost ready to go to Van Bebbber to fabricate the letters out of steel about an eighth of an inch thick. She noted that the color choice could come later. She also reported that she was going to go to the County to double check on requirements for the sign. Bill Bonini suggested the Park Committee meet soon to discuss the gate project. Patty Oku will check with the committee members for a time and day that works for most members for a regular schedule.
3. Gazebo Design and Specifications was moved to the Park Committee
4. Measure A work Plan was submitted for review. No action necessary.
5. Venta Leon reported that she had asked that a discussion on the concept of a peace garden be added to the agenda. The idea would be to install a piece of art that Paul Duffey had made with a peace sign mounted on a large stone to be placed somewhere in the Park as a memorial to Paul. She also noted that Terry had made a suggestion that a

peace garden be incorporated similar to the peace garden in Sebastopol. She was asked to prepare something for the Park Committee's next meeting.

C. Financial Advisory Committee

1. Donna Clavaud submitted the minutes for the December 16th FAC meeting. She noted that the committee had tabled the efficiency study until the new Board could be seated and weigh in on its implementation. She also said the committee spent the better part of the meeting developing a recommended list of issues that they felt should be on the agenda for Board discussion and expected them to have their individual agenda item, not under the Financial Advisory Committee heading or agenda item. She also said she had asked the Administrator to provide an executive summary on the status of the District with an historical timeline, list of grants, issues of concern, etc. to bring new Board members up to date. Donna then went through the list of recommendations that the FAC had come up with.
2. The 5-Year strategic Plan discussion and recommendations was tabled. The Administrator noted that in future meetings the item will be in a different location on the agenda as requested.
3. Donna reported that the FAC had not addressed the threshold amount of the Draft Committee Policy. Deborah Parrish said she would put it on a future Committee meeting agenda. The item was tabled.
4. At this time the annual budget process has been completed and submitted to the Board. It will be removed from the Agenda as requested.

D. Finance Committee Agenda Recommendations

1. The Administrator noted that previous Boards had worked on a new Board member pamphlet for a number of years with just that kind of information and that he was unable to put something as involved as that together in a few days. He said he would work on it and present something in the next couple of months. Deborah requested that an annual summary by the Administrator be submitted every January. The Administrator indicated he would try to get something by next month.
2. The committee requested copies of draft policies, list of grants and other documents. The Administrator noted that he has at least 15 different copies of policy manuals and individual policies from other Districts and he would like more clarification on what all they would like. Deborah Parrish noted that the reasoning behind the collection of documents, in addition to bring the board up to speed was the committee felt like a policy manual was a priority for 2014 and that if the Board wanted to task the FAC to do that, they would be happy to. Bill Bonini requested the FAC work on a policy manual that should be available to the Board this year. The Administrator noted that he would get all the Word documents for policy manuals he has to Deborah.
3. The Administrator reported on upcoming trainings put on by CSDA and SDRMA for Board members and also Board Secretaries. He noted that the budget did allocate funding for Board training for anyone that wants to take training courses. He also noted many of them are free.
4. One of the priorities for 2014 is to have a tour of the WWTP for Board members and any others that want to. Karl will work on scheduling a tour in February.

Pending Business:

A. Grant Writing

1. Measure A Funding for Special Districts

The Administrator submitted copies of documents to Board of Supervisors and other Special Districts regarding the inclusion of Firehouse Community Park Agency. County Counsel had made a determination that they were an "applicable special district" for the purpose of Measure A funding and the Board of Supervisors included them. The first installment of the taxes collected was disbursed to the eight special districts and Tomales' share was \$17,000.

B. Capital Improvement Projects

1. The Park gate project has already been discussed
2. The Measure A Work Plan submitted to County will go to Park Committee.

C. Board Policy Manual

Policy manual has been discussed. FAC tasked with developing different policies to be part of an overall policy manual. Patty Oku requested that when policies are developed for Board consideration, that they distribute them a week before the Board packets via e-mails so they can be reviewed. Deborah suggested that she could distribute that information via Dropbox.

D. Median Household Income Survey

The Administrator reported the RCAC did not get any additional surveys returned and they were going to call it finished. Their requirements from USDA are to fill in the missing surveys with the highest income reported. However, they are requesting a waiver from the SWRCB to use just the ones that were returned and it is now up to them to determine if they can use those surveys.

E. RCAC Rate Study

The Administrator reported that he was working with the rep from RCAC on a Capital Improvement Project list and the depreciation schedules for all assets. He also noted that the study is dependent on what the District wants to do to fund Capital Improvements, by using Reserves only, or using low interest loans only or some combination of both. Donna Clavaud suggested the analyst be persuaded to provide numerous options for different scenarios. Deborah Parrish noted that the Budget Process presented to the Board was for discussions during the year on budget items including Capital Improvement Projects, Reserves, strategies and expenses. She indicated that the Board needs hard figures as to what projects are going to be required over the next ten years and what items are coming up in which year.

F. California Green Business Certification

The Administrator submitted a copy of the report provided by the Dominican University regarding the status of the District's facilities as it relates to the Green Business Certification. He noted that several of the recommendations left to do have already been done. He was working with David and Steve Phillips to complete the others for final submission.

G. Annual Audit

The Administrator reported that he was collecting data for the auditor and was meeting with them after the next month's Board meeting.

H. Complaints and Correspondence

The Administrator noted there was nothing to report.

New Business

A. WDR Update

The Administrator reported that the Waste Discharge Permit the District was working under was from 1988 and that he had applied for an updated permit in 2002. He noted the Regional Board is aware of the situation and has been behind in processing revised permits, so the District is still in compliance. He submitted a recent letter from the Regional Board indicating they have a new staff member that might actually be able to process our revised permit and that they would be in touch.

B. Good Board Work Updates

The Administrator submitted copies of the highlights of the weekly reports sent out by BHI Consulting on Good Board Work. He noted the service includes one on one discussion with Brent Ives, e-mail questions and the archives of older articles if the Board chooses to take advantage of them. He noted it costs the District \$60 per month so if it is used it is a valuable investment and if it is not used it probably isn't worth the expense.

Sue Sims noted that she had actually been influenced by the discussion on communicating with the community from a recent article and asked that it be put on the agenda for discussion. She was asked to go ahead and bring it up at this point. She noted that she remembered as a member of the audience at one of the Board meetings that a letter was

introduced by the community to the Board that was signed by 40-45 people and to her knowledge it was never responded to by the Board. She said she wanted the Board to establish a policy that communicating with the community be a high priority and a process developed that all communication be responded to by the Board. The Board agreed to be more responsive to the community.

C. Grand Jury Report

The Administrator submitted a copy of the request for information from the Marin County Grand Jury. He noted that the Grand Jury has targeted special districts and sanitation agencies every couple of years and this is just another one of many. He reported he was working on the responses.

Administrator's Report:

The Administrator submitted a written report of his activities for the month.

Open Communication:

No open communication.

Correspondence

No action taken

Adjourned at 9:25 PM

Next Meeting: February 12, 2014 6:00 PM.

Approved

Date

Tomales Village Community Services District

2/4/2014 8:39 PM

Register: 131.44 · Bank of Marin - Sewer

From 12/31/2013 through 01/31/2014

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>
12/31/2013			311.00 · Interest Reven...	Interest		X	0.06	8,674.86
01/03/2014		Tomales Regional Hi...	137.00 · Accounts Rec...			X	63.00	8,737.86
01/03/2014		Paul Norris	137.00 · Accounts Rec...			X	126.00	8,863.86
01/03/2014	Bill Pay	FedExKinko's	222.00 · Accounts Pay...		101.76	X		8,762.10
01/18/2014	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...	Operator	5,182.36	X		3,579.74
01/18/2014	Bill Pay	AT & T	222.00 · Accounts Pay...		92.42	X		3,487.32
01/18/2014	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		137.32	X		3,350.00
01/18/2014	Bill Pay	FedExKinko's	222.00 · Accounts Pay...		25.00	X		3,325.00
01/18/2014	Bill Pay	Marin County Clerk-...	222.00 · Accounts Pay...		428.31	X		2,896.69
01/18/2014	Bill Pay	T. Marshall Associates	222.00 · Accounts Pay...		478.78	X		2,417.91
01/18/2014	4063	KD Management	222.00 · Accounts Pay...		7,428.92	X		-5,011.01
01/18/2014			131.42 · Bank of Marin...	Funds Transfer		X	13,000.00	7,988.99
01/28/2014		Tomales Regional Hi...	137.00 · Accounts Rec...			X	63.00	8,051.99
01/31/2014			311.00 · Interest Reven...	Interest		X	0.02	8,052.01

Tomales Village Community Services District

2/4/2014 8:36 PM

Register: 131.46 · Bank of Marin - Park

From 12/31/2013 through 01/31/2014

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>
12/31/2013			311.50 · Interest Incom...	Interest		X	0.16	34,274.97
01/03/2014		Henry Elfstrom	137.00 · Accounts Rec...			X	70.00	34,344.97
01/18/2014	Bill Pay	PGE - Park	222.00 · Accounts Pay...		93.13	X		34,251.84
01/18/2014	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		13.03	X		34,238.81
01/28/2014		Henry Elfstrom	137.00 · Accounts Rec...			X	70.00	34,308.81
01/31/2014			311.50 · Interest Incom...	Interest		X	0.14	34,308.95

Tomales Village Community Services District

2/4/2014 8:56 PM

Register: 131.42 · Bank of Marin - Flex Account

From 12/31/2013 through 01/31/2014

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>
12/31/2013			311.00 · Interest Reven...	Interest		X	8.30	234,902.94
01/07/2014			315.80 · Measure A	Deposit		X	17,374.91	252,277.85
01/08/2014			315.60 · HOPTR	Deposit		X	20.58	252,298.43
01/16/2014			315.50 · Levy 4	Deposit		X	32.53	252,330.96
01/18/2014			131.44 · Bank of Marin...	Funds Transfer	13,000.00	X		239,330.96
01/23/2014			315.50 · Levy 4	Deposit		X	580.68	239,911.64
01/25/2014			315.50 · Levy 4	Deposit		X	4.25	239,915.89
01/31/2014			311.00 · Interest Reven...	Interest		X	9.35	239,925.24

Tomales Village Community Services District

2/4/2014 8:54 PM

Register: 131.48 · Bank of Marin - Solar

From 12/31/2013 through 01/31/2014

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>
12/31/2013			311.00 · Interest Reven...	Interest		X	0.07	16,167.97
01/03/2014			316.00 · CSI Solar Reb...	Deposit		X	915.01	17,082.98
01/28/2014			316.00 · CSI Solar Reb...	Deposit		X	961.34	18,044.32
01/31/2014			311.00 · Interest Reven...	Interest		X	0.08	18,044.40

Tomales Village Community Services District

2/5/2014 12:18 PM

Register: 131.31 · Redwood Credit Union

From 12/31/2013 through 01/31/2014

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>
12/31/2013			311.00 · Interest Reven...	Interest		X	13.66	85,534.24
01/31/2014			311.00 · Interest Reven...	Interest		X	13.74	85,547.98

Tomales Village Community Service District

Payables Jan - Feb 2014

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense</u>
25-Jan	Phillips & Assoc.	\$ 5,182.36	February O&M Services
22-Jan	PGE	\$ 73.67	WWTP PGE
16-Jan	PGE	\$ 116.96	Park PGE
20-Jan	AT&T	\$ 103.55	Tomales ATT Service
24-Jan	Capital One	\$ 60.00	BHI - Good Board Work
		\$ 19.95	Sonic Web Hosting
		\$ 39.00	Fees
23-Jan	CRWA	\$ 169.00	Annual Dues
4-Mar	Karl Drexel	\$ 400.00	Health Ins Allowance
4-Mar	Karl Drexel	\$ 6,754.00	March Admin Services
	Nov - Dec	<u>\$ 12,918.49</u>	

RESTRICTED FUNDS

\$ -

Total **\$ 12,918.49**

Phillips & Associates

Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

PhillipsOnSite.com

Bill To
TVCSD, Attn Karl Drexel PO Box 303 Tombales, CA 94971 Fax 707 575-4306

Invoice

Date	Invoice #
1/25/2014	4882

P.O. No.	Terms	Project
	Upon Receipt	

Description	Qty	Rate	Amount
Professional Management of Water and/or Wastewater Treatment System for Month of February 2014.		5,182.36	5,182.36
Thank you. We appreciate your business!		Total	\$5,182.36



ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 8044736439-1
Statement Date: 01/22/2014
Due Date: 02/10/2014

Service For:

TOMALES VILLAGE COMM SERV DIST
Please see details page.

Your Account Summary

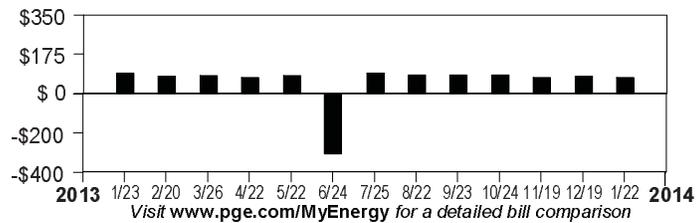
Credit Balance on Previous Statement	-\$95.35
Payment(s) Received Since Last Statement	0.00
Outstanding Credit Balance	-\$95.35
Current Electric Charges	\$73.67

Questions about your bill?

24 hours, 7 days/wk 1-800-468-4743
Business Specialist available:
M-F 7am-7:30pm, Sat 7am-4:30pm
www.pge.com/MyEnergy

CREDIT BALANCE - NO PAYMENT DUE **-\$21.68**

Electric Monthly Billing History



Important Messages

Moving? Please call us anytime at 1-800-743-5000 to notify us of your new mailing address.

No payment is due. Please retain for your records. Thank you.

99908044736439100000073670000000000



Account Number:
8044736439-1

Total Amount Due:
No Payment Due

TOMALES VILLAGE COMM SERV DIST
PO BOX 303
TOMALES, CA 94971-0303

PG&E
BOX 997300
SACRAMENTO, CA 95899-7300



ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 8044736439-1
Statement Date: 01/22/2014
Due Date: 02/10/2014

Summary of your energy related services

	Meter Number	Usage	Amount
Service For: TOMALES PETALUMA RD 2700 FT E/ HWY #1			
Service Agreement ID: 8044736624			
Electric Charges	1004764719	-955.000000 kWh	\$26.60
Total			\$26.60
Service For: OFF IRVIN RD			
Service Agreement ID: 8044736529			
Electric Charges	1007184994	449.000000 kWh	\$25.74
Total			\$25.74
Service For: TOMALES PETALUMA RD NEAR HWY # 1			
Service Agreement ID: 8044736268			
Electric Charges	7P1292	76.000000 kWh	\$21.33
Total			\$21.33



ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 7399820768-9
Statement Date: 01/16/2014
Due Date: 02/03/2014

Service For:

TOMALES VILLAGE COMM SERV DIST
10 VALLEY ST
TOMALES, CA 94971

Your Account Summary

Amount Due on Previous Statement	\$171.75
Payment(s) Received Since Last Statement	-78.62
Previous Unpaid Balance	\$93.13
Current Electric Charges	\$116.96

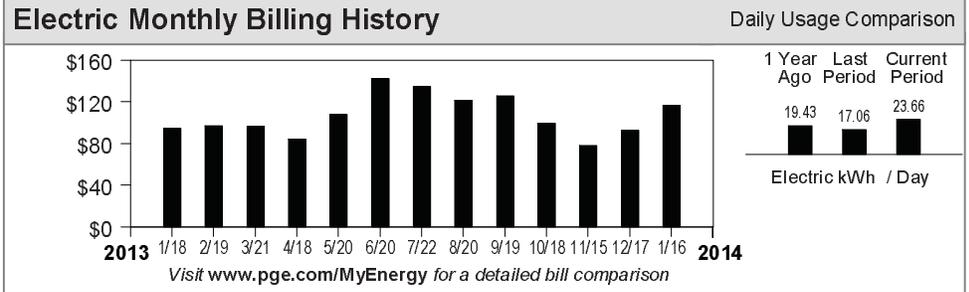
Questions about your bill?

24 hours, 7 days/wk 1-800-468-4743
Business Specialist available:
M-F 7am-7:30pm, Sat 7am-4:30pm
www.pge.com/MyEnergy

Total Amount Due by 02/03/2014 **\$210.09**

Local Office Address

111 STONY CIR
SANTA ROSA, CA 95401



Important Messages

Moving? Please call us anytime at 1-800-743-5000 to notify us of your new mailing address.

Please return this portion with your payment. No staples or paper clips. Do not fold. Thank you.

99907399820768900000116960000021009



Account Number:	Due Date:	Total Amount Due:
7399820768-9	02/03/2014	\$210.09

Amount Enclosed:

\$

TOMALES VILLAGE COMM SERV DIST
PO BOX 303
PARK
TOMALES, CA 94971-0303

PG&E
BOX 997300
SACRAMENTO, CA 95899-7300



AT&T Internet Services

Important Information

Notice: Charges appearing in this section are for services provided by AT&T Corp. and/or by AT&T California.

For Billing Inquiries:
 High Speed Internet (DSL): 1.877.722.3755
 Web Hosting: 1.888.932.4678
 Tech Support 360: 1.866.497.5073
 Microsoft Office 365: 1.866.531.4891

AT&T Wi-Fi contact information located at attwifi.com.
 To submit an inquiry through our website please visit att.com/econtactus/#. For written inquiries regarding High Speed Internet billing only, please address to AT&T High Speed Internet Billing Inquiry, P. O. Box 9039, South San Francisco, CA 94083.

Summary of Current Charges

Itemized Charges and Credits	50.00
Total Summary of Current Charges	50.00

Itemized Charges and Credits

No.	Description	Quantity	
Charges for 32388688			
1.	AT&T HSI PRO-S Service Date: 12/23/13- 01/22/14 TOMALES VILLAGE HSI No. 707 878-2767 tvcsd@att.net	1	50.00
Total AT&T Internet Services			50.00

AT&T Long Distance

Important Information

Message Regarding Terms & Conditions:
 To view your Terms & Conditions for AT&T Long Distance, access www.att.com/servicepublications or call AT&T at the toll free number on your bill.

Account Summary

Description	
Charges for December	10.98
Charges for January	11.07
Total Account Summary Charges	22.05
Invoice	
Questions? Call: 800 321-2000	

Invoice Summary

(as of DECEMBER 19, 2013)

Current Charges

Service Charges	10.00
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Invoice Summary - Continued

Credits and Adjustments	.00
Call Charges	.00
Surcharges and Other Fees	.80
Government Fees and Taxes	.18
Total Invoice Summary	10.98

Service Charges

Monthly Service Charges

Type of Service	Period	Qty	
2. BUS UNL CLG V 1L 1Y	DEC 17 to JAN 16	1	10.00
Total Monthly Service Charges			10.00

Total Service Charges

10.00

Call Charges - Nov 17th thru Dec 16th

Calls for 707-878-2767

Domestic

No.	Date	Time	Place Called	Number	Code	Min	
3.	11-15	300P	SANTA ROSACA	707 527-5688	D	:30	.00
4.	11-17	1107A	SANTA ROSACA	707 527-5688	D	:36	.00
5.	11-18	934A	SANTA ROSACA	707 527-5688	D	:30	.00
6.	11-18	935A	SANTA ROSACA	707 527-5688	D	:42	.00
7.	11-18	1009A	SANTA ROSACA	707 527-5688	D	:30	.00
8.	11-19	830A	SANTA ROSACA	707 527-5688	D	:30	.00
9.	11-19	903A	SANTA ROSACA	707 527-5688	D	:42	.00
10.	11-20	141P	SANTA ROSACA	707 527-5688	D	4:48	.00
11.	11-20	400P	SANTA ROSACA	707 527-5688	D	2:54	.00
12.	11-21	924A	SANTA ROSACA	707 527-5688	D	:30	.00
13.	11-21	332P	SANTA ROSACA	707 527-5688	D	:30	.00
14.	11-22	917A	SANTA ROSACA	707 527-5688	D	:30	.00
15.	11-22	950A	SANTA ROSACA	707 527-5688	D	:30	.00
16.	11-22	117P	SANTA ROSACA	707 527-5688	D	:30	.00
17.	11-25	1139A	SANTA ROSACA	707 527-5688	D	:30	.00
18.	11-25	235P	SANTA ROSACA	707 527-5688	D	:30	.00
19.	11-26	604A	SANTA ROSACA	707 527-5688	D	:30	.00
20.	11-26	635A	SANTA ROSACA	707 527-5688	D	:30	.00
21.	11-26	1138A	SANTA ROSACA	707 527-5688	D	:30	.00
22.	11-27	836A	SANTA ROSACA	707 527-5688	D	:30	.00
23.	11-27	901A	SANTA ROSACA	707 527-5688	D	:30	.00
24.	11-27	244P	SANTA ROSACA	707 527-5688	D	:30	.00
25.	12-03	930A	SANTA ROSACA	707 527-5688	D	:30	.00
26.	12-04	1148A	SANTA ROSACA	707 527-5688	D	:30	.00
27.	12-04	356P	SANTA ROSACA	707 527-5688	D	:30	.00
28.	12-04	420P	SANTA ROSACA	707 527-5688	D	2:18	.00
29.	12-05	854A	SANTA ROSACA	707 527-5688	D	:30	.00
30.	12-05	900A	SANTA ROSACA	707 527-5688	D	:36	.00
31.	12-05	107P	SANTA ROSACA	707 527-5688	D	2:36	.00

California Rural Water Association

4131 Northgate Boulevard
Sacramento, CA 95834
(800) 833-0322 FAX (916) 553-4904
website: www.calruralwater.org
e-mail: info@calruralwater.org

January 23, 2014

INVOICE

Karl Drexel
Tamales Village Community Services District
PO Box 303
Tamales, CA. 94971-

Description of Services or Product

Membership Dues, Mar 2014 – Mar 2015

For systems, our records indicate the following number of connections:

Water Connections: _____ or change to _____

Wastewater Connections: **93** or change to _____

Membership Categories

1.	Under 99 connections	169
2.	100 to 199 connections.....	343
3.	200 to 499 connections.....	423
4.	500 to 999 connections.....	499
5.	1000 to 1999 connections.....	639
6.	2000 to 3300 connections.....	915
7.	Over 3300 connections.....	1060
8.	Associate members.....	688
9.	California Water Journal subscription.....	50

Due Mar 15, 2014

Amount Enclosed or charged to Credit Card

\$ 169.00

Check # _____

Visa ___ MasterCard ___ American Express ___ Discover ___

Credit Card # _____ Exp Date _____ Billing Zip Code _____

Name on Card _____

Authorized Signature _____

Please return invoice with your payment. Thank you.

Contributions or gifts to California Rural Water Association are not tax deductible as charitable contributions. CRWA estimates that the nondeductible portion of your 2014 dues – the portion which is dedicated to legislative activity and/or grassroots lobbying – is less than 1%.



KD Management
 121 Seventh St
 Santa Rosa, CA 95401

Invoice

Date	Invoice #
2/3/2014	14-2

Bill To
Tomales Village CSD PO Box 303 Tomales, CA 94971

Terms
Due on receipt

Item	Description	Quantity	Rate	Amount
Admin Services	Admin Services - February 2014		6,754.00	6,754.00
Health Insurance ...	Health Insurance Allowance		400.00	400.00
Travel	Mileage and Vehicle Costs - Tomales, Vallejo, Fairfield	200	0.58	116.00

THANK YOU	Total	\$7,270.00
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Phone #	Fax #	E-mail	Web Site
707-575-6994	707-575-4306	karl@kdmanagement.us	www.kdmanagement.us

Tomales Village Community Services District

Balance Sheet

As of January 31, 2014

Jan 31, 14

ASSETS

Current Assets

Checking/Savings

131.00 · Cash

131.31 · Redwood Credit Union

85,547.98

131.42 · Bank of Marin - Flex Account

239,925.24

131.44 · Bank of Marin - Sewer

8,052.01

131.46 · Bank of Marin - Park

34,308.95

131.48 · Bank of Marin - Solar

18,044.40

Total 131.00 · Cash

385,878.58

Total Checking/Savings

385,878.58

Accounts Receivable

137.00 · Accounts Receivable

9,455.64

Total Accounts Receivable

9,455.64

Other Current Assets

138.00 · Current Portion SUSD Receivable

1,150.48

Total Other Current Assets

1,150.48

Total Current Assets

396,484.70

Fixed Assets

100.00 · Property, Plant and Equipment

100.10 · Maps and Records

17,248.00

100.20 · Land and Land Rights

184,788.00

100.30 · Sewer Mains

300,700.59

100.31 · Sewer Laterals

17,671.74

100.40 · Pump & Lift Station

21,715.21

100.50 · Treatment Facilities

210,863.90

100.60 · Spray Disposal

170,547.09

100.70 · Force Mains

70,167.44

Total 100.00 · Property, Plant and Equipment

993,701.97

105.00 · Less Accumulated Depreciation

-320,302.01

110.00 · Improvement Project

110.10 · Planning and Design

37,991.17

110.15 · Other Project Expenses

6,061.21

110.20 · Construction Management & Engin

37,211.44

110.25 · Storage Pipeline Replacement

20,225.00

110.30 · Force Main & Air Gap

25,283.00

110.35 · Infiltration & Inflow Reduction

34,424.23

110.40 · Telemetry & SCADA

62,946.00

110.45 · Sludge Removal & Pond Repairs

8.1 · Sand and Grease Trap

17,548.00

8.2 · Sand Filter Removal & Retrofit

88,866.00

8.3 · Remove and Dispose of Biosolids

65,505.48

Tomales Village Community Services District

Balance Sheet

As of January 31, 2014

	<u>Jan 31, 14</u>
8.4 · Treatment Pond Cell Upgrade	258,360.86
8.5 · Liner Subdrain, Sump, & Pump	59,889.00
8.6 · High Lift Pumps - 2 Units	79,795.95
8.7 · Replacement Flow Meter	14,941.00
8.8 · SCADA Monitoring and Alarms	44,806.61
110.45 · Sludge Removal & Pond Repairs - Other	<u>1,393.68</u>
Total 110.45 · Sludge Removal & Pond Repairs	631,106.58
110.50 · Irrigation Field Improvements	63,368.00
110.55 · Lift Station Rehabilitation	<u>20,776.68</u>
Total 110.00 · Improvement Project	939,393.31
111.00 · Park Development Project	
111.80 · Gazebo	550.00
111.10 · Planning and Design	
111.15 · Permits	6,066.31
111.10 · Planning and Design - Other	<u>9,137.36</u>
Total 111.10 · Planning and Design	15,203.67
111.20 · Construction Management	15,704.87
111.30 · Land Improvements	
111.31 · Handicap Paths	7,861.94
111.30 · Land Improvements - Other	<u>38,072.12</u>
Total 111.30 · Land Improvements	45,934.06
111.35 · Concrete curbs and walls	55,065.63
111.40 · Bathrooms and Laterals	76,845.23
111.45 · Well Pump & Filter	4,035.00
111.50 · Dutton Play Structure	31,819.69
111.55 · BBQ	
111.56 · Picnic Areas	1,448.00
111.55 · BBQ - Other	<u>3,615.49</u>
Total 111.55 · BBQ	5,063.49
111.60 · Play Surface	6,796.09
111.65 · Play Equipment	26,799.25
111.70 · Parking Lot	10,371.67
111.75 · Misc Park Additions	5,408.40
111.00 · Park Development Project - Other	<u>302.40</u>
Total 111.00 · Park Development Project	299,899.45
112.00 · Solar System	
112.10 · Design and RFP	3,980.00
112.20 · Const Management	5,435.86
112.30 · Construction and Supplies	259,163.00
112.40 · Administration	<u>1,366.35</u>
Total 112.00 · Solar System	269,945.21
Total Fixed Assets	2,182,637.93

Tomales Village Community Services District

Balance Sheet

As of January 31, 2014

Jan 31, 14

Other Assets	
136.00 · SUSD Note Receivable	22,401.04
139.00 · Less Current Portion	-1,150.48
151.00 · CREBs unamortized issuance cost	15,250.00
152.00 · Accumulated Amortization	<u>-2,691.06</u>
Total Other Assets	<u>33,809.50</u>
 TOTAL ASSETS	 <u>2,612,932.13</u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222.00 · Accounts Payable	5,735.61
Total Accounts Payable	<u>5,735.61</u>
Other Current Liabilities	
223.00 · Current Principal - SWRCB Loan	17,766.39
223.50 · Current Principal - SWRCB SRF	-37,169.09
225.50 · Current Portion - CREBS	17,941.00
Total Other Current Liabilities	<u>-1,461.70</u>
Total Current Liabilities	4,273.91
Long Term Liabilities	
211.00 · SWRCB SRF Loan	231,295.13
213.50 · Less Current Portion SWRCB SRF	-18,061.00
215.00 · CREBS Bond	251,176.64
215.50 · Less Current Portion CREBS	-17,646.39
Total Long Term Liabilities	<u>446,764.38</u>
 Total Liabilities	 451,038.29
Equity	
252.50 · Invested in Capital Assets-Park	279,894.00
252.00 · Invested in Capital Assets	1,294,506.49
260.00 · Retained Earnings	389,827.70
266.00 · Sinking Fund	47,755.03
267.00 · Capital Reserve Fund	18,870.50
267.51 · Operating Reserve Fund - Unrest	35,416.71
267.52 · Operating Reserve Fund - Restr	33,982.00
268.00 · Net Asets - Unrestricted	4,201.66
Net Income	<u>57,439.75</u>
Total Equity	<u>2,161,893.84</u>
 TOTAL LIABILITIES & EQUITY	 <u>2,612,932.13</u>

Tomales Village Community Services District
Profit & Loss
 January 2014

	Jan 14
Ordinary Income/Expense	
Income	
301.00 · Service Charges	
301.10 · Service Charges - Monthly	126.00
301.30 · Services Charges - County	9,000.00
Total 301.00 · Service Charges	9,126.00
311.00 · Interest Revenues	23.19
311.50 · Interest Income - Park	0.14
315.00 · Intergovernmental Revenues	
315.50 · Levy 4	617.46
315.60 · HOPTR	20.58
315.80 · Measure A	17,374.91
Total 315.00 · Intergovernmental Revenues	18,012.95
316.00 · CSI Solar Rebate	1,876.35
322.00 · Park Use Rental	
322.60 · Water Tower PGE	70.00
Total 322.00 · Park Use Rental	70.00
Total Income	29,108.63
Gross Profit	29,108.63
Expense	
410.00 · Sewage Collection	21.33
411.00 · Sewage Treatment	25.74
412.00 · Sewage Disposal	26.60
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	
414.42 · Printing and Copies	25.00
Total 414.40 · Office Expense	25.00
414.50 · Contractual Services	5,182.36
414.62 · Dues and Subscriptions	169.00
414.70 · Repairs and Maintenance	
414.71 · Plant and Building Maintenance	478.78
414.75 · Park Maintenance	
414.755 · Park PGE	116.96
Total 414.75 · Park Maintenance	116.96
Total 414.70 · Repairs and Maintenance	595.74
414.80 · Travel and Meetings	
414.81 · Travel	274.92
414.83 · Meetings and Seminars	60.00
Total 414.80 · Travel and Meetings	334.92
414.90 · Telephone & Internet Service	103.55
Total 414.00 · Administration and General	13,564.57
417.00 · Other Operating Expenses	
417.10 · Bank Service Charges	39.00
417.20 · Election Charges	428.31
Total 417.00 · Other Operating Expenses	467.31
Total Expense	14,105.55
Net Income	15,003.08

Tomales Village Community Services District
Profit & Loss Prev Year Comparison
 July 2013 through January 2014

	<u>Jul '13 - Jan 14</u>	<u>Jul '12 - Jan 13</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
301.00 · Service Charges				
301.10 · Service Charges - Monthly	882.00	882.00	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	0.00	7,680.00	-7,680.00	-100.0%
301.30 · Services Charges - County - Other	63,000.00	56,769.71	6,230.29	10.98%
Total 301.30 · Services Charges - County	<u>63,000.00</u>	<u>64,449.71</u>	<u>-1,449.71</u>	<u>-2.25%</u>
301.50 · Non-Scheduled Work- Outside	0.00	0.00	0.00	0.0%
Total 301.00 · Service Charges	<u>129,148.00</u>	<u>150,872.71</u>	<u>-21,724.71</u>	<u>-14.4%</u>
305.00 · SUSD Sinking Fund Revenue	8,062.00	1,942.00	6,120.00	315.14%
311.00 · Interest Revenues	1,564.20	1,687.70	-123.50	-7.32%
311.50 · Interest Income - Park	0.97	1.69	-0.72	-42.6%
315.00 · Intergovernmental Revenues				
315.50 · Levy 4	4,484.21	5,648.40	-1,164.19	-20.61%
315.60 · HOPTR	29.40	30.38	-0.98	-3.23%
315.80 · Measure A	17,374.91	0.00	17,374.91	100.0%
Total 315.00 · Intergovernmental Revenues	<u>21,888.52</u>	<u>5,678.78</u>	<u>16,209.74</u>	<u>285.44%</u>
316.00 · CSI Solar Rebate	8,608.10	8,268.94	339.16	4.1%
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				
320.20 · Restricted	10,000.00	0.00	10,000.00	100.0%
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	395.00	630.00	-235.00	-37.3%
Total 320.30 · Unrestricted	<u>7,507.00</u>	<u>9,476.00</u>	<u>-1,969.00</u>	<u>-20.78%</u>
Total 320.00 · Contributions Income	<u>17,507.00</u>	<u>9,476.00</u>	<u>8,031.00</u>	<u>84.75%</u>
322.00 · Park Use Rental				
322.60 · Water Tower PGE	490.00	490.00	0.00	0.0%
322.50 · Cleaning and Security Deposit	-400.00	0.00	-400.00	-100.0%
322.00 · Park Use Rental - Other	0.00	450.00	-450.00	-100.0%
Total 322.00 · Park Use Rental	<u>90.00</u>	<u>940.00</u>	<u>-850.00</u>	<u>-90.43%</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%
Total 340.00 · Grants	<u>0.00</u>	<u>15,000.00</u>	<u>-15,000.00</u>	<u>-100.0%</u>
Total Income	<u>186,089.79</u>	<u>202,801.01</u>	<u>-16,711.22</u>	<u>-8.24%</u>
Gross Profit	186,089.79	202,801.01	-16,711.22	-8.24%

Tomales Village Community Services District
Profit & Loss Prev Year Comparison
July 2013 through January 2014

Expense	<u>Jul '13 - Jan 14</u>	<u>Jul '12 - Jan 13</u>	<u>\$ Change</u>	<u>% Change</u>
410.00 · Sewage Collection	206.55	241.53	-34.98	-14.48%
411.00 · Sewage Treatment	180.21	1,607.76	-1,427.55	-88.79%
412.00 · Sewage Disposal	181.06	181.91	-0.85	-0.47%
414.00 · Administration and General				
414.05 · Administrator's Fees	47,278.00	46,041.70	1,236.30	2.69%
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	456.00	414.81	41.19	9.93%
414.35 · Health Insurance Allowance	2,800.00	4,200.00	-1,400.00	-33.33%
Total 414.30 · Insurance	8,525.54	9,944.14	-1,418.60	-14.27%
414.40 · Office Expense				
414.41 · Postage and Delivery	331.97	56.15	275.82	491.22%
414.42 · Printing and Copies	787.53	58.31	729.22	1,250.59%
414.43 · Office Supplies	684.93	183.25	501.68	273.77%
414.44 · Sonic - Web Hosting	119.70	139.65	-19.95	-14.29%
414.45 · Equipment Expense	0.00	518.85	-518.85	-100.0%
414.46 · Board Meeting Exp	741.87	503.26	238.61	47.41%
Total 414.40 · Office Expense	2,666.00	1,459.47	1,206.53	82.67%
414.50 · Contractual Services	36,170.19	35,061.07	1,109.12	3.16%
414.55 · Professional Fees				
414.56 · Legal Fees	768.75	153.75	615.00	400.0%
414.57 · Accounting	0.00	4,613.00	-4,613.00	-100.0%
Total 414.55 · Professional Fees	768.75	4,766.75	-3,998.00	-83.87%
414.60 · Publication and Notices				
414.61 · Newsletter Expense	200.16	104.87	95.29	90.87%
Total 414.60 · Publication and Notices	200.16	104.87	95.29	90.87%
414.62 · Dues and Subscriptions	1,448.52	1,311.40	137.12	10.46%
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	18,691.18	18,691.18	0.00	0.0%
414.70 · Repairs and Maintenance				
414.79 · Park Measure A Expenses	24.84	0.00	24.84	100.0%
414.77 · Irrigation Field Maintenance	0.00	3,065.00	-3,065.00	-100.0%
414.71 · Plant and Building Maintenance	478.78	150.00	328.78	219.19%
414.73 · Equipment Repairs	759.70	979.84	-220.14	-22.47%
414.75 · Park Maintenance				
414.755 · Park PGE	771.86	744.22	27.64	3.71%
414.75 · Park Maintenance - Other	548.99	407.66	141.33	34.67%
Total 414.75 · Park Maintenance	1,320.85	1,151.88	168.97	14.67%
Total 414.70 · Repairs and Maintenance	2,584.17	5,346.72	-2,762.55	-51.67%
414.80 · Travel and Meetings				
414.81 · Travel	699.48	95.12	604.36	635.37%
414.83 · Meetings and Seminars	205.00	0.00	205.00	100.0%
Total 414.80 · Travel and Meetings	904.48	95.12	809.36	850.88%
414.90 · Telephone & Internet Servcie	668.41	1,190.90	-522.49	-43.87%
Total 414.00 · Administration and General	121,177.90	125,055.82	-3,877.92	-3.1%

Tomales Village Community Services District
Profit & Loss Prev Year Comparison
 July 2013 through January 2014

	<u>Jul '13 - Jan 14</u>	<u>Jul '12 - Jan 13</u>	<u>\$ Change</u>	<u>% Change</u>
416.00 · Taxes				
416.10 · Property Taxes	-28.24	41.02	-69.26	-168.84%
Total 416.00 · Taxes	<u>-28.24</u>	<u>41.02</u>	<u>-69.26</u>	<u>-168.84%</u>
417.00 · Other Operating Expenses				
417.10 · Bank Service Charges	0.00	-40.00	40.00	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>64.00</u>	<u>488.31</u>	<u>762.98%</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				
423.10 · Contributions	100.00	0.00	100.00	100.0%
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	50.51	-50.51	-100.0%
423.312 · Supplies	80.00	122.13	-42.13	-34.5%
423.313 · Beer Sales	0.00	64.00	-64.00	-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>1,461.57</u>	<u>-504.82</u>	<u>-34.54%</u>
Total 423.30 · Fundraising Expense	<u>956.75</u>	<u>1,461.57</u>	<u>-504.82</u>	<u>-34.54%</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>1,056.75</u>	<u>2,597.20</u>	<u>-1,540.45</u>	<u>-59.31%</u>
Total Expense	<u>128,650.04</u>	<u>135,571.62</u>	<u>-6,921.58</u>	<u>-5.11%</u>
Net Income	<u><u>57,439.75</u></u>	<u><u>67,229.39</u></u>	<u><u>-9,789.64</u></u>	<u><u>-14.56%</u></u>

Tomales Village Community Services District
Profit & Loss Budget vs. Actual
 July 2013 through January 2014

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - Jan 14	Budget	Jul '13 - Jan 14	Budget	Jul '13 - Jan 14	Budget	Jul '13 - Jan 14	Budget
Ordinary Income/Expense								
Income								
301.00 · Service Charges								
301.10 · Service Charges - Monthly	0.00		0.00		882.00	882.00	882.00	882.00
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		0.00		0.00	7,680.00	0.00	7,680.00
301.30 · Services Charges - County - Other	0.00		0.00		63,000.00	63,000.00	63,000.00	63,000.00
Total 301.30 · Services Charges - County	<u>0.00</u>		<u>0.00</u>		<u>63,000.00</u>	<u>70,680.00</u>	<u>63,000.00</u>	<u>70,680.00</u>
Total 301.00 · Service Charges	0.00		0.00		129,148.00	147,206.00	129,148.00	147,206.00
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		1,564.20	1,659.00	1,564.20	1,659.00
311.50 · Interest Income - Park	0.97	4.20	0.00		0.00		0.00	
315.00 · Intergovernmental Revenues								
315.50 · Levy 4	0.00		0.00		4,484.21	6,652.41	4,484.21	6,652.41
315.60 · HOPTR	29.40	8.40	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	<u>17,404.31</u>	<u>25,008.40</u>	<u>0.00</u>		<u>4,484.21</u>	<u>6,652.41</u>	<u>4,484.21</u>	<u>6,652.41</u>
316.00 · CSI Solar Rebate	0.00		8,608.10	7,400.00	0.00		8,608.10	7,400.00
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	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	<u>16,211.00</u>	<u>0.00</u>	<u>16,211.00</u>
320.00 · Contributions Income								
320.20 · Restricted	10,000.00		0.00		0.00		0.00	
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	395.00	400.00	0.00		0.00		0.00	
Total 320.30 · Unrestricted	<u>7,507.00</u>	<u>7,400.00</u>	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	
Total 320.00 · Contributions Income	<u>17,507.00</u>	<u>7,400.00</u>	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	
322.00 · Park Use Rental								
322.60 · Water Tower PGE	490.00	490.00	0.00		0.00		0.00	
322.50 · Cleaning and Security Deposit	-400.00		0.00		0.00		0.00	
322.00 · Park Use Rental - Other	0.00	100.00	0.00		0.00		0.00	
Total 322.00 · Park Use Rental	<u>90.00</u>	<u>590.00</u>	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	
323.00 · Founders Day Committee	-779.00		0.00		0.00		0.00	
340.00 · Grants								
340.70 · Dean Witter Foundation	0.00	10,000.00	0.00		0.00		0.00	
Total 340.00 · Grants	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	
Total Income	<u>34,223.28</u>	<u>43,002.60</u>	<u>8,608.10</u>	<u>7,400.00</u>	<u>143,258.41</u>	<u>179,790.41</u>	<u>151,866.51</u>	<u>187,190.41</u>
Gross Profit	34,223.28	43,002.60	8,608.10	7,400.00	143,258.41	179,790.41	151,866.51	187,190.41

Tomales Village Community Services District

Profit & Loss Budget vs. Actual

July 2013 through January 2014

Expense	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - Jan 14	Budget	Jul '13 - Jan 14	Budget	Jul '13 - Jan 14	Budget	Jul '13 - Jan 14	Budget
410.00 · Sewage Collection	0.00		0.00		206.55	224.00	206.55	224.00
411.00 · Sewage Treatment	0.00		0.00		180.21	1,607.00	180.21	1,607.00
412.00 · Sewage Disposal	0.00		0.00		181.06	182.00	181.06	182.00
414.00 · Administration and General								
414.05 · Administrator's Fees	0.00		0.00		47,278.00	47,126.00	47,278.00	47,126.00
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		456.00	612.00	456.00	612.00
414.35 · Health Insurance Allowance	0.00		0.00		2,800.00	2,800.00	2,800.00	2,800.00
Total 414.30 · Insurance	0.00		0.00		8,525.54	8,741.00	8,525.54	8,741.00
414.40 · Office Expense								
414.41 · Postage and Delivery	200.00	50.00	0.00		131.97	180.00	131.97	180.00
414.42 · Printing and Copies	52.38	50.00	0.00		735.15	90.00	735.15	90.00
414.43 · Office Supplies	0.00		0.00		684.93	100.00	684.93	100.00
414.44 · Sonic - Web Hosting	0.00		0.00		119.70	139.65	119.70	139.65
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	3,500.00	0.00	3,500.00
414.46 · Board Meeting Exp - Other	0.00		0.00		741.87	560.00	741.87	560.00
Total 414.46 · Board Meeting Exp	0.00		0.00		741.87	4,060.00	741.87	4,060.00
414.47 · Clerical/Bookkeeping	0.00		0.00		0.00	1,160.00	0.00	1,160.00
Total 414.40 · Office Expense	252.38	100.00	0.00		2,413.62	6,329.65	2,413.62	6,329.65
414.50 · Contractual Services	0.00		0.00		36,170.19	35,821.00	36,170.19	35,821.00
414.55 · Professional Fees								
414.56 · Legal Fees	768.75		0.00		0.00	500.00	0.00	500.00
414.57 · Accounting	0.00		0.00		0.00	6,000.00	0.00	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	768.75		0.00		0.00	17,000.00	0.00	17,000.00
414.60 · Publication and Notices								
414.61 · Newsletter Expense	0.00		0.00		200.16	150.00	200.16	150.00
414.60 · Publication and Notices - Other	0.00		0.00		0.00	75.40	0.00	75.40
Total 414.60 · Publication and Notices	0.00		0.00		200.16	225.40	200.16	225.40
414.62 · Dues and Subscriptions	0.00		0.00		1,448.52	1,400.00	1,448.52	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

Tomales Village Community Services District

Profit & Loss Budget vs. Actual

July 2013 through January 2014

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - Jan 14	Budget	Jul '13 - Jan 14	Budget	Jul '13 - Jan 14	Budget	Jul '13 - Jan 14	Budget
414.70 · Repairs and Maintenance								
414.79 · Park Measure A Expenses	24.84		0.00		0.00		0.00	
414.77 · Irrigation Field Maintenance	0.00		0.00		0.00	1,275.00	0.00	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		0.00	500.00	0.00	500.00
414.73 · Equipment Repairs	0.00		0.00		759.70	500.00	759.70	500.00
414.75 · Park Maintenance								
414.755 · Park PGE	771.86	686.00	0.00		0.00		0.00	
414.75 · Park Maintenance - Other	548.99	402.00	0.00		0.00		0.00	
Total 414.75 · Park Maintenance	1,320.85	1,088.00	0.00		0.00		0.00	
Total 414.70 · Repairs and Maintenance	1,345.69	1,088.00	0.00		1,238.48	2,275.00	1,238.48	2,275.00
414.80 · Travel and Meetings								
414.81 · Travel	0.00		0.00		699.48	270.28	699.48	270.28
414.83 · Meetings and Seminars	0.00		0.00		205.00	300.00	205.00	300.00
Total 414.80 · Travel and Meetings	0.00		0.00		904.48	570.28	904.48	570.28
414.90 · Telephone & Internet Servcie	0.00		0.00		668.41	630.00	668.41	630.00
Total 414.00 · Administration and General	2,366.82	1,238.00	18,691.18	18,691.18	100,119.90	121,174.83	118,811.08	139,866.01
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								
423.10 · Contributions	0.00		0.00		100.00		100.00	
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	1,600.00	0.00		100.00		100.00	
Total Expense	3,295.33	2,838.00	18,691.18	18,691.18	106,663.53	129,211.83	125,354.71	147,903.01
Net Ordinary Income	30,927.95	40,164.60	-10,083.08	-11,291.18	36,594.88	50,578.58	26,511.80	39,287.40
Net Income	30,927.95	40,164.60	-10,083.08	-11,291.18	36,594.88	50,578.58	26,511.80	39,287.40

Tomales Village Community Services District
Statement of Cash Flows
January 2014

	<u>Jan 14</u>
OPERATING ACTIVITIES	
Net Income	15,003.08
Adjustments to reconcile Net Income to net cash provided by operations:	
137.00 - Accounts Receivable	-8,804.00
222.00 - Accounts Payable	<u>124.52</u>
Net cash provided by Operating Activities	<u>6,323.60</u>
 Net cash increase for period	 6,323.60
Cash at beginning of period	<u>379,554.98</u>
Cash at end of period	<u><u>385,878.58</u></u>

Phillips & Associates
Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

January 15, 2014

PhillipsOnSite.com

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
December, 2013

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.

Sincerely, **COPY**

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

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)	COD (mg/l)	Cl2 (mg/l)	Coliform MPN/100
12/1/2013	13.0							2.5									0.0						
12/2/2013	13.0							2.6									0.0						
12/3/2013	12.0		760.0	150.0	8.1	4.0	11.0	2.9				12.2				12.1	0.0						
12/4/2013	12.0							2.8									0.0						
12/5/2013	11.0							2.8									0.0						
12/6/2013	14.0							2.8									0.0						
12/7/2013	13.0	88.0						2.7									0.0	0.0					
12/8/2013	13.0							2.7									0.0						
12/9/2013	12.0							2.6									0.0						
12/10/2013	13.0				8.4	6.9	10.0	2.6				12.0				12.0	0.0						
12/11/2013	15.0							2.6									0.0						
12/12/2013	14.0							2.6									0.0						
12/13/2013	14.0							2.5									0.0						
12/14/2013	14.0	95.0						2.7									0.0	0.0					
12/15/2013	14.0							2.9									0.0						
12/16/2013	14.0							2.8									0.0						
12/17/2013	14.0				8.3	5.9	7.0	2.8				12.0				12.0	0.0						
12/18/2013	15.0							2.8									0.0						
12/19/2013	15.0							2.7									0.0						
12/20/2013	15.0							2.7									0.0						
12/21/2013	15.0	102.0						2.7									0.0	0.0					
12/22/2013	15.0							2.7									0.0						
12/23/2013	13.0							2.6									0.0						
12/24/2013	13.0				8.1	6.5	7.0	2.6				12.0				12.0	0.0						
12/25/2013	14.0							2.6									0.0						
12/26/2013	14.0							2.6									0.0						
12/27/2013	15.0							2.7									0.0						
12/28/2013	15.0	99.0						2.9									0.0	0.0					
12/29/2013	15.0							2.9									0.0						
12/30/2013	15.0							2.8									0.0						
12/31/2013	14.0							2.8									0.0						
Min	11.0	88.0	760.0	150.0	8.1	4.0	7.0	2.5	0.0	0.0	0.0	12.0	0.0	0.0	0.0	12.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	428.0																0.0						

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Dec 13

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

INSPECTION					
Date	12-3-13	12-4-13	12-18-13	12-23-13	
Day	Tue	Mon	wed	Tues	
Time	1155	0930	0730	0835	
Tech	ms	ms	ms	EC	
* Evident of any leaks	N	N	N	N	
Tank level, inches	38"	38"	38"	38"	
Cl2 gallons added	-	-	-	-	
New tank level after adding Cl2, inches	38"	38"	38"	38"	
Gallons used for treatment since last check	0	0	0	0	
Warning Signs Improperly Posted	N	N	N	N	

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

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

revised 02/2010

TOMALES TREATMENT POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Dec 13
2. Pond Standard Observation required every week year round.

INSPECTION					
Date	12-3-13	12-9-13	12-18-13	12-24-13	
Day	Tue	Mon	Wed	Tues	
Time	1100	0900	0735	0730	
Tech	MS	MS	MS	E.C	
Rain, Inches	0.85	0.40	0	0	
Number of waterfowl	8	9	4	12	
* Evidence of seepage from ponds	W	N	W	N	
* Nuisance odors from ponds	W	W	W	N	
* Warning signs improperly posted	W	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 EFFLUENT STORAGE POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Dec 2013

2. Pond Standard Observation required every week

INSPECTION					
Date	12/3/13	12/9/13	12/18/13	12/24/13	
Day	Tue	Tue	Wed	Tues	
Time	1130	0935	0715	0845	
Tech	MS	MS	MS	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	51°	38°	39 40°	52	
Weather- Calm, Oc, Rain, etc.	OC	clear	Calm	calm	
Wind direction & speed, mph	10-30 E	←	←	NEV	
Number of waterfowl	15	25	18	26	

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 VILLAGE

COMMUNITY
SERVICES
DISTRICT

January 29, 2014

Kenneth J. Blum, Administrative Director
The Dean Witter Foundation
57 Post Street, Suite 510
San Francisco, CA 94104

Board of Directors

Bill Bonini
President

Deborah Parrish
Vice-President

Patty Oku
Board Member

Sue Sims
Board Member

Brian Lamoreaux
Board Member

Administrator

Karl W. Drexel SDA

Dear Ken,

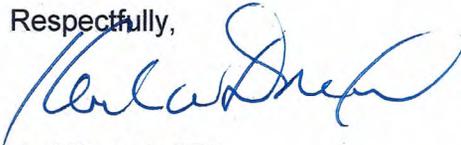
I would like to take this opportunity to thank you and the Dean Witter Foundation, again, for the generous donation to replace the Tomales Community Park's central gazebo. We have been researching various gazebo styles across the country and have held several Park Committee meetings, as well as the TVCSD Board meetings, over the last several months. We have also contacted a few local architects and engineers who we are discussing possible pro bono work for the design and specifications required for permitting.

We hope to have a working design sometime this spring so we can start the permitting process with the County of Marin. If all goes well, we should be able to start construction on the gazebo after the summer rental season. Although we don't garner a lot of income from the park rentals, it has become an important community resource for local weddings, parties and our annual Founders Day celebration.

Our funding stream for this project is right on schedule. In addition to the generous \$10,000 grant from Dean Witter, the District received a \$15,000 grant for the Marin County Board of Supervisors and an additional \$15,000 from the County Recreation and Park District's Measure A tax account. This is more than enough to start construction as soon as we develop the working plans.

Thank you again for your generosity and we will keep you updated on our progress. If you have any questions or want to visit the Park, give me a call.

Respectfully,



Karl Drexel, SDA
Administrator

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

Roles of Board Members and Officers

Tomales Village Community Service District

Individual Board Members:

- Attend all **B**oard 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.

Board President:

The *President* shall convene regularly scheduled Board meetings, shall preside or arrange for other members of to preside at each meeting in the following order: Vice-President and Secretary.

- 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 **B**oard resolutions are carried out
- Call special meetings if necessary, giving notice as required by law
- Appoint all committee chairs, with Board approval
- Coordinate the preparation of meeting agendas with the Administrator and Board Secretary
- Oversee new Board member orientation
- Oversee searches for a new Administrator
- 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

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
- Assume responsibilities of the President in the absence of the Board President, President-Elect, and Vice-President
- 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 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

Karl Drexel

From: Karl Drexel [karl@tomalescsd.ca.gov]
Sent: Friday, January 31, 2014 7:50 PM
To: 'Deborah Parrish'
Cc: 'Sue Sims'; 'Bill Bonini'; 'Brian B Lamoreaux'; 'patty oku'
Subject: RE: Letter to Richard Culp at RCAC re: TVCSD Rate Study
Attachments: TVCSD 2010-11 Deprec.pdf; CIP Draft with RCAC.pdf

Dear Deborah,

As is Mr. Culp's letter clearly states, I am "providing valuable insight in the development of a comprehensive Capital Improvement Plan (CIP) that identifies wastewater utility infrastructure, the remaining life span of each component and the estimated future cost of replacement." The key word being providing (as in continuing). This implies that it is a work in progress. When it has been developed with the input of Steve Phillips, myself, Richard Culp and any other engineers I feel need to be consulted, I will present it to the Board of Directors. It is not ready yet. The need for asset replacement has been discussed with this board and previous boards over the last several months. In fact in the last Board packet that you received, I submitted information on two of many assets that are over thirty years old and will need to be replaced, preferably sooner rather than later when they fail. As to your confusion, the "requested data on this subject" was not available at the last meeting and is still not complete. Which is the reason why Richard refers to it as a comprehensive Capital Improvement Plan. I have reluctantly attached correspondence with Richard Culp regarding the development of a CIP. I say reluctantly because people often times jump to conclusions when only the drafts of ideas and plans are made public. But since you asked, here they are. I hope this helps your confusion.

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
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admin@tomalescsd.ca.gov

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From: Deborah Parrish [mailto:deborahparrish@mac.com]
Sent: Friday, January 31, 2014 6:32 PM
To: Karl Drexel
Cc: Sue Sims; Bill Bonini; Brian B Lamoreaux; patty oku
Subject: Fwd: Letter to Richard Culp at RCAC re: TVCSD Rate Study

Hi karl,

We just received this response from the rate study contact. In it, he refers to a document you provided with CIP data.

My question is has the Board reviewed and approved these Capital Improvement Projects? I'm confused as to why this wasn't provided when we requested data on this subject in the last board meeting, especially since it is now part of a rate study that we are to receive. Perhaps it was provided to the former members and we just haven't received it yet.

Could you please forward these projections to the board for review? It will important to have context as we reviw the results of the rate study.

Thanks,
Deborah

Begin forwarded message:

From: Richard Culp <RCulp@rcac.org>
Subject: RE: Letter to Richard Culp at RCAC re: TVCSD Rate Study
Date: January 31, 2014 at 5:09:22 PM PST
To: Donna Clavaud <donna.clavaud@gmail.com>
Cc: "Bruce Bramson (brucebramson@yahoo.com)" <brucebramson@yahoo.com>, "Chick Petersen (chickpetersen@mac.com)" <chickpetersen@mac.com>, "Deborah Parrish (deborahparrish@mac.com)" <deborahparrish@mac.com>, "SDA Karl Drexel (karl@tomalescsd.ca.gov)" <karl@tomalescsd.ca.gov>, "Sue Sims (suesims@sonomapc.com)" <suesims@sonomapc.com>, "Venta Leon (venta.leon@gmail.com)" <venta.leon@gmail.com>

Greetings TVCSD Financial Advisory Committee,

Thank you for the letter of introduction. I look forward to working with you to evaluate the financial capacity of your District as it relates to the wastewater utility. Your letter comes at a good point in the process as we are getting close to having all the base financial data accumulated and plugged in to spreadsheets.

Karl has provided year-end financial statements for the years 2011 through 2013 and a balance sheet for June 30, 2013. He has also identified expenses and revenues that are not related to the wastewater utility so that the rate analysis will be independent of parks or other services provided by the CSD.

Karl is also providing valuable insight in the development of a comprehensive Capital Improvement Plan (CIP) that identifies wastewater utility infrastructure, the remaining life span of each component and the estimated future cost of replacement.

Operational expense, revenue and reserves will provide the bases for calculating the necessary EU rate structure to achieve goals that you as a committee will determine. We will need your input as to the projected future operational costs, the amount you want to save in the capital reserve for future projects, and the amount of CIP funding you plan to finance with long term debt.

I am currently working on the CIP and plan to have a first draft of the comprehensive list of projects by early next week. I will need Karl and the FAC to review the CIP to make sure it is complete and representative of the current infrastructure. The CIP will be the most important part of the rate analysis.

Once we have a complete CIP we can project future budgets, reserves, additional financing requirements and the rates required to support these goals.

The spreadsheets I am developing will allow us to experiment with various levels of reserve savings for funding CIP projects and the corresponding long-term debt financing requirements.

Now that I have the contact information for the FAC I will include all of you in future correspondence and requests for information. I will look to Karl as the primary contact for responding to my inquiries, but I will welcome comments from each of you. Once we have all the data confirmed I will send you a draft of the full report for review. I am also available to visit with you and address any questions you have prior to finalizing the report with our recommendations.

Please let me know if you have any suggestions regarding this proposed plan of action.

Best Regards

Richard Culp, PE

RCAC| ENVIRONMENTAL PROGRAMS

Rural Development Specialist – Engineer

(707)223-5640

rculp@rcac.org

From: Donna Clavaud [<mailto:donna.clavaud@gmail.com>]

Sent: Thursday, January 30, 2014 5:24 PM

To: Richard Culp

Cc: karl@tomalescsd.ca.gov

Subject: Letter to Richard Culp at RCAC re: TVCSD Rate Study

Dear Richard,

Please see attached letter from TVCSD's Financial Advisory Committee. We look forward to hearing from you.

Sincerely,

FAC members Parrish, Sims, Petersen, Clavaud, Leon and Bramson

January 27, 2014

Subject: Tomales Village CSD-Rate Study

Dear Richard Culp,

We are members of the official Financial Advisory Committee (FAC) of the Tomales Village Community Services District (TVCS D). We are writing to establish a proper channel of communication with you so we can offer input to the **Rate Study** before its completion.

As one key outcome of a Strategic 5-year Plan developed by TVCS D about a year ago, the TVCS D Board of Directors formally approved a FAC to provide oversight for financial statements and reports and to work with "Staff" on all financial issues, revenue and expenditure issues. We have been working diligently to perform these duties, one of which was the recommendation to have a Rate Study performed as a definitive tool for future financial planning in an effort to better understand revenues, income and reserves as we strategize for future capital improvements.

At this time, TVCS D has a newly configured Board of Directors with 3 of 5 new members requiring training and familiarity with district business; a new Annual Budget Process being implemented after being recommended by FAC and approved; and current development of a first TVCS D Policy and Procedures Manual. FAC is also currently reviewing all line items for a 2014-15 draft budget.

While we understand you are in touch with Karl Drexel, our contracted Administrator, and he has indicated in recent emails to you that "balances are considerably lower than I think they should be" and that he "does believe rates are too low", this is his opinion only. In fact, we just do not have sufficient data for an analysis at this time; therefore, FAC is seeking an objective analysis. Until now, there has not been a TVCS D budget planning process nor any specific CIP planning process with a careful analysis of future operational needs based on projected costs and timelines. There has only been general commentary over the past year on possible and probable operational costs in upcoming years, little exploration of costs, and no conversation of optional re-allocation of current expenses or cost-cutting options as first steps prior to rate increases.

We are very hopeful as we move forward that the TVCS D can develop creative strategies to maintain our very small CSD and that with prudent budgeting and cost-saving measures we can keep rates affordable for this tiny rural village. We will need to plan carefully so that we can respond to absolutely necessary capital improvements for the health of the community. We definitely need to understand varying rates of revenue to income and reserves. It is our goal and expectation that an objective third-party Rate Analysis can provide TVCS D with data and rate models so that we have the capacity to be more effective financial planners for TVCS D's immediate future. We are hoping you can help us!

We are available to meet at your convenience and we can be reached by email or by phone. We feel

Page 2-letter to Richard Culp, P.E.

strongly that prior to the completion of a rate study report, we should be contacted for input.

Thank you in advance for your time and attention to TVCSD and our sincere appreciation to RCAC for your service to small CSD's like Tomales.

A copy of this signed letter by all FAC members is available upon request.

Sincerely,

Deborah Parrish, FAC Chair and Board VP (415)-827-5822 deborahparrish@mac.com

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

Donna Clavaud donna.clavaud@gmail.com

Chick Petersen chickpetersen@mac.com

Venta Leon venta.leon@gmail.com

Bruce Bramson brucebramson@yahoo.com

Cc: Karl Drexel and FAC members

Karl Drexel

Subject: FW: Tomales Village CSD - Rate Study

From: Richard Culp [mailto:RCulp@rcac.org]
Sent: Friday, December 13, 2013 11:35 AM
To: karl@tomalescsd.ca.gov
Cc: Stevan Palmer
Subject: RE: Tomales Village CSD - Rate Study

Hello Karl,

Thanks for the update. I called this morning and left a message to let you know I am starting to plug in the data you sent for the rate study. I will try and touch base with you next week as questions arise.

Best Regards

Richard Culp, PE
RCAC | ENVIRONMENTAL PROGRAMS
Rural Development Specialist – Engineer
(707)223-5640
rculp@rcac.org

From: Karl Drexel [mailto:karl@tomalescsd.ca.gov]
Sent: Friday, December 06, 2013 5:41 PM
To: Richard Culp
Subject: RE: Tomales Village CSD - Rate Study

Hi Richard,

I am working on a CIP as we speak, but won't have numbers for everything for a while. So far I have:

Seven new irrigation guns at approx \$2,000 each plus installation (???) ≈ \$20,000

Two new Goulds Irrigation Pumps at Approx \$3,000 each plus electric and installation (???) ≈ \$10,000

Slip lining ± about 1 mile of collection line (???) No idea exactly how much line will be needed, or when, or what the cost ≈ \$500,000 - \$800,000.

Electrical Service Panels and new controllers for Irrigation Field and WWTP (???) No idea on cost, but would guess over \$10,000 each. ≈ \$20,000 - \$40,000

New SCADA Software and hardware to replace 10 year old Allen Bradley ≈ \$20,000 - \$30,000

I will work on the list of assets, but these are the oldest items left and will need replacement first. Probably in the next five years, maybe sooner.

The rest of the assets are mostly brand new and shouldn't need anything more than maintenance and occasional repair over the next ten years

I have tried to put aside a little bit for reserves every year and we have been successful so far, but it is an arbitrary amount each year and it isn't as much as would have been set aside if we had a regular depreciation expense ≈ \$40,000 per year. We do not have any deferred maintenance. We contract with Phillips & Associates out of Napa for operation and maintenance and stay ahead of problems with routine maintenance. When there is a maintenance issue we either fix the problem or replace the equipment from reserves. There are no other labor costs, except annual audit and occasional legal expenses. Park Maintenance is primarily done by volunteers and no rate payer fees go to the Park.

The WWTP Improvement Project is actually \$939,000 and is complete. That's why we don't need to replace many assets. We already did with grants and low interest loans.

Hope this helps. I will be out of the office on Monday, but available any time the rest of the week if you want to talk. 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
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admin@tomalescsd.ca.gov

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From: Richard Culp [<mailto:RCulp@rcac.org>]
Sent: Friday, December 06, 2013 4:34 PM
To: SDA Karl Drexel (karl@tomalescsd.ca.gov)
Cc: Stevan Palmer
Subject: Tomales Village CSD - Rate Study

Hello Mr. Drexel,

Stevan Palmer asked me to help with the rate study and I am reviewing the information you sent. The Capital Improvement Projects you spoke of (North of \$700,000) would be one of the most important components of a new rate study. As you put that CIP list together please provide your best estimate for the remaining life span of each major line item in your existing facility inventory, in addition to any new improvement projects already identified.

Our rate analysis will look at various ratios of revenues to income and reserves, but from what I saw in your three year-end reports, you are building reserves and have more than a year's operating revenues in reserve. It may be advisable to increase rates to improve these ratios, but that will not reflect the true picture if operational maintenance is being deferred for budgetary reasons. If you can identify any operational expenses that should be in your operating budget, but are deferred, it will provide another way to look at a possible rate increase.

What kind of labor expenses do you have other than the Administrator Fee? Do you contract out for maintenance and operations?

I noticed on your New Balance Sheet 6-30-13 an Improvement Project for the WWTP at \$631K. What is the status of this project and the other projects listed?

I will be working on this project over the next few weeks and look forward to talking with you. Please let me know when would be a good time to call next week.

Best Regards

From: Karl Drexel [<mailto:karl@tomalescsd.ca.gov>]
Sent: Wednesday, November 20, 2013 2:26 PM
To: Stevan Palmer
Subject: RE: Tomales Rate Study

Hi Stevan,

Currently, we are able to show a Net Income, as you can see, and have money available to set aside in an Operational Reserve, Capital Reserve, etc. This is based on a percentage that is arbitrary right now, but we have been able to increase our reserves every year. We do not have a reserve policy per se, and the balances are considerably lower than I think they should be. However, we do not have a Depreciation Expense Item in our monthly financials or in our annual

budget. Our auditor makes a JE at the year-end during the audit, which puts us in the red. Every year for the last several years. So to answer one of your questions, I do believe rates are too low. We had a small rate increase in 2009 of \$5.00/mo, or 8%, which was designated specifically for the repayment of our solar system and is restricted to that. No operational costs come out of that income. The last operational rate increase was in 2006 for a \$7/mo increase or 12%. Nothing since 2006. I believe our rates are too low.

The District has never had a rate study, but we feel it is important to have an impartial third party look into the rate structure and make an analysis, or whatever it is that a rate study does. Certainly, whatever the outcome of a rate study, it is not going to be satisfactory to everybody. However, it will give the District a starting point to discuss options.

Additionally, our wastewater collection system is 37 years old and has been patched together numerous times. Part of the system is asbestos-cement pipe and part is plastic. We are going to need to replace or repair the lines sometime in the future and need to set aside reserves for that. We also have an irrigation system in our wastewater treatment process that has old irrigation guns and pumps and motors. These will need to be replaced at some point. I am working on getting numbers for all of this, but it is going to be north of \$700,000 for sure.

We have been attempting to get an accurate Median Household Income Survey done, but we don't have enough responses to have an accurate picture. Whatever it turns out to be, it appears less than a disadvantaged community criteria, so grants for our capital projects are probably not in the cards. We need more reserves.

That's the short version. Hope it helps.

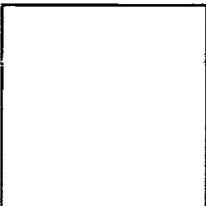
Karl

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

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Richard Culp, PE
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Rural Development Specialist – Engineer
(707)223-5640
rculp@rcac.org



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Karl Drexel

Subject: RE: Letter to Richard Culp at RCAC re: TVCSD Rate Study

From: Karl Drexel [mailto:karl@tomalescsd.ca.gov]
Sent: Tuesday, February 04, 2014 2:26 PM
To: Steve Phillips
Cc: Gary Phillips
Subject: FW: Letter to Richard Culp at RCAC re: TVCSD Rate Study

Steve,

As per our discussions, a representative of the RCAC and I are trying to complete a Capital Improvement Project list. Attached and below are what he is working with right now. I would like Phillips & Assoc to review this list and let us know your best possible guess as to what assets will need replacement and when you think they will need it. Obviously this is only educated guessing at this point, but we need someplace to start. Also, as you can see, there are several assets that will never need replacing and others that have already been replaced, but if you can give me an idea of what you think will need replacement, approximate replacement costs and when they will need replacing, we can finish the list. Please do the best you can over the next couple of days and return to me. I know that doesn't give you much time, but it doesn't need to take a lot of time. i.e. high lift pumps – 10 years \$10,000 each; lift station pumps \$5,000 each – 10 years; comminutor \$5,000 5 years; etc. Thanks.

Karl

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

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From: Richard Culp [mailto:RCulp@rcac.org]
Sent: Monday, February 03, 2014 4:16 PM
To: SDA Karl Drexel (karl@tomalescsd.ca.gov)
Cc: Bruce Bramson (brucebramson@yahoo.com); Chick Petersen (chickpetersen@mac.com); Deborah Parrish (deborahparrish@mac.com); Sue Sims (suesims@sonomac.com); Venta Leon (venta.leon@gmail.com); Donna Clavaud (donna.clavaud@gmail.com)
Subject: RE: Letter to Richard Culp at RCAC re: TVCSD Rate Study

Hello Karl and TVCSD FAC,

Karl, I need your assistance refining the project list for the CIP. This is what I have thus far:

I started with the priority projects you provided, broken out by the various life spans (phased replacements) with earliest projects on top.

Please confirm that I have everything correct for these first 14 items:

Item #	Item	Unit	Quant	Unit Cost	Total Replacement Cost	Years to Replace
--------	------	------	-------	-----------	------------------------	------------------

1	Electrical Service Panels and new controllers for Irrigation Field and WWTP Phase 1	EA	1	\$10,000	\$10,000	2
2	Irrigation gun #1	EA	1	\$3,000	\$3,000	3
3	Irrigation Pumps	EA	2	\$5,000	\$10,000	3
4	Irrigation gun #2	EA	1	\$3,000	\$3,000	4
5	Irrigation gun #3	EA	1	\$3,000	\$3,000	5
6	Slip lining collection Phase 1	LF	1800	\$148	\$266,400	5
7	SCADA Software and hardware	EA	1	\$30,000	\$30,000	5
8	Irrigation gun #4	EA	1	\$3,000	\$3,000	6
9	Slip lining collection Phase 2	LF	1800	\$148	\$266,400	6
10	Irrigation gun #5	EA	1	\$3,000	\$3,000	7
11	Slip lining collection Phase 3	LF	1800	\$148	\$266,400	7
12	Irrigation gun #6	EA	1	\$3,000	\$3,000	8
13	Irrigation gun #7	EA	1	\$3,000	\$3,000	9
14	Electrical Service Panels and new controllers for Irrigation Field and WWTP Phase 2	EA	1	\$30,000	\$30,000	10

The following are additional projects mentioned in e-mail without cost estimates.

Please make your best estimate for these or we can look at original cost and adjust for inflation.

15	Lift Station 2 pumps	EA	1			10
16	high lift pump #1	EA	1			10
17	high lift pump #2	EA	1			10
18	comminutor	EA	1			5
19	Aerators #1	EA	1			5
20	Aerators #2	EA	1			10
21	Aerators #3	EA	1			10

Items 22 – 66 are derived from the asset inventory in the depreciation schedule.

Please identify all line items that we do not need in the CIP or are identified by one of the first 21 line items above.

22	COLLECTOR MAINS	EA	1	271,455	\$271,455	50
23	SUBDIVISION EXT.	EA	1	13,663	\$13,663	50
24	VALLEY ST. EXT.	EA	1	15,583	\$15,583	50
25	SEWER LATERALS	EA	1	17,672	\$17,672	50
26	PUMP & LIFT STA	EA	1	19,387	\$19,387	10
27	PLANT	EA	1	195,486	\$195,486	50
28	ALARMS & CONTROLS	EA	1	20,716	\$20,716	50
29	COMMINUTER	EA	1	4,695	\$4,695	50
30	HIGH LIFT PUMP AND MOTOR	EA	1	4,902	\$4,902	10
31	SPRAY DISPOSAL SYS.	EA	1	158,047	\$158,047	50
32	DISPOSAL IRRIGATION	EA	1	9,340	\$9,340	50
33	SPRAY FIELD EXPANSION	EA	1	3,161	\$3,161	50
34	FORCE MAINS	EA	1	74,420	\$74,420	50
35	PLANNING AND DESIGN	EA	1	25,332	\$25,332	50
36	2004 ADDITIONS	EA	1	3,019	\$3,019	50
37	2005 ADDITIONS	EA	1	7,000	\$7,000	50
38	2006 ADDITION	EA	1	2,355	\$2,355	50
39	ENGINEERING	EA	1	285	\$285	50
40	OTHER PROJECT EXPENSES	EA	1	2,187	\$2,187	50
41	EFFLUENT FLOW METER	EA	1	3,874	\$3,874	50
42	CONSTRUCTION MGMT	EA	1	16,150	\$16,150	50
43	2004 ADDITION	EA	1	2,136	\$2,136	50
44	POND RENOVATION	EA	1	3,860	\$3,860	50
45	2009 ADDITIONS	EA	1	4,212	\$4,212	50
46	2010 ADDITIONS	EA	1	10,174	\$10,174	50
47	STORAGE PIPELINE REPLACEM	EA	1	18,130	\$18,130	50
48	LEVEL TRANSMITTER	EA	1	2,095	\$2,095	50
49	FORCE MAIN & AIR GAP	EA	1	25,283	\$25,283	50
50	INFILTRATION & INFLOW RED	EA	1	11,738	\$11,738	50
51	2004 ADDITIONS	EA	1	22,686	\$22,686	50
52	TELEMTRY & SCADA	EA	1	62,946	\$62,946	50

53	SLUDGE REMOVL&POND REPAIR	EA	1	1,394	\$1,394	50
54	SAND AND GREASE TRAP POND	EA	1	17,548	\$17,548	50
55	SAND FILTER REMOVAL	EA	1	84,423	\$84,423	50
56	POND RENOVATION	EA	1	4,443	\$4,443	50
57	REMOVE AND DISPOSE BIOSOL	EA	1	65,505	\$65,505	50
58	TREATMENT POND CELL UPGRD	EA	1	258,361	\$258,361	50
59	LINER SUBDRAIN, SUMP&PUMP	EA	1	59,889	\$59,889	50
60	HIGH LIFT PUMPS	EA	1	76,457	\$76,457	50
61	REPLACEMENT FLOW METER PO	EA	1	14,941	\$14,941	50
62	SCADA MONITORING & ALARMS	EA	1	45,322	\$45,322	50
63	IRRIGATION FIELD IMPROVEM	EA	1	40,868	\$40,868	50
64	REROCK ROAD TO IRR FIELD	EA	1	22,500	\$22,500	50
65	LIFT STATION REHABILITATI	EA	1	7,135	\$7,135	50
66	2006 ADDITIONS	EA	1	13,642	\$13,642	50

For example: item 22 Collector Main replacement will likely be taken care of by items 6, 9 and 11 Slip Lining Collection Mains. Item 22 could be removed unless you believe some replacement of the mains will be required in the future in addition to some slip line repairs. Items 27 and 31, plant and spray system are big ticket items that may not need to be on the CIP list unless there are significant components that must be replaced in the future and are not already identified by another line item (like irrigation guns) .

The life span shown for items 22 – 66 also needs your input. If we do not have current costs we can use the original cost and adjust for inflation based on the date of installation shown in the depreciation schedule.

I am not familiar with some of the items listed such as item 66 “2006 Additions”. If this project included any new infrastructure we should define it, if not we can remove it. There are others like this item.

Please review the items above and let me know what items should remain in the CIP. It is good to see the complete list of infrastructure, but we can trim this down to the items most likely to wear out and need replacement. Looking forward 5-10 years should be our goal, but longer range items could be included if we expect the replacement cost will be significant and we want to include reserve savings for it in the rates.

Once we have this CIP refined we can start looking at revenues, expenses, reserves, CIP funding choices, budget options, ratios and rates.

I also attached the spreadsheet file in case you have Excel.

Please let me know if you have any questions.

Best Regards

Richard Culp, PE
RCAC| ENVIRONMENTAL PROGRAMS
Rural Development Specialist – Engineer
(707)223-5640
rculp@rcac.org

Webinar: The Essential Guide to the Brown Act

PLEASE NOTE: CORRECT
DATE IS FEBRUARY 13

[Back](#)

[Print Page](#)

Presenter: Alexandra Barnhill, Burke Williams Sorenson

This webinar provides the nuts and bolts of the Brown Act, California's open meetings law. Learn what constitutes a meeting and what does not, what agenda requirements exist, when closed sessions can take place, and what the role the public has in agency meetings. Find out about recent legislative updates to the law and the consequences of violating the law. Whether you are new to an agency or a seasoned professional, this webinar will provide core information and keep you up to date.

10:00 am - 12:00 pm

Free SDRMA Member
\$69 CSDA Member
\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Thursday, February 13, 2014

End Date: Thursday, February 13, 2014

Coordinators: Sharon Foster, Professional Development Assistant -
sharonf@csda.net

Directions: PLEASE NOTE CORRECT DATE IS FEBRUARY 13

You must log on before continuing through the checkout process.

Thank you for using the CSDA web site.

Webinar: Understanding Board Member & District Liability Iss

Presenter: Dennis Timoney,
Special District Risk
Management Authority

[Back](#)

[Home](#)

Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This webinar is a discussion of the legal role of the Board in the management and operation of a public agency and the role of individual Board members acting within the course and scope of their official duties.

10:00 am - 12:00 pm

Free SDRMA Member
\$69 CSDA Member
\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Wednesday, February 19, 2014

End Date: Wednesday, February 19, 2014

Coordinators: Sharon Foster, Professional Development Assistant -
sharonf@csga.net

You must log on before continuing through the checkout process.

Thank you for using the CSDA web site.

Webinar: Maximize Your CSDA Membership - Website Resources

Presenter: CSDA Member Services

You recognize the value of CSDA membership, but do you know how to get the best value from your district's investment? CSDA offers two complimentary webinars to provide you with a greater understanding of full range of benefits your district has access to. Our first webinar takes you on a tour through our newly launched website and explores the members' only resources available there. The second webinar covers the wide array of special programs and discounts especially designed help members cut costs and save money. Attend either or both of these webinars and start getting more out of your CSDA membership.

Date: February 25, 2014, Website Resources
Date: May 13, 2014, Cost Saving Programs

10:00 am - 11:00 am
There is no fee for this webinar

Free Webinar 10:00 am - 11:00 am

Start Date: Tuesday, February 25, 2014

End Date: Tuesday, February 25, 2014

Coordinator: Sharon Foster, Professional Development Assistant - sharonf@csda.net

You may [log on](#) by clicking on the link below.

Thank you for using the CSDA website.

Board Secretary/Clerk Conference

Agenda will vary for first time & returning attendees:

02/27/14 - Day One

07:30 am - 08:30 am Registration & Breakfast (All)

08:30 am - 09:45 am Opening Keynote (All)

10:00 am - 11:45 am Education Sessions

12:00 pm - 01:00 pm Exhibitor Luncheon (All)

01:15 pm - 03:00 pm Education Sessions

03:00 pm - 03:30 pm Refreshment Break (All)

03:30 pm - 05:00 pm Education Sessions

05:30 pm - 07:00 pm Hosted Reception & Networking with Exhibitors (All)

02/28/14 - Day Two

07:30 am - 08:30 am Breakfast with Exhibitors (All)

08:30 am - 10:00 am Education Sessions

10:00 am - 10:30 am Break (All)

10:30 am - 12:00 pm Education Sessions

12:00 pm - 01:15 pm Networking Lunch (All)

01:15 pm - 02:45 pm Education Sessions

02:45 pm - 03:00 pm Break (All)

03:00 pm - 04:30 pm Education Sessions

Early Bird Registration Fee: (On or before January 27, 2014)

\$525 SDRMA member, \$575 CSDA Member, \$750 Non-Member

Regular Registration Fee: (After January 27, 2014)

\$575 SDRMA member, \$625 CSDA Member, \$800 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$75 processing fee. February 27, 2014 - 07:30 am - 07:00 pm February 28, 2014 - 07:30 am - 04:30 pm

Start Date: Thursday, February 27, 2014

End Date: Friday, February 28, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net
Megan Hemming, Professional Development Director - meganh@csda.net

Address: Embassy Suites Napa Valley
1075 California Boulevard
Napa, CA 94559

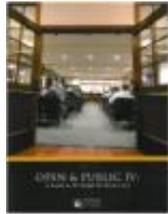
Directions: Room rates are only \$139 plus tax per night single/double occupancy by calling 1-800-EMBASSY and using the group code CSD or the group name California Special Districts Association. You can also book online at www.embassysuitesnapahotel.com using CSD as the group/convention code. The room reservation cut-off is February 5, 2014, however, space is limited and attendees are encouraged to make their reservations early.

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Thank you for using the CSDA web site.

CSDA Bookstore

Product Details



Open & Public IV - A User's Guide to the Ralph M. Brown Act

Open & Public IV focuses on the Brown Act and the common interest in the open meeting laws for local government. In this update the basic law is reviewed as well as the changes that have been adopted in numerous sessions of the Legislature. This guide also focuses on meeting practices, rights of the public, closed sessions, legislative bodies, offers remedies and answers the 20 most frequently asked questions. Featured Item.

Price: 32.50

Quantity

[Add To Cart](#)

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Ethics Publications & DVD

Finance Publications

Human Resources Publications

Miscellaneous Publications

SDA Study Materials

Thank you for using the CSDA web site.

Tomales Village Community Services District

2011 Five Year Strategic Plan

VISION	Strive to be a sustainable model district, environmentally conscious, safe, and reliable with long-term goals of achieving financial stability and fostering cohesive community partnerships.
MISSION	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.
STRATEGIES	<p>Focus on practicing and communicating fiscal responsibility.</p> <p>Investigate new grant sources and fundraising opportunities.</p> <p>Complete open projects and financially maintain park.</p> <p>Review environmental concerns on a regular basis.</p> <p>Regularly educate and inform all stakeholders.</p> <p>Provide ongoing education for Board of Directors.</p> <p>Promote website and newsletter to disseminate accurate information.</p>
ACTION PLANS - Year 1	<p>Create Finance Committee to provide oversight, analyze budget and current revenues, expenses, and identify relevant “Best Practices”.</p> <p>Increase revenue and decrease expenses.</p> <p>Develop permanent statement in newsletter & website describing procedure to address concerns and questions.</p> <p>Develop financial fact sheet to educate all ratepayers.</p> <p>Complete contract and open bids for system operator.</p> <p>Advertise park availability by next newsletter.</p> <p>Obtain permanent spot on Town Hall newsletter.</p> <p>Conduct survey to determine community wants, needs, and interest in volunteering.</p> <p>Develop financial, legal, technical Advisory Group to tap local expertise and interest.</p> <p>Post rate schedule.</p>
ACTION PLANS - Within 2 Years	<p>Investigate repair of collection system.</p> <p>Outreach via newsletter, community letters & information meetings.</p> <p>Revise and renew Mission Statement.</p> <p>Create TVCSD Policy Manual.</p> <p>Address and resolve legal structure of TVCSD.</p> <p>Educate broader community that Tomales citizens provide park financial support.</p> <p>Locate and enroll Business Sponsors for park.</p>
ACTION PLANS - 3 Years and Beyond	<p>Create Park Committee to assist with ongoing management and maintenance needs.</p> <p>Remove gorse from park.</p> <p>Establish annual tour of plant, contact SUSD.</p>

KARL W. DREXEL
Management Consultant

Administrators Report 2-12-14

1. Work on Capital Improvement Project list with Steve Phillips and Richard Culp. Contacted vendors for updated pricing.
2. Work on Green Business Certification checklist. Met with David and Steve Phillips re remaining items.
3. Work with auditor regarding check list of documents. Work on collecting documents. Update minutes book and year end financials.
4. Research and review Board policies for samples for new Board. Collect and forward samples to Deborah.
5. Contact Dean Witter re Tomales Park Gazebo update.
6. Review Board training sessions for Board members. Advise Board members.
7. Work on Executive Summary of the District. Work on Historical Timeline, capital improvements and grants.
8. File Monthly SSO report to State, enter and pay bills, reconcile bank accounts, transcribe minutes, compile Board Packets, and other regular administrative duties.
9. In addition to regular administrative duties, attended CWEA tour and membership meeting, committee chair meeting and Board of Directors meeting.

STATE OF THE DISTRICT An Historical Perspective

In order to fully understand where the District is today and make future plans, it is necessary to know the background and historical timeline of where the District has been and what it has accomplished.

Background

In the late Sixty's a perceived health issue arose in Tomales that created a building moratorium by the County. It was believed that the proximity of septic systems and drinking water wells on the small lots in Tomales created an outbreak of disease. The County mandated that Tomales residents build a water system or a sewer system before additional building could resume. The community voted for a sewer system and proceeded to have one built. North Marin County Water District was tasked with operating the system and in 1976 the sewer system was opened. It was built with grants and loans.

In 1996, one of the irrigation pipes broke and secondary treated wastewater flowed out for several days before it was noticed. North Marin was fined by the Regional Water Quality Control Board and rather than the District absorbing the fine, they chose to raise rates in Tomales to cover it. Residents in Tomales felt it was North Marin's lack of maintenance and inattention that caused the problem and that the fine should be covered by North Marin. A local committee was formed to negotiate with North Marin and out of those negotiations, the community got North Marin to spread the cost of the fine over their entire customer base; got a third party Operation and Maintenance company to operate the Tomales system rather than North Marin employees; and formed a Community Services District to detach from North Marin Water District and operate the sewer on its own. The TVCSD was voted on by the community and over 80% of the respondents approved the formation of the new District. It was formed by the Marin County Board of Supervisors and the Marin County Local Agency Formation Commission in 1999.

The new District hired an Administrator and an O&M company to run the District and maintain the system. The sewer system was turned over to the District in an AS-IS basis with a lot of deferred maintenance, old worn equipment, and the debt of the original construction loan. The detachment from North Marin went smoothly, but the total amount of reserves after twenty-five years was just \$144,000.

The new Board, the Administrator and the Operators developed a priority list of improvements that needed to be done and set out to find the funding to get it done. One of the main goals of the District was to provide safe, reliable and environmentally friendly wastewater treatment and reuse. The Administrator and Operators developed the design and specifications for the first phase of improvements to the WWTP. The Administrator applied for and secured grants as well as low interest loans to proceed.

Phase One WWTP Improvement Project

The first phase of the Improvement Project, started in 2002, included:

- Remove chlorine gas disinfectant and replace with safer liquid Sodium Hypochlorite
- Planning and Design, Construction Management, and other Construction Expenses
- Replace 8" worn and rusted pipeline at storage ponds and put it underground
- Installed air gap in force main pipe going to storage ponds to eliminate chance of backflow

Repaired several sections of collection line and manholes to reduce inflow and infiltration
 Replaced one of the circular irrigation guns with a 30 head Rain Bird array for better irrigation
 Replaced grinder pumps and infrastructure at lower town lift station and repaired walls
 Installed state of the art Supervisory Control and Data Acquisition (SCADA) system to monitor
 the controls operating the wastewater system, initiate alarms if there is a problem, and
 turn on and off needed equipment as necessary, all from a remote location.

Funding for the first phase of Improvements and the payoff of the original construction loan
 came from grants, low interest loans and the capital contribution component of the agreement
 with the SUSD.

Grants:

CDBG	\$ 7,212	
SWRCB SCG	\$119,070	
SWRCD SCG	\$ 7,301	\$133,583

Loans:

SWRCB SRF	\$ 75,330
-----------	-----------

Other:

SUSD Capital Component	\$ 31,000
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Phase Two WWTP Improvement Project

The Second Phase of the Improvement Project, started in 2005, included:

Planning and Design, Construction Management, and other Construction Expenses
 Install a Level Transmitter to record Storage pond depth in SCADA system
 Install a Fats, Oil and Grease interceptor to keep treatment ponds free of grease
 Remove abandoned sand filter and retrofit to treatment pond #1 with circular plumbing system
 to other ponds
 Remove and dispose of 30 years of accumulated biosolids from treatment pond
 Rebuild and retrofit original treatment pond to a two cell pond with circular plumbing to the other
 ponds
 Install sub-drain, sump and pump and Hypalon liner in all treatment cells
 Purchase and install two new high lift pumps
 Purchase and install two new aerators
 Purchase and install new influent flow meter and SCADA monitoring
 Purchase and install new effluent flow meter and SCADA monitoring
 Upgrade SCADA monitoring and Alarms for new pond levels and pump operation
 Replace the lower town Lift station control panel
 Re-rock and grade road to storage pond and treatment plant
 Contract for a long term tertiary feasibility study for water reuse

Funding for the second phase of Improvements came from grants, low interest loans, and the
 capital contribution component of the agreement with the SUSD

Grants:

SWRCB Clean Water	\$449,842
CDBG	\$ 20,000

FEMA	\$ 14,454	\$484,296
Loans:		
SWRCB SRF	\$240,264	
Other:		
SUSD Capital Component	\$124,924	

With a sewer system in total disarray with deferred maintenance and serious infrastructure problems, your District was able to rebuild and replace the core components of the entire wastewater treatment system for a little over \$1 million dollars, increase the cash reserve position from \$144,000 to \$385,000, pay off a \$162,000 construction loan, and do it all with grants, loans and capital funding. The current balance on the low interest State Revolving Fund Loan is \$194,126.

Solar Project

But your District wasn't finished there. In keeping with the mission to be environmentally friendly, the District embarked on an ambitious plan to provide 95% of its energy usage through solar generation. The Administrator, with the assistance of the Marin County Energy Management Team, was able to garner \$305,000 in zero interest bond funding to build a solar array at the WWTP and a second array at the Irrigation Field with a combined generation of 31.8kW. The community of Tomales supported this project by agreeing to a \$5/mo rate increase in 2009 that is used only to pay down the bonds and is not used for any other operating costs. Additionally, the California Solar Initiative refunds the district based on the usage and generation and accumulates enough to make the annual bond payment with some left over. The District is currently saving hundreds of dollars a month on PGE costs and when the system is fully paid for, the solar project will save the District 10's of thousands of dollars over the life of the system. We are five years into the project now and have another three years of rebates under the CSI. The balance due on the bonds currently is \$233,235.

Grants:		
CSI Rebates – to date	\$ 41,033	\$41,033
Loans:		
Zero Interest Bonds	\$305,000	

Park Project

When the District was formed in 1999, it assumed the operation and ownership of the Tomales Community Park in an AS-IS condition, as well. Although the Park was built with the finest materials and had served the community for a number of years, new state and federal requirements made it necessary to rebuild the Park. The District board, with the oversight of David Judd embarked on another ambitious endeavor. In order to meet accessible requirements, the entire park had to be re-graded and terraced as you see it today. Additionally, each play area for different age groups had to have containment borders to maintain the required fall surfaces. The community wanted permanent bathrooms, open space and play structures that would entertain and interest the young people of the community. The project was a labor of love for David and all of the volunteers that helped build the Park. The total project was paid for through grants and donations and now future improvements and maintenance is guaranteed through the funding of Measure A.

Grants:

CDBG 2005	\$ 12,800	
First Five Marin	\$ 5,000	
CDBG 2007	\$ 5,410	
BOS 2007	\$ 20,000	
State RZH Grant	\$ 94,000	
Federal LWCF	\$ 86,387	
SB 90 Reimbursements	\$ 13,802	
Trex Corporation	\$ 7,000	
BOS 2011	\$ 10,000	
BOS 2013	\$ 15,000	
Dean Witter Fdn	\$ 10,000	
Measure A	\$ 17,375	\$296,774

Loans:

TVCSO Sewer	\$ 25,000
-------------	-----------

The sewer loan has been paid back with fundraisers and donations and currently stands at \$9,000.

Recap

The District has been able to add \$1,600,000 in infrastructure improvements for the community over the last 14 years; increase the cash reserves by \$241,000; pay off a high interest construction loan; reduce annual operating costs for PGE; and garnered over \$955,000 in grants to help pay for it all.

Because of the foresight and dedication of previous Boards of the TVCSO, the District has been honored with commendations from the California State Assembly, the Marin County Board of Supervisors and was named the Small Wastewater Treatment Plant of the Year by the California Water Environment Association Redwood Empire Section, two years in a row. Future plans and directions are now up to a new Board and the Operators and the Administrator will be working closely with them and providing recommendations to help them with their decisions.

**RELATED
AREAS OF PRACTICE**

Public Agency

Sacramento

400 Capitol Mall, 27th Floor
Sacramento, CA 95814
Tel: 916.321.4500

Bakersfield

5080 California Ave., Suite 250
Bakersfield, CA 93309
Tel: 661.864.3800

Roseville

2390 Professional Drive
Roseville, CA 95661
Tel: 916.321.4200

San Luis Obispo

1432 Higuera Street
San Luis Obispo, CA 93401
Tel: 805.786.4302

Walnut Creek

1350 Treat Boulevard, Suite 105
Walnut Creek, CA 94597
Tel: 925.395.2380

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Brown Act Amendment Now Requires Recordation of Actions Taken During Open Sessions

Senate Bill 751 amends Government Code section 54953 to require the legislative body of a local agency to publicly report any action taken and the vote or abstention on that action of each member present for the action. This requirement became effective January 1, 2014. Agencies will now need to record the vote or abstention of each member on each item presented during public meetings, as well as publicly announce the action taken and the vote or abstention of each member in attendance. Reporting the number of ayes, nays, or abstentions alone will not be enough, as the names of each board member and their vote is now required. Votes may need to be taken by roll call or in another manner as set forth below that allows verification of the vote of each member in order to comply with the requirements of SB 751.

According to the Senate Governance and Finance Committee analysis, this change is intended to improve the ability of the public and others who monitor legislative meetings of local agencies to be certain of how members voted on an issue when action is taken. Prior to this bill, the law required local agencies to report the vote or abstention of every member present for meetings that are either closed or for meetings that utilize teleconferencing, but the law did not require agencies to report the vote of individual members at other public meetings.

To see the text of the Bill, click here: (http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb_0751-0800/sb_751_bill_20130906_chaptered.pdf)

What This Means To You

Board action items upon which a vote is taken in public session will now need to be recorded. The process can still be as simple on consensus issues as the Board chair calling for the question after a motion. A second to that motion is made, next Board members vote "aye" by voice vote, or a show of hands. The

recorder then records the Board member(s) making the motion, the second, and the vote including the name of each present Board member who votes.

During more controversial matters, when the initial "aye" vote is not unanimous, the Board chair asks for the "nay" or "abstaining" Board votes, which are then also recorded by name, as well as the final result.

Questions

If you have any questions concerning the content of this Legal Alert, please contact the following from our office, or the attorney with whom you normally consult.

Mona G. Ebrahimi or Maggie W. Stern |
916.321.4500



California Rural Water Association
4131 Northgate Boulevard
Sacramento, CA 95834
(800) 833-0322 FAX (916) 553-4904
www.calruralwater.org info@calruralwater.org

January 23, 2014

Karl Drexel
Tomales Village Community Services District
PO Box 303
Tomales, CA. 94971-

2014 ANNUAL MEMBERSHIP DUES

On behalf of the California Rural Water Association (CRWA) Board of Directors and staff, we wish to thank you for your continued support of our programs dedicated to serving rural water and wastewater systems.

We continue to offer the highest quality continuing education at a discount to our members. That way you can get the training you need without breaking the bank. Over the next year, we will be offering over 300 days of training on a variety of topics ranging from reviews for the Distribution, Treatment and Wastewater exams, Pump and Motors, Basic Electrical Fundamentals and much, much more.

If you or your operators need more in-depth training, we invite you to attend one of our Academy of Water Education (AWE) courses. These extended courses offer up to 40 contact hours or 3.6 Continuing Education Units, utilizing classroom training which is reinforced with practical application in our hands on lab. Our AWE curriculum has expanded to include seven different course topics ranging from Water Treatment to Operations and Management Tools to Backflow Assembly Tester Certification. We are also proud to continue hosting our annual Expo in South Lake Tahoe the last week of April. The Expo provides three days of training to operators in addition to an Exhibitor showcase and Brewfest. We also hosted our second annual Paso Robles Operator and Equipment Expo in September. If you or your operators are unable to attend our classes in person, we have you covered with on-site contract training.

Training may be only one of the many reasons to renew your membership with our association. We provide our members with discounted products and services need through our Preferred Provider Program. Now starting its third year, this program allows you to receive discounts up to 20% on laboratory tests, along with discounts on engineering services, leak detection, storage tanks and much more.

Technical assistance is another benefit of being a member. We have twenty field staff who will go to your system and assist you with almost any problem you have. Our field staff can help you with Sourcewater Protection Planning, Bond Law, and funding applications to name a few. Our field staff is located all over the state to be able to assist you wherever you may be.

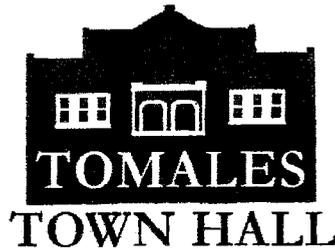
Being a member also entitles you to a quarterly water journal, our Ford vehicle purchase plan, and even a competitive insurance program designed specifically for water and wastewater systems and agencies. Give us a call at 916.553.4900 and we'd love to see how we can help you make the most out of your membership.

Enclosed you will find a 2014 dues invoice and self-addressed return envelope. CRWA system membership dues are calculated by number of connections. If there is a change in the number of connections used in the calculation on this invoice, please pay at the revised rate and return the corrected invoice with your payment.

Again, thank you for your continued commitment to CRWA.

Sincerely,


Dan DeMoss
Executive Director



TVCS D
Board of Directors
PO Box 303
Tomales, CA 94971

January 28, 2014

Dear Board of Directors,

The Tomales Town Hall in 2013 was the lucky recipient of hundreds (if not thousands) of volunteer hours and enough donations and grants to buy the supplies & materials with which to keep these volunteers busy. Our main goal was to improve the acoustics in the Hall, and this project came to include not only acoustic panels and sound-absorbing curtains but new lighting and a new color scheme. The transformation has been exciting, and after Christmas Cheer we heard from many, "I didn't have a sore throat the next morning", which implies our acoustic project was a success.

No goods or services were given in exchange so your 2013 donation(s) of \$100 to the Tomales Town Hall is 100% tax deductible under our 501-c-3 non-profit status. Our TIN is 94-2789946.

Thank you for participating, with your financial support, in the Town Hall's continued care. You are an inspiration to us!

Alex Marcotte
treasurer
Tomales Town Hall

The mission of the Tomales Town Hall Trustees is to support projects that will benefit the community culturally and educationally, to encourage participation by this community, and to preserve and respect the building and its history.



PACIFIC GAS AND ELECTRIC COMPANY
NET ENERGY METERING ELECTRIC STATEMENT
THIS IS NOT A BILL



Service Dates: December 17, 2013 to January 16, 2014

True-up period from Jul 2013 to Jun 2014

TOMALES VILLAGE COMM SERV DIST
 OFF IRVIN RD
 TOMALES, CA. 94971

Handwritten signature

Rate Schedule: A 6 P/NEMS
 Account ID: 8044736439
 Service ID: 8044736529

TOTAL CURRENT MONTH'S BILLED AMOUNT: \$25.74*

*This amount is the minimum you must pay this month and is reflected on your regular monthly blue bill, in addition to the energy charges that you may pay monthly or at the end of the true-up period shown below. It includes the following components:
 Distribution \$25.74.

ENERGY CHARGES/CREDITS

Current Month Energy Charge or Credit (-) **\$38.91**

Cumulative Energy Charges or Credits (-) for the current true-up period: **\$-2,264.28**
 This Cumulative Energy Charge does not reflect any payment you may have made.

You have the option to pay your energy charges either monthly or at the end of your true-up period.

ANY UNPAID ENERGY CHARGES WILL BE DUE AT THE END OF YOUR TRUE-UP PERIOD (Jun 2014)

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	TOU PERIOD	PRIOR READ	CURRENT READ	DIFFERENCE	METER CONSTANT	ENERGY
1007184994	Winter	Peak	21,546	21,546	0	1	0
1007184994	Winter	Part	37,345	36,638	-707	1	-707
1007184994	Winter	Off	99,668	824	1,156	1	1,156
TOTALS			58,559	59,008			449

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1007184994	Winter	58,559	59,008
TOTALS		58,559	59,008

For inquiries about your Net Energy Metering bill, please contact the Solar Customer Service Center at 1-877-743-4112.
 For all other inquiries, please call 1-800-743-5000.



PACIFIC GAS AND ELECTRIC COMPANY
NET ENERGY METERING ELECTRIC STATEMENT
THIS IS NOT A BILL



Service Dates: December 17, 2013 to January 16, 2014

True-up period from Jul 2013 to Jun 2014

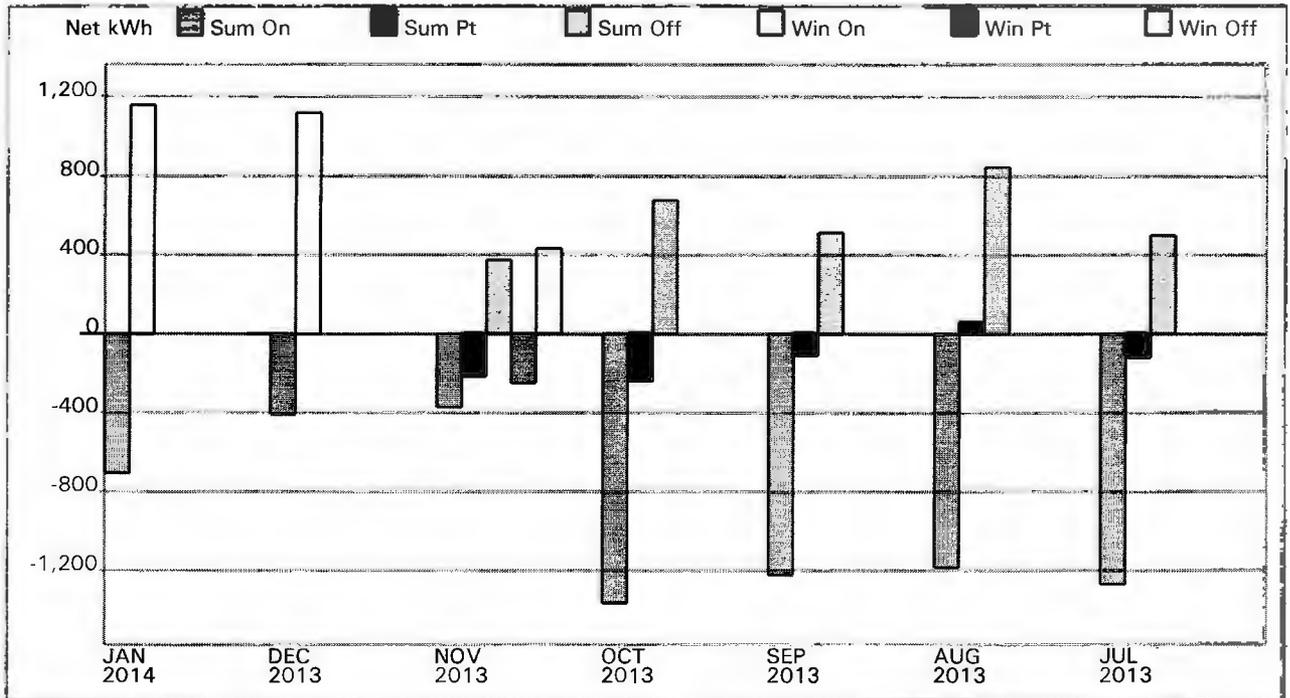
TOMALES VILLAGE COMM SERV DIST
 OFF IRVIN RD
 TOMALES, CA. 94971

Rate Schedule: A 6 P/NEMS
 Account ID: 8044736439
 Service ID: 8044736529

ENERGY TRUE-UP HISTORY:

BILLING MONTH	BILL TO DATE	SUMMER ON	SUMMER PART	SUMMER OFF	WINTER PART	WINTER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
JAN 2014	01/16/14				-707	1,156	449	\$38.91
DEC 2013	12/17/13				-409	1,117	708	\$82.15
NOV 2013	11/15/13	-373	-217	374	-251	431	-36	\$-167.00
OCT 2013	10/18/13	-1,366	-242	677			-931	\$-635.60
SEP 2013	09/19/13	-1,223	-110	514			-819	\$-553.51
AUG 2013	08/20/13	-1,185	58	846			-281	\$-447.41
JUL 2013	07/22/13	-1,271	-121	499			-893	\$-581.82
TOTALS							-1,803	\$-2,264.28

**Energy Charges/Credits (-) include all energy related amounts and taxes.





PACIFIC GAS AND ELECTRIC COMPANY
NET ENERGY METERING ELECTRIC STATEMENT
THIS IS NOT A BILL



Service Dates: December 18, 2013 to January 18, 2014

True-up period from Jul 2013 to Jun 2014

TOMALES VILLAGE COMM SERV DIST
TOMALES PETALUMA RD
TOMALES, CA. 94971

Iron Field

Rate Schedule: A 6XP/NEMS
Account ID: 8044736439
Service ID: 8044736624

TOTAL CURRENT MONTH'S BILLED AMOUNT: \$26.60*

*This amount is the minimum you must pay this month and is reflected on your regular monthly blue bill, in addition to the energy charges that you may pay monthly or at the end of the true-up period shown below. It includes the following components:
Distribution \$26.60.

ENERGY CHARGES/CREDITS

Current Month Energy Charge or Credit (-) **\$-142.97**

Cumulative Energy Charges or Credits (-) for the current true-up period: **\$-1,196.71**
This Cumulative Energy Charge does not reflect any payment you may have made.

You have the option to pay your energy charges either monthly or at the end of your true-up period.

ANY UNPAID ENERGY CHARGES WILL BE DUE AT THE END OF YOUR TRUE-UP PERIOD (Jun 2014)

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	TOU PERIOD	PRIOR READ	CURRENT READ	DIFFERENCE	METER CONSTANT	ENERGY
1004764719	Winter	Peak	40,807	40,807	0	1	0
1004764719	Winter	Part	38,262	37,657	-605	1	-605
1004764719	Winter	Off	54,260	53,910	-350	1	-350
TOTALS			33,329	32,374			-955

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1004764719	Winter	33,329	32,374
TOTALS		33,329	32,374

For inquiries about your Net Energy Metering bill, please contact the Solar Customer Service Center at 1-877-743-4112.
For all other inquiries, please call 1-800-743-5000.



PACIFIC GAS AND ELECTRIC COMPANY
NET ENERGY METERING ELECTRIC STATEMENT
THIS IS NOT A BILL



Service Dates: December 18, 2013 to January 18, 2014

True-up period from Jul 2013 to Jun 2014

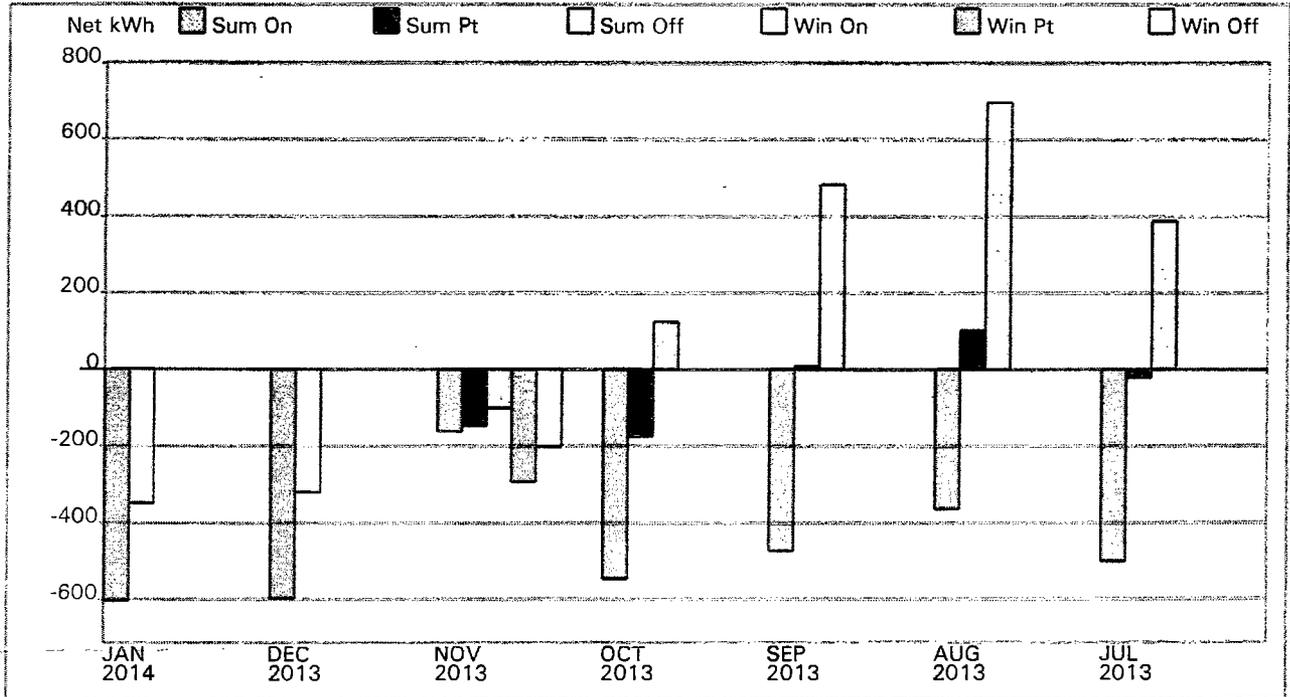
TOMALES VILLAGE COMM SERV DIST
 TOMALES PETALUMA RD
 TOMALES, CA. 94971

Rate Schedule: A 6XP/NEMS
 Account ID: 8044736439
 Service ID: 8044736624

ENERGY TRUE-UP HISTORY:

BILLING MONTH	BILL TO DATE	SUMMER ON	SUMMER PART	SUMMER OFF	WINTER PART	WINTER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
JAN 2014	01/18/14				-605	-350	-955	\$-142.97
DEC 2013	12/18/13				-598	-322	-920	\$-137.82
NOV 2013	11/18/13	-163	-147	-101	-295	-202	-908	\$-204.19
OCT 2013	10/22/13	-548	-176	122			-602	\$-295.42
SEP 2013	09/20/13	-476	7	483			14	\$-163.41
AUG 2013	08/20/13	-365	101	695			431	\$-56.33
JUL 2013	07/22/13	-502	-22	388			-136	\$-196.57
TOTALS							-3.076	\$-1,196.71

**Energy Charges/Credits (-) include all energy related amounts and taxes.



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

BNY Mellon WCS
Everett, MA 02149

53-292
113

Date: 01/13/2014

Check No. 3587996

Pay \$*****961.34*

*NINE HUNDRED SIXTY-ONE***** AND 34/100 DOLLARS

To The Order Of

CEER ACCOUNTS PAYABLE

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

Dinjan B. Mistry
VP, CONTROLLER, and CFO
Nicholas Bijur
VP and TREASURER

⑈0003587996⑈ ⑆011302920⑆ 059978⑈

TOMALES VILLAGE COMM SVS DIST
Check no. 3587996
Date 01/13/2014
SAP Vendor Number ZCEER
Payment Document 2060002563

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
2K13219171	SPC 13	01/10/14	961.34	CSI-13744 PMT# 33 DATE 12/01/13 KWH 3,697
Totals:	USD		961.34	

Special Handle Code: 15