

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting
WEDNESDAY February 11, 2015

Tomales Town Hall

7:00 PM

Mission Statement

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

1. **Call to Order**
2. **Approve February 11, 2015 Board Meeting Agenda – By Consent**
3. **Open Communication**
(Open time is the time for community members to bring up items they wish to discuss and items that do not appear on the agenda)
4. **Additions, Corrections and Approval of the January 14, 2014 Regular Board Meeting Minutes – Action Item by Motion** Page 3
5. **Financial Report**
(This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)
 - A. **Accept Check Registers and Approve Expenditures – Action Item by Motion** Page 7
 - B. **Review New and QuickBooks Financial Statements – Review Only** Page 17
 - C. **2013-2014 Audited Financials – Review Only** Page 25
 1. Review and Discuss Annual Audit and Audit letter
 - D. **SUSD Billing – Review and Action by Motion** Page 57
 1. Review of payment by SUSD
 2. Report on Meeting with Bill Bonini and Susan Skipp
 3. SUSD Article in Pt Reyes Light
 4. Discuss and approve future course of action with SUSD
 5. Schedule Special Meeting Closed Session to meet with County Counsel
6. **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 – Review Only – No Action**
 - B. **New Actuator Valve and Winter Irrigation – Review Only – No Action**
 - C. **Flow Meter Costs and Design – Review Only**Page 62
7. **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. **Financial Advisory Committee Report – Review Only** Page 75
 - 1. Review January Minutes
 - B. **Park Advisory Committee Report – Action Item by Motion** Page 77
 - 1. Review January PAC Minutes
 - 2. Update Water Tower Roof Repairs
 - 3. Update on Park Gate
 - 4. Update on Gazebo Design & Water Faucet
 - 5. Update on Park survey, map and architectural drawings; Dan Erickson Invoice
 - 6. Certified Playground Inspector
 - 7. Measure A Disbursement 2014-2015 Final
- 8. Pending Business**
- A. **RFP Update – Review Only**
 - 1. Discuss/Decide on Outreach Strategies (All Board Members)
 - a. Job Boards – CSDA-RFP, CSDA-Jobs, CRWA – Done
 - b. Letter from Board to other CSDs
 - c. Call prospect list by Board Member
 - 2. Develop Standard RFP questions for Respondents (All Board Members)
 - a. Interview other CSDs and CSDA List Serv for suggestions
 - B. **Policy Manual – Action Item by Motion** Page 97
 - 1. Review and adopt New Proposed Policy(ies)
 - C. **District Documents in Secretary’s Possession – Action Item by Motion**
 - 1. Minute Book with signed and approved Board Meeting Minutes to be completed and returned to Tomales Office
 - D. **Matrix Efficiency Study – Review Only** Page 99
 - 1. Review updated DRAFT Study and Responses
 - E. **Administrator’s Evaluation – Action Item (at a Future Time?)** Page 136
 - 1. Review and discuss possible revisions
 - F. **Board Training – Review Only** Page 143
 - 1. Target Safety Courses and Assignments
 - G. **Update on Standard Contracts**
 - 1. Report on Status
 - H. **Office Update**
 - 1. Rental agreement and payment to Kristin
 - I. **Board Member Stipends**
 - 1. Discuss Stipends for board members attending meetings
 - J. **Derbes/Hodges Annexation**
 - 1. Report on Status
 - K. **Board Yearly Agenda – Action Item (if updated)** Page 147
 - 1. Review and Update
 - L. **Grand Jury Follow-up – Review Only** Page 148
 - 1. Letter from Grand Jury Association
- 9. New Business**
- A. **Board Member Appointment per Gov’t Code 1780 – Action Item by Motion** Page 152
 - 1. Review Election Codes and Government Codes
 - 2. Review applications
 - 3. Board to Appoint new Member, abdicate to Board of Supervisors, or call for election
 - B. **SDRMA Board Member Nominations** Page 156
 - 1. Review Nomination Packet and nominate candidate if determined
 - C. **SDRMA Insurance Program Review – Review Only** Page 173
 - 1. Review site visit reports
- 10. Administrator’s Report – Review Only** Page 232
- 11. Correspondence** (*This is for review only. No action is needed.*)

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held January 14, 2015

Board Members Present: Bill Bonini, Patty Oku, Brian Lamoreaux (arrived 7:40) and Sue Sims
Board Members Absent: Deborah Parrish

Also Present: Karl Drexel, Administrator
Steve Phillips, Operator
Gary Goelitz, Matrix Consulting

DRAFT

Donna Clavaud	Venta Leon	Ted Anderson
Bruce Bramson	Beau Evans	Jane Healy
Jim Lino		

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

Approval of January 14, 2015 Board Meeting Agenda

The Chair recommended moving Agenda Items 9D (the Matrix Report), Item 7 (Phillips Report), and Item 6 (C) (SUSD Billing) forward on the Agenda to accommodate the out of town presenters and the School District Trustees. Being no objection they were moved up on the agenda by consensus and the minutes reflect the action taken on those items in their regular place.

Approval of the December 10, 2015 Agenda as revised

The Chair asked for any objections to approve the revised December 10, 2015 Board Meeting Agenda to correct some typos and numbering. Being none, the Agenda was approved by consensus.

Open Communication

No open communication

Approval of Minutes:

The Chair asked for additions or corrections of the December 10, 2014 board meeting minutes. Being none:

<p>Patty Oku made a motion to approve the minutes of the December 10, 2014 Regular Board Meeting. Motion seconded by Bill Bonini. M/S/U</p>
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Financial Report:

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

<p>Patty Oku made a motion to accept the check registers and approve expenditures. Motion seconded by Sue Sims. M/S/U</p>
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C. SUSD Billing

1. The Administrator submitted copies of e-mails between he and the SUSD and the State Controller's Office regarding SUSD billing and Government Accounting Standards Board's and State Controller's Office requirements for expensing depreciation. SUSD Trustee, Jim Lino, commented that he had not reviewed those e-mails. The Administrator also submitted copies of the two page history between the school board and the sewer district and also submitted a copy of the 2009 letter to the trustees that were discussed at the December meeting.

The Administrator noted he had no additional new information regarding those documents, but was asked to include them in the Board packet.

2. The Administrator also submitted copies of the Pt Reyes Light articles regarding Shorelines sewer billing for review. No action taken.
3. The Administrator submitted a Comparative billing report of what the SUSD has been billed for sewer service over the last nine years, for review and information. No action taken.
4. The Board President reported that Susan Skipp requested a meeting with him and other Board members and some school trustees without the Administrator and off the record. It was suggested it be a closed meeting. The Administrator advised the Board of the requirements of closed meetings and meetings with a quorum of either Board. Patty asked why the Board would want to meet the school district without the Administrator who has the knowledge and information they would want to discuss.

Trustee Lino reported that the school District Board decided at their December meeting not to approve the TVCSD sewer bill within the interim budget, but rather to pull it out and address it specifically at a future time. He also reported that the Trustees do not believe depreciation should be charged as an expense under the existing sewer agreement. He also said he felt the school district would consider contributing a share of a Reserve Fund for future assets if it were set up that way.

There was also discussion regarding measuring the actual usage of the schools to the sewer and determining a different way of billing based on actual usage. The Administrator reminded the Board that the District adopted a uniform rate structure based on statewide formulations for single family dwellings and commercial businesses. The structure is not based on actual usage, but rather on the formulas. A single family home with two or three part time residents is charged the same amount as a single family residence with five full time residents. Equally, a restaurant is charged by the number of seats, or potential usage, not actual usage. He suggested that to be fair, if one customer's usage is metered, then everybody would have to be metered.

Mr. Lino noted that he had recently studied the original Agreement between the school district and the sewer service district and felt that the document required an annual renegotiation of rates and billing, and maybe even measuring usage.

It was decided that if a meeting between Board members and Trustees is held in the near future that Bill and Patty attend as District representatives since they were participants in this discussion.

Patty Oku made a motion to have Phillips and Associates price out some flow meters for measuring the SUSD's sewer usage for informational purposes. Motion was seconded by Sue Sims. M/S/U

5. Item number 5 and 6 regarding future course of action for SUSD and meeting with County Counsel were removed.

Phillips & Associates Report:

Steve Phillips was in attendance to report on the system. He briefly discussed some of the recommendations from Matrix and acknowledged the District can amend the contract they have and provide whatever level of service the Board wants. He reported that the last storm caused the ponds to rise by several feet. He said the District might want to do some winter irrigation in case more storms come, but that he was working on the calculations on the storage and would determine if and when that should happen and let the Administrator know.

Steve reported on the duckweed that was sprayed and going away, but came back during the storm. He also reported that he was investigating the irrigation guns further.

Committee Reports:

A. Requesting Committee Membership

1. The Administrator submitted a list of all people requesting membership in a Committee. The Park Advisory Committee requests came from Brian, Patty, Eric, Margaret, Walter and Beth. The Financial Advisory Committee requests came from Deborah, Venta, Donna and Chick.

Bill Bonini made a motion that all those listed be assigned to their respective committees for one year. Motion seconded by Sue Sims. M/S/U

2. The Administrator submitted a list of required ethics and harassment training expiration dates and schedules for review. No action taken.

B. Financial Advisory Committee

1. Donna reported that there was not a quorum for the last meeting so there were no minutes and nothing to report.

C. Park Advisory Committee

1. Water tower update was moved to February meeting
2. Park Gate update was moved to February meeting
3. Gazebo design update was moved to February meeting
4. Park survey and map was discussed. Patty reported that the survey set points by Dan Erickson have been sent to Lee Erickson for the final Park survey map. She also reported that they were donating their time for their work.

Bill Bonini made a motion that the District send a thank you card signed by all Board members and park committee members and include a \$100 gift certificate from Park to Dan and Lee Erickson. Motion seconded by Sue Sims. M/SU

Pending Business:

A. RFP Updates

1. Draft letter to respondents of RFPs was approved and Bill will sign and mail them out
2. New dates for RFP submissions have been inserted in the RFPs and posted on website.
3. Discussion was had regarding additional outreach strategies. The Administrator submitted costs for industry job boards.

Patty Oku made a motion that the RFPs be submitted to the CSDA Job Center for \$255 for 30 days and to Brown and Caldwell Job Center for \$200 for 30 days. Also they be extended in the CSDA RFP Clearing House and the CRWA job center for free. Motion seconded by Sue Sims. M/S/U

4. Developing standard RFP questions for respondents and personal contact with other districts to see if they have recommendations were discussed and no action taken.

B. Board Policy Manual

1. The Administrator submitted copies of the updated Policy Manual.
2. The Administrator submitted a Draft policy on Use of District Office and Document Management as requested. Policy was postponed to February meeting.

C. District Documents in Secretary's Possession

1. Audio recordings of Regular and Special meetings were delivered to the Administrator to be stored on District Computer until deleted per policy.
2. Audio recording of the closed meeting were delivered to the Board President to be stored by the President and available only to Board members.
3. Approved minutes signed by the Board President and the Board Secretary need to be posted in the minute book in the office.

D. Matrix Draft “Diagnostic Appraisal” Report

Gary Goelitz from Matrix Consulting presented the Draft efficiency report, entitled “Diagnostic Appraisal”. He reviewed the methodology used to develop the report and then went through each analysis as “Best Practices”, “Strengths”, and “Opportunities for Improvement”. After some discussion on strengths and weaknesses regarding policies, maintenance, billing and staffing, Mr. Goelitz invited responses from the Board members prior to the final Report. The report and responses are made a part of the February Board Packet.

E. Board Training

1. The Administrator submitted a copy of CSDA Board training. No action needed.

F. Update on Standard Contracts

1. Item postponed to March meeting

G. Board Member Stipends

1. Item to be placed on next two agendas for community input. Decision to be made during budget discussion.

H. Office Update

1. Item postponed to February meeting.

New Business

A. Derbes/Hodges Property Annexation

1. The Administrator reported that Alex Derbes and Rebecca Hodges have applied for annexation of their four parcels in to the District through LAFCO. LAFCO has requested consent by the Board that “they will not request termination of proceedings.” In other words they agree to the annexation. The Administrator said there needed to be further negotiations with the Derbes and Kitts before he would recommend that consent form, but recommended the Board approve the annexation in principal and authorize the Administrator to continue negotiations with the effected property owners.

**Patty Oku made a motion to approve the annexation of the four parcels under application with LAFCO based on conditions to be determined through negotiations and authorize the Administrator to continue negotiations with the property owners and LAFCO prior to approving the consent form. Motion seconded by Sue Sims.
M/S/U**

B. Board Yearly Agenda

1. The Administrator submitted a copy of the Board Yearly Agenda introduced last year, with revisions by Sue for discussion and input. Item was postponed to February.

C. LAFCO Call for Nominations for Special District Representatives

1. The Board took no action.

Administrator’s Report:

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

Open Communication:

No open communication.

Adjourned at 10:40 PM

Next Meeting: February 11, 2015 7:00 PM.

Approved by – Bill Bonini, President Date

Attested by – Karl Drexel, Secretary Date

TVCS D Sewer Enterprise

2/2/2015 10:56 AM

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

From 12/30/2014 through 02/02/2015

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>
12/31/2014			311.00 · Interest Income	Interest		X	4.54	136,456.51
01/07/2015			131.00 · Cash:131.44 · ...	Funds Transfer	5,000.00	X		131,456.51
01/17/2015			131.00 · Cash:131.44 · ...	Funds Transfer	10,000.00	X		121,456.51
01/24/2015			-split-	Deposit		X	610.12	122,066.63
01/30/2015		Shoreline Unified Sc...	137.00 · Accounts Rec...				83,821.00	205,887.63
01/31/2015			311.00 · Interest Income	Interest		X	4.87	205,892.50

TVCS D Sewer Enterprise

2/2/2015 10:35 AM

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

From 12/30/2014 through 02/02/2015

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>
12/30/2014		Tomales Regional Hi...	137.00 · Accounts Rec...			X	63.00	11,991.07
12/31/2014			311.00 · Interest Income	Interest		X	0.12	11,991.19
01/05/2015	4101	KD Management	222.00 · Accounts Pay...		7,154.00	X		4,837.19
01/07/2015	Bill Pay	Matrix Consulting Gr...	222.00 · Accounts Pay...		5,740.00	X		-902.81
01/07/2015			131.00 · Cash:131.42 · ...	Funds Transfer		X	5,000.00	4,097.19
01/17/2015	Bill Pay	AT&T	222.00 · Accounts Pay...		102.63	X		3,994.56
01/17/2015	Bill Pay	AT&T Uverse	222.00 · Accounts Pay...		116.63	X		3,877.93
01/17/2015	Bill Pay	Capital One Bank	222.00 · Accounts Pay...		112.52	X		3,765.41
01/17/2015	Bill Pay	PGE	222.00 · Accounts Pay...		101.28	X		3,664.13
01/17/2015	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...		5,332.65	X		-1,668.52
01/17/2015			131.00 · Cash:131.42 · ...	Funds Transfer		X	10,000.00	8,331.48
01/30/2015		Tomales Regional Hi...	137.00 · Accounts Rec...				63.00	8,394.48
01/31/2015			311.00 · Interest Income	Interest		X	0.04	8,394.52

TVCS D Sewer Enterprise

2/2/2015 10:17 AM

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

From 12/29/2014 through 02/02/2015

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>
12/30/2014			316.00 · CSI Solar Reb...	Deposit		X	769.72	12,313.57
01/24/2015			316.00 · CSI Solar Reb...	Deposit		X	476.74	12,790.31
01/30/2015			315.00 · Intergovernme...	Interest		X	0.05	12,790.36

TVCS D Park

2/2/2015 11:11 AM

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

From 12/30/2014 through 02/02/2015

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>
12/30/2014			131.00 · Cash:131.42 · ...	Funds Transfer...		X	8.99	62,580.35
12/31/2014			311.00 · Interest Income	Interest		X	0.28	62,580.63
01/09/2015		Henry Elfstrom	137.00 · Accounts Rec...			X	70.00	62,650.63
01/10/2015	1094	Baudelio Martinez	414.80 · Measure A:41...		102.33	X		62,548.30
01/17/2015	Bill Pay	PGE	222.00 · Accounta Pay...		87.89	X		62,460.41
01/17/2015			131.00 · Cash:131.42 · ...	Funds Transfer ...		X	20.97	62,481.38
01/24/2015		Henry Elfstrom	137.00 · Accounts Rec...			X	70.00	62,551.38
01/24/2015			131.00 · Cash:131.42 · ...	Move Measure ...		X	16,643.97	79,195.35
01/31/2015			311.00 · Interest Income	Interest		X	0.27	79,195.62

Tomales Village Community Service District

Payables Jan 2015 - Feb 2015

Date	Vendor	Amount	Expense
25-Jan	Phillips & Assoc.	\$ 5,332.65	Feb O&M Services
27-Jan	PGE	\$ 79.89	WWTP PGE
10-Jan	AT&T Uverse	\$ 130.20	Office ATT Service
20-Jan	AT&T	\$ 103.05	Plant ATT Service
24-Jan	Capital One	\$ 60.00	BHI - Good Board Work
		\$ 19.95	Web Hosting
		\$ 37.18	Staples - Office Supplies
		\$ 255.00	CSDA Job Board
26-Jan	CRWA	\$ 174.00	Annual Membership Fee
13-Jan	CWEA / WEF	\$ 272.00	Annual Membership Fee
29-Jan	Robert W Johnson	\$ 4,500.00	Audited Financial Statements
1-Mar	Karl Drexel	\$ 400.00	Health Ins Allowance
1-Mar	Karl Drexel	\$ 6,754.00	March Admin Services
	Jan - Feb	\$ 18,117.92	
		PARK EXPENSES	
27-Jan	PGE	\$ 111.67	Park PGE
15-Jan	USPS	\$ 220.00	Annual Permit Fee
30-Jan	Dan Erickson	\$ 1,920.00	Park Map and Survey
5-Feb	Fishman Supply	\$ 38.47	Paper Products
	Jan - Feb	\$ 2,290.14	
		RESTRICTED FUNDS	
2-Feb	Matrix Consulting	\$ 3,678.00	Dec - Jan Billing
		\$ 3,678.00	
	Total	\$ 24,086.06	

Phillips & Associates

Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

PhillipsOnSite.com

Invoice

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

Date	Invoice #
1/26/2015	5213

P.O. No.	Terms	Project
	Upon Receipt	

Description	Qty	Rate	Amount
Professional Management of Water and/or Wastewater Treatment System for Month of February 2015.		5,332.65	5,332.65
Late Charge - \$25.00 or 1.5% of unpaid previous balance, whichever is greater.		79.99	79.99
<p>As a Government Agency, the TVCSO Pays All Bills After Approval at a Regularly Scheduled Board Meeting as Required by Law. This Bill was approved on Jan 14th and paid via Bill pay on 1-17-15. Please Remove all charges.</p> <p>Thank you</p> <p>Karl Drexel Administration</p>			
Your account is PAST DUE! Please remit payment today. Thank you!		Total	\$5,412.64



KD Management
 2885 W. Steele Ln.
 Santa Rosa, CA 95403

Invoice

Date	Invoice #
1/3/2015	15-01

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

Terms
Due on receipt

Item	Description	Quantity	Rate	Amount
Admin Services	Admin Services - January 2015		6,754.00	6,754.00
Health Insurance ...	Health Insurance Allowance		400.00	400.00
THANK YOU			Total	\$7,154.00

Phone #	Fax #	E-mail	Web Site
707-527-5688	707-575-4306	karl@kdmanagement.us	www.kdmanagement.us



consulting group

201 San Antonio Circle, Suite 148
Mountain View, CA 94040
v.650.858.0507 f.650.917.2310

February 2, 2015

Invoice #3 – Management Study

Mr. Bill Bonino
President
Tomales Village Community Services District
P.O. Box 92
Tomales, CA 94971

This third invoice is for work conducted by Matrix Consulting Group in December and January. Work during this period included preparing the diagnostic appraisal, and meeting with the Board to discuss the findings and conclusions.

Staff Person	Title	Hours	Hourly Rate	Cost
Gary Goelitz	Vice President	16	\$225	\$ 3,600
Total Time Charges		16		\$ 3,600

Expenses

Travel and on site expenses	\$ 78
Total Expenses	\$ 78

TOTAL INVOICE **\$ 3,678**

Federal Taxpayer ID: 05-0545979

Please remit payment to the letterhead address.

Dan Erickson Construction
 Box 345 Tomales CA 94971
 707 878-2184

Tomales Park
 January 30, 2015

for:

Project:

Karl Drexel
 Tomales Village Community
 Services District
 Tomales, CA 94971

Town Park
 Topographic survey & mapping recent improvements
 and contours for new gazebo designers

Date	Dan Erickson hours	Fran Hentz hours	Miles	Activity
19-Jul	2.0			Start survey, locate old control points, property corner
8-Sep	3.0			Resume survey: street, parking, buildings, play area
15-Sep	4.0			Picnic area, path, trees, fence, gazebo
16-Sep	4.0			lower meadow, path, bbq, fences, confer with David
6-Nov	1.0			Office, print preliminary map
7-Nov	2.0			Play structure, concrete
10-Nov	3.0			Paths, play area curbs, trees
11-Nov	3.0			Highway frontage, path, septic lines
14-Nov	1.0			Office, preliminary mapping
21-Nov				Photo paths
8-Dec	2.0			Office, mapping: path curves, play structure
12-Dec	2.0			Office, mapping
16-Dec	1.0			Measure and draw play structure
29-Dec	2.0			Office: surface model contours
30-Dec	2.0			Labels, map ready for engineering
Map provided to Erickson Engineering and others for further design work, billed separately.				
Totals:	32.0	0.0	0	
Rate \$/hr.	60	35	xx	
Rate \$/mile	xx	xx	0.35	
Subtotals:	1920	0	0.00	

Other Expenses:

Amount Date Description

0.00 Subtotal

Invoice Summary	Amount
Survey Tech	1,920.00
Rod Person	0.00
Mileage	0.00
Expenses	0.00
Total Billing	\$1,920.00

**ROBERT
W.
JOHNSON**
An Accountancy Corporation
Certified Public Accountant

Invoice

Invoice # 4505

1/29/15

6234 BIRDCAGE STREET • CITRUS HEIGHTS, CA 95610-5949 • (916) 723-2555

Tomales Village Community SD
P. O. Box 303
Tomales, CA 94971

For Professional Services Rendered

Perform year ended June 30, 2014 audit: 4,500.00

Total Invoice 4,500.00

Payment/Credit

TOTAL 4,500.00

**GENERAL FUND
FINANCIAL STATEMENT
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
12/31/14 - 1/31/15**

I. BEGINNING BALANCES

A. Checking	
1. Redwood Credit Union.....	85,604.37
2. BoM - Money Market.....	136,456.51
3. BoM - Sewer Account.....	11,991.19
4. BoM - Park Account.....	62,580.63
Total Beginning Balances	<u>296,632.70</u>

II. INCOME

A. Interest Earned	
1. Redwood Credit Union.....	7.26
2. BoM - Money Market.....	4.87
3. BoM - Sewer.....	0.04
4. BoM - Park.....	0.27
Total Interest Earned.....	12.44
B. County Collected Rates.....	0.00
C. Levy 4.....	610.12
D. Monthly Sewer Rates.....	63.00
E. Annual Sewer Rates.....	83,821.00
F. Misc.....	0.00
G. Park PGE Fees.....	140.00
H. Misc Income - SB 90 Reimbursements.....	0.00
I. HOPTR.....	20.97
J. Measure A Funds.....	16,643.97
K. Park Rental and Deposit Fees.....	0.00
Total Income.....	<u>101,311.50</u>

Total Amount Available..... **397,944.20**

III. EXPENDITURES

A. Matrix Consulting 1/7/15.....	5,740.00
B. Baudelio Martinez 1/10/15.....	102.33
C. KD Management 1/5/15.....	7,154.00
D. AT&T - WWTP Service 1/17/15.....	102.63
E. AT&T - Office Service 1/17/15.....	116.63
F. Capital One Bank 1/17/15.....	112.52
G. Marin County - Public Works Permit	0.00
H. Phillips & Assoc 1/17/15.....	5,332.65
I. PGE 1/17/15.....	101.28
J. Fishman Supply	0.00
K. PGE - Park 1/17/15.....	87.89
Q. Park Deposit Returns	0.00
Total Expenditures	<u>18,849.93</u>

Fund Balance as of 1/31/2015..... **379,094.27**

**DEBT SERVICE
FINANCIAL STATEMENT
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
12/31/14 - 1/31/15**

I. BEGINNING BALANCES

A. BoM - Solar Account.....	11,543.85	
Total Beginning Balances.....		11,543.85

II. INCOME

A. Interest Earned.....	0.05	
B. Itemized Receipts		
1. CSI Rebate 1/5/15	769.72	
2. CSI Solar Rebate 1/24/15.....	476.74	
Total Income.....		1,246.51

Total Amount Available.....		12,790.36
------------------------------------	--	------------------

III. EXPENDITURES

A. Payment to City National Bank.....	0.00	
B. Payment to Municipal Finance Corporation.....	0.00	
Total Expenditures.....		0.00

Fund Balance as of 1/31/2015.....		12,790.36
--	--	------------------

**TVCS D Sewer Enterprise
Balance Sheet
As of January 31, 2015**

Jan 31, 15

ASSETS

Current Assets

Checking/Savings

131.00 - Cash

131.31 - Redwood Credit Union 85,611.63

131.42 - Bank of Marin - Money Market 205,892.50

131.44 - Bank of Marin - Sewer 8,394.52

131.48 - Bank of Marin - Solar 12,790.36

Total 131.00 - Cash 312,689.01

Total Checking/Savings 312,689.01

Accounts Receivable

137.00 - Accounts Receivable 35,194.64

Total Accounts Receivable 35,194.64

Other Current Assets

138.00 - Receivable - TVCS D Park 3,211.00

Total Other Current Assets 3,211.00

Total Current Assets 351,094.65

Fixed Assets

100.00 - Property, Plant and Equipment 791,665.97

100.10 - Maps and Records 17,248.00

100.20 - Land and Land Rights 52,788.00

110.00 - Improvement Project 939,393.31

112.00 - Solar System 269,945.21

105.00 - Less Accumulated Depreciation -455,412.01

Total Fixed Assets 1,615,628.48

Other Assets

136.00 - SUSD Note Receivable 21,104.04

151.00 - CREBs Unamortized Issuance Cost 15,250.00

152.00 - Accumulated Amortization -4,485.18

Total Other Assets 31,868.86

TOTAL ASSETS 1,998,591.99

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

222.00 - Accounts Payable 6,524.81

Total Accounts Payable 6,524.81

Total Current Liabilities 6,524.81

Long Term Liabilities

211.00 - SWRCB SRF Loan 174,841.36

215.00 - CREBS Bond 215,294.10

Total Long Term Liabilities 390,135.46

Total Liabilities 396,660.27

Equity

260.00 - Retained Earnings 1,322,730.23

261.00 - Sinking Fund - Debt Reserve 47,775.00

262.00 - Capital Improvement Reserve 45,394.00

263.00 - Emergency Reserve 33,982.00

264.00 - Operating Reserve 31,254.12

265.00 - Net Assets - Unrestricted 105,000.00

Net Income 15,796.37

Total Equity 1,601,931.72

TOTAL LIABILITIES & EQUITY 1,998,591.99

**TVCS D Sewer Enterprise
Profit & Loss
January 2015**

	<u>Jan 15</u>
Income	
301.00 · Service Charges	
301.10 · Service Charges - Monthly	63.00
301.30 · Service Charges - County	9,000.00
Total 301.00 · Service Charges	<u>9,063.00</u>
311.00 · Interest Income	12.17
315.00 · Intergovernmental Revenues	
315.50 · Levy 4	610.12
315.00 · Intergovernmental Revenues - Other	0.05
Total 315.00 · Intergovernmental Revenues	<u>610.17</u>
316.00 · CSI Solar Rebate	476.74
Total Income	<u>10,162.08</u>
Expense	
410.00 · Sewage Collection	26.67
411.00 · Sewage Treatment	26.61
412.00 · Sewage Disposal	26.61
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	<u>400.00</u>
414.40 · Office Expense	
414.43 · Office Supplies	37.18
414.44 · Sonic - Web Hosting	19.95
Total 414.40 · Office Expense	<u>57.13</u>
414.50 · O&M Contractual Services	5,332.65
414.60 · Publication and Notices	255.00
414.62 · Dues and Subscriptions	446.00
414.80 · Travel and Meetings	
414.83 · Meetings and Seminars	60.00
Total 414.80 · Travel and Meetings	<u>60.00</u>
414.90 · Telephone and Internet Services	294.14
Total 414.00 · Administration and General	<u>13,598.92</u>
415.50 · Depreciation Expense	4,300.00
Total Expense	<u>17,978.81</u>
Net Income	<u><u>-7,816.73</u></u>

TVCS D Sewer Enterprise
Profit & Loss Prev Year Comparison
 July 2014 through January 2015

	<u>Jul '14 - Jan 15</u>	<u>Jul '13 - Jan 14</u>
Income		
301.00 - Service Charges		
301.10 - Service Charges - Monthly	504.00	882.00
301.15 - Service Charges - Annual Fees	1,512.00	756.00
301.20 - Service Charges - SUSD	99,048.00	64,510.00
301.30 - Service Charges - County	62,898.13	63,000.00
Total 301.00 - Service Charges	<u>163,962.13</u>	<u>129,148.00</u>
305.00 - SUSD Sinking Fund	8,062.00	8,062.00
311.00 - Interest Income	1,434.14	1,564.20
315.00 - Intergovernmental Revenues		
315.50 - Levy 4	3,941.67	4,484.21
315.00 - Intergovernmental Revenues - Other	0.60	0.00
Total 315.00 - Intergovernmental Revenues	<u>3,942.27</u>	<u>4,484.21</u>
316.00 - CSI Solar Rebate	7,503.17	8,608.10
Total Income	<u>184,903.71</u>	<u>151,866.51</u>
Expense		
410.00 - Sewage Collection	234.28	206.55
411.00 - Sewage Treatment	1,579.62	179.36
412.00 - Sewage Disposal	936.85	181.91
414.00 - Administration and General		
414.05 - Administrator's Fees	47,278.00	47,278.00
414.22 - Licenses and Permits	1,326.50	1,272.50
414.30 - Insurance		
414.31 - Property & Liability Insurance	5,312.82	5,269.54
414.33 - Worker's Comp Insurance	564.00	456.00
414.35 - Health Insurance Allowance	2,800.00	2,800.00
Total 414.30 - Insurance	<u>8,676.82</u>	<u>8,525.54</u>
414.40 - Office Expense		
414.49 - Other Office Expense	80.56	0.00
414.41 - Postage and Delivery	51.38	131.97
414.42 - Printing and Copies	0.00	735.15
414.43 - Office Supplies	1,356.20	685.23
414.44 - Sonic - Web Hosting	139.65	119.40
414.45 - Equipment Expense	293.19	0.00
414.46 - Board Meeting Expense	209.19	841.87
Total 414.40 - Office Expense	<u>2,130.17</u>	<u>2,513.62</u>
414.50 - O&M Contractual Services	37,178.26	36,170.19
414.55 - Professional Fees		
414.58 - Consulting	7,890.00	0.00
Total 414.55 - Professional Fees	<u>7,890.00</u>	<u>0.00</u>

TVCS D Sewer Enterprise
Profit & Loss Prev Year Comparison
 July 2014 through January 2015

	<u>Jul '14 - Jan 15</u>	<u>Jul '13 - Jan 14</u>
414.60 · Publication and Notices		
414.61 · Newsletter Expense	0.00	200.16
414.60 · Publication and Notices - Other	255.00	0.00
Total 414.60 · Publication and Notices	<u>255.00</u>	<u>200.16</u>
414.62 · Dues and Subscriptions	1,429.94	1,286.79
414.65 · Renta and Leases		
414.67 · Solar Lease Admin Fee	750.00	750.00
414.68 · Solar Lease Agreement	17,941.18	17,941.18
Total 414.65 · Renta and Leases	<u>18,691.18</u>	<u>18,691.18</u>
414.70 · Repairs and Maintenance		
414.71 · Plant and Building Maintenance	909.69	478.78
414.72 · Computer Repairs	821.30	0.00
414.73 · Equipment Repairs	1,125.00	759.70
Total 414.70 · Repairs and Maintenance	<u>2,855.99</u>	<u>1,238.48</u>
414.80 · Travel and Meetings		
414.81 · Travel	893.78	698.56
414.83 · Meetings and Seminars	1,134.28	205.00
Total 414.80 · Travel and Meetings	<u>2,028.06</u>	<u>903.56</u>
414.90 · Telephone and Internet Services	1,299.52	668.41
414.95 · Miscellaneous Expenses	0.00	8.61
Total 414.00 · Administration and General	<u>131,039.44</u>	<u>118,757.04</u>
417.00 · Other Operating Expenses		
417.10 · Bank Service Charges	0.00	0.00
417.20 · Election Expense	0.00	428.31
417.30 · LAFCO Charges	0.00	124.00
Total 417.00 · Other Operating Expenses	<u>0.00</u>	<u>552.31</u>
415.50 · Depreciation Expense	30,100.00	30,100.00
420.20 · Interest Expense - SRF Loan	4,853.15	5,323.50
423.00 · Other Nonoperating Expenses		
423.10 · Contributions	364.00	0.00
Total 423.00 · Other Nonoperating Expenses	<u>364.00</u>	<u>0.00</u>
Total Expense	<u>169,107.34</u>	<u>155,300.67</u>
Net Income	<u><u>15,796.37</u></u>	<u><u>-3,434.16</u></u>

TVCS D Park
Balance Sheet
As of January 31, 2015

Jan 31, 15

ASSETS	
Current Assets	
Checking/Savings	
131.00 · Cash	
131.46 · Bank of Marin - Park Account	79,195.62
Total 131.00 · Cash	<u>79,195.62</u>
Total Checking/Savings	<u>79,195.62</u>
Total Current Assets	79,195.62
Fixed Assets	
100.20 · Land and Land Rights	132,000.00
111.00 · Park Equipment	
Original Cost	299,899.00
105.00 · Depreciation	-36,433.00
Total 111.00 · Park Equipment	<u>263,466.00</u>
Total Fixed Assets	<u>395,466.00</u>
TOTAL ASSETS	<u><u>474,661.62</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222.00 · Accounta Payable	331.67
Total Accounts Payable	<u>331.67</u>
Other Current Liabilities	
217.00 · Unearned Revenue	25,000.00
Total Other Current Liabilities	<u>25,000.00</u>
Total Current Liabilities	25,331.67
Long Term Liabilities	
216.00 · Loan Payable - TVCS D Sewer	3,211.00
Total Long Term Liabilities	<u>3,211.00</u>
Total Liabilities	28,542.67
Equity	
252.50 · Investment in Capital Assets	395,466.00
260.00 · Retained Earnings	17,233.69
Net Income	33,419.26
Total Equity	<u>446,118.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>474,661.62</u></u>

TVCS D Park
Profit & Loss
 July 2014 through January 2015

	Jul '14 - Jan 15
Ordinary Income/Expense	
Income	
311.00 · Interest Income	1.75
315.00 · Intergovernmental Revenues	
315.60 · HOPTR	29.96
315.70 · SB 90 Reimbursement	3,568.00
315.80 · Measure A Funds	32,151.64
Total 315.00 · Intergovernmental Revenues	35,749.60
320.00 · Contributions Income	
320.30 · Unrestricted	95.00
Total 320.00 · Contributions Income	95.00
322.00 · Park Use Rental	
322.50 · Cleaning and Security Deposit	-600.00
322.00 · Park Use Rental - Other	550.00
Total 322.00 · Park Use Rental	-50.00
322.60 · Water Tower PGE	490.00
323.00 · Founders' Day Committee	64.00
Total Income	36,350.35
Expense	
414.10 · Licenses and Permits	220.00
414.70 · Repairs	
414.74 · Park Maintenance	8.93
Total 414.70 · Repairs	8.93
414.80 · Measure A	
414.81 · Measure A Project Expenses	1,465.42
414.82 · Measure A Maintenance Expenses	603.78
414.83 · PGE Park	632.96
Total 414.80 · Measure A	2,702.16
Total Expense	2,931.09
Net Ordinary Income	33,419.26
Net Income	33,419.26

January 20, 2015

To the Board of Directors
Tomales Village Community Services District
P.O. Box 303
Tomales, CA 94971

We have audited the financial statements of Tomales Village Community Services District for the year ended June 30, 2014, and have issued our report thereon dated January 20, 2015. Professional standards require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 4, 2014, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter dated June 4, 2014.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the

appropriateness of accounting policies and their application. The significant accounting policies used by Tomales Village Community Services District are described in Note 2 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during 2014. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Capital asset lives and the related depreciation expense: Management's estimate is based on the District's policy of depreciating assets. We scanned asset listings for reasonable compliance to this approach.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 20, 2015.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the District’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the management and Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

A handwritten signature in black ink that reads "Robert W. Johnson, An Accountancy Corporation". The signature is written in a cursive style.

Robert W. Johnson, An Accountancy Corporation

**TOMALES VILLAGE
COMMUNITY SERVICES DISTRICT**

**REPORT ON ACCOUNTING CONTROLS
AND PROCEDURES**

June 30, 2014

**ROBERT
W.
JOHNSON**
An Accountancy Corporation
Certified Public Accountant

6234 BIRDCAGE STREET · CITRUS HEIGHTS, CA 95610-5949 · (916) 723-2555

January 20, 2015

To the Board of Directors
Tomales Village Community Services District
Tomales, California

We have audited the financial statements of Tomales Village Community Services District as of and for the year ended June 30, 2014. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and in accordance with the State Controller's Minimum Audit Requirements for California Special Districts.

In planning and performing our audit of the financial statements of Tomales Village Community Services District as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered Tomales Village Community Services District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures but not for the purpose of expressing our opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we have enclosed other recommendations for your consideration.

This communication is intended solely for the information and use of management and Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Robert W. Johnson, An Accountancy Corporation

Robert W. Johnson, An Accountancy Corporation

1. Review of Operations (Sewer and Parks):

	<u>Sewer</u>		<u>Park</u>	
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
Operating revenues	\$ 164,649	\$ 184,720	\$ -	\$ -
Operating expenses	<u>230,732</u>	<u>227,691</u>	<u>14,697</u>	<u>16,034</u>
Operating loss	(66,083)	(42,971)	(14,697)	(16,034)
Non-operating revenues/ (expenses)	<u>26,986</u>	<u>30,090</u>	<u>26,831</u>	<u>12,069</u>
Income (loss) before contributions	(39,097)	(12,881)	12,134	(3,965)
Contributions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net income (loss)	<u>\$(39,097)</u>	<u>\$(12,881)</u>	<u>\$ 12,134</u>	<u>\$(3,965)</u>
Cash	<u>\$ 317,800</u>	<u>\$ 331,865</u>	<u>\$ 45,550</u>	<u>\$ 21,811</u>

Observations:

- The sewer fund's decrease in operating revenue is mainly due to a decrease in SUSD service charge revenue.
- The increase in Park revenues is mainly due to the inclusion of Measure A revenue.
- The 2014 net loss for the sewer division has contributed to a \$14,065 reduction in cash.

2. Prior Year Recommendations:

(a) Accounting System:

Recommendation – set up separate accounting for “sewer” and “park” and produce separate balance sheets. This will assist in evaluating the financial position of the District’s 2 functions and will assist preparation of the State Controller’s Report.

Follow up – done.

(b) Policy Manual:

Recommendation – written policies are important. It may be preferable to prioritize and begin with the most important items.

Follow up – 13 new policies developed; more to do.

(c) Reserves:

Recommendation – develop a reserve policy to set out the timing and procedures for annual determination of such balances.

Follow up – still to be done.

(d) Retention Policy:

Recommendation – establish a policy which would set out retention periods for specific documents. Also, the policy would provide for destruction of old records and safeguarding of current documents.

Follow up – no written policy yet.

3. Current Year Recommendations:

FDIC Protection:

Observation – the February 12, 2014 Board minutes make reference to the fact that total cash with the Bank of Marin exceeds the FDIC limit of \$250,000.

Recommendation – total cash (4 accounts) with Bank of Marin at June 30, 2014 total \$277,789. Alternative (and authorized) investments should be identified in order to comply with the limitation.

Internal Financial Statements:

Observation – the July 9, 2014 Board minutes assert that “unaudited financial statements are never approved by the Board”.

Recommendation – it is a common procedure for the Board of Directors to approve monthly or quarterly internal financial statements. It serves as tangible proof that the Board is providing proper financial oversight.

Audit:

Observation – for the past few years the annual financial audit has been performed 5 or 6 months after the June 30 fiscal year end.

Recommendation – have the annual audit done in August or September. It will be more helpful to the District.

**TOMALES VILLAGE
COMMUNITY SERVICES DISTRICT**

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT
for the year ended June 30, 2014**

TABLE OF CONTENTS

	<u>Pages</u>
Independent Auditor's Report	1-2
Financial Statements:	
Statement of Net Position and Governmental Fund Balance Sheet	3
Statement of Activities	4
Statement of Revenues, Expenses and Changes in Net Position – Enterprise Fund	5
Statement of Cash Flows – Enterprise Fund	6-7
Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balances – Park	8
Statement of Revenues and Expenditures – Budget and Actual – Park	9
Notes to Financial Statements	10-17
Supplemental Information:	
Principal Officials	19

**ROBERT
W.
JOHNSON**

**An Accountancy Corporation
Certified Public Accountant**

6234 BIRDCAGE STREET • CITRUS HEIGHTS, CA 95610-5949 • (916) 723-2555

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Tomales Village Community Services District
Tomales, California

Report on the Financial Statements

We have audited the accompanying financial statements of the enterprise activities and the governmental activities of Tomales Village Community Services District, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards issued by the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the enterprise activities and the governmental activities of Tomales Village Community Services District as of June 30, 2014, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America, as well as the accounting systems prescribed by the State Controller's Office and State Regulations governing Special Districts.

Other-Matters

Required Supplementary Information

The Management's Discussion and Analysis is not a required part of the financial statements but is supplemental information required by the Government Auditing Standards Board. Management has elected to omit the Management's Discussion and Analysis.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements.

The information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Robert W. Johnson, CPA Accounting Corporation

Citrus Heights, California
January 20, 2015

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET
June 30, 2014

	Governmental Fund		Enterprise Fund		
	General Fund	Park Adjustments	Statement of Net Position	Sewer	Total
ASSETS					
Current assets:					
Cash and investments (Note 3)	\$ 45,550	\$ -	\$ 45,550	\$ 317,800	\$ 363,350
Accounts receivable	-	-	-	1,012	1,012
Current portion of note receivable (Note 4)	-	-	-	1,297	1,297
Interfund receivable	-	-	-	3,211	3,211
Total current assets	<u>45,550</u>	<u>-</u>	<u>45,550</u>	<u>323,320</u>	<u>368,870</u>
Other assets:					
Note receivable, net of current portion (Note 4)	-	-	-	21,104	21,104
Issuance costs, net	-	-	-	10,765	10,765
Total other assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>31,869</u>	<u>31,869</u>
Capital assets, at cost (Notes 5 and 6):	-	431,899	431,899	2,071,040	2,502,939
Less accumulated depreciation	<u>-</u>	<u>36,433</u>	<u>36,433</u>	<u>425,312</u>	<u>461,745</u>
	<u>-</u>	<u>395,466</u>	<u>395,466</u>	<u>1,645,728</u>	<u>2,041,194</u>
	<u>\$ 45,550</u>	<u>\$ 395,466</u>	<u>\$ 441,016</u>	<u>\$2,000,917</u>	<u>\$2,441,933</u>

See notes to financial statements

LIABILITIES	Governmental Fund		Statement of Net Position	Enterprise Fund	
	General Fund	Park Adjustments		Sewer	Total
Current liabilities:					
Current portion of long-term debt (Note 6)	\$ -	\$ -	\$ -	\$ 37,226	\$ 37,226
Accounts payable	105	-	105	5,360	5,465
Interfund payable	3,211	-	3,211	-	3,211
Unearned revenue - Gazebo	<u>25,000</u>	<u>-</u>	<u>25,000</u>	<u>-</u>	<u>25,000</u>
Total current liabilities	<u>28,316</u>	<u>-</u>	<u>28,316</u>	<u>42,586</u>	<u>70,902</u>
Long-term debt, net of current portion (Note 6)	<u>-</u>	<u>-</u>	<u>-</u>	<u>372,195</u>	<u>372,195</u>
Fund balances/ net position					
Fund balances:					
Assigned	-	-	-		
Unassigned	<u>17,234</u>	<u>(17,234)</u>	<u>-</u>		
Total fund balances	<u>17,234</u>	<u>(17,234)</u>	<u>-</u>		
Total liabilities and fund balances	<u>\$ 45,550</u>				
Net position:					
Net investment in capital assets		395,466	395,466	1,236,307	1,631,773
Restricted		-	-	-	-
Unrestricted		<u>17,234</u>	<u>17,234</u>	<u>349,829</u>	<u>367,063</u>
Total net position		<u>412,700</u>	<u>412,700</u>	<u>1,586,136</u>	<u>1,998,836</u>
		<u>\$ 395,466</u>	<u>\$ 441,016</u>	<u>\$2,000,917</u>	<u>\$2,441,933</u>

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
 STATEMENT OF ACTIVITIES
 for the year ended June 30, 2014

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>
Governmental activities:				
Park	\$ <u>14,697</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
Total governmental activities	<u>14,697</u>	<u>-</u>	<u>-</u>	<u>-</u>
Business-type activities:				
Sewer	<u>236,056</u>	<u>164,649</u>	<u>-</u>	<u>-</u>
Total business-type activities	<u>236,056</u>	<u>164,649</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 250,753</u>	<u>\$ 164,649</u>	<u>\$ -</u>	<u>\$ -</u>

General revenues:
 Property taxes
 Interest income
 Other

Change in net position
 Net position – beginning
 Net position – ending

See notes to financial statements

Net (Expense) and Changes in Net Position

<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
\$(<u>14,697</u>)		\$(<u>14,697</u>)
(<u>14,697</u>)		(<u>14,697</u>)
	\$(<u>71,407</u>)	(<u>71,407</u>)
	(<u>71,407</u>)	(<u>71,407</u>)
(<u>14,697</u>)	(<u>71,407</u>)	(<u>86,104</u>)
87	8,091	8,178
2	1,616	1,618
<u>26,742</u>	<u>22,603</u>	<u>49,345</u>
<u>26,831</u>	<u>32,310</u>	<u>59,141</u>
12,134	(39,097)	(26,963)
<u>400,566</u>	<u>1,625,233</u>	<u>2,025,799</u>
<u>\$ 412,700</u>	<u>\$ 1,586,136</u>	<u>\$ 1,998,836</u>

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
ENTERPRISE FUND - SEWER
for the year ended June 30, 2014

Operating revenues:		
Service charges		\$ 164,649
Other		<u> -</u>
Total operating revenues		164,649
Operating expenses:		
Collection	\$ 13,769	
Treatment	27,773	
Disposal	26,788	
Administrative and general	108,101	
Depreciation and amortization	<u>54,301</u>	
Total operating expenses		<u>230,732</u>
Operating loss		(66,083)
Non-operating revenues (expenses):		
Property taxes	8,091	
Interest income	1,616	
SUSD sinking fund revenue	8,062	
Other revenue	14,541	
Interest expense	<u>(5,324)</u>	
Income/(loss) before contributions		<u>26,986</u>
Income/(loss) before contributions		(39,097)
Capital contributions		<u> -</u>
Change in net position		(39,097)
Total net position:		
Beginning		<u>1,625,233</u>
Ending		\$ <u>1,586,136</u>

See notes to financial statements

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
STATEMENT OF CASH FLOWS
ENTERPRISE FUND - SEWER
for the year ended June 30, 2014

Cash flows from operating activities:		
Receipts from customers		\$ 165,130
Payments to suppliers		(169,426)
Payments to employees		<u> -</u>
Net cash provided by (to) operating activities		(4,296)
Cash flows from noncapital financing activities:		
Property taxes and other income		30,694
Cash flows from capital and related financing activities:		
Payment of long-term debt	\$(36,755)	
Interest expense	(5,324)	
Property additions	<u> -</u>	(42,079)
Cash flows from investing activities:		
Interest income		<u>1,616</u>
Net increase(decrease) in cash and cash equivalents		(14,065)
Cash and cash equivalents:		
Beginning of year		<u>331,865</u>
End of year		<u>\$ 317,800</u>

See notes to financial statements

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
STATEMENT OF CASH FLOWS, continued
ENTERPRISE FUND - SEWER
for the year ended June 30, 2014

Reconciliation of operating income (loss) to net cash provided by (to) operating activities:		
Operating loss		\$(66,083)
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:		
Depreciation and amortization expense	\$ 54,301	
Changes in operating assets and liabilities:		
Receivables	1,705	
Interfund receivable	6,000	
Payables	<u>(219)</u>	
Total adjustments		<u>61,787</u>
Net cash provided by (to) operating activities		\$(<u>4,296</u>)
Supplemental information:		
Cash expended for interest		\$ <u>5,324</u>

See notes to financial statements

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUND - PARK
for the year ended June 30, 2014

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
Program expenditures/expenses:			
Park	\$ 7,197	\$ -	\$ 7,197
Capital outlay	-	-	-
Depreciation	<u>-</u>	<u>7,500</u>	<u>7,500</u>
Total program expenditures/ expenses	<u>7,197</u>	<u>7,500</u>	<u>14,697</u>
Program revenues:			
Service fees	<u>-</u>	<u>-</u>	<u>-</u>
General revenues:			
Property taxes	87	-	87
Measure A	17,375	-	17,375
Donations	7,607	-	7,607
Interest	2	-	2
Other	<u>1,760</u>	<u>-</u>	<u>1,760</u>
	<u>26,831</u>	<u>-</u>	<u>26,831</u>
Excess of revenues over expenditures/changes in net position	19,634	(7,500)	12,134
Beginning fund balances/ net position	<u>(2,400)</u>	<u>402,966</u>	<u>400,566</u>
Ending fund balances/ net position	<u>\$ 17,234</u>	<u>\$ 395,466</u>	<u>\$ 412,700</u>

See notes to financial statements

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL
GOVERNMENTAL FUND - PARK
for the year ended June 30, 2014

	<u>Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable) Variance</u>
Revenues:			
Property taxes	\$ 48	\$ 87	\$ 39
Measure A	25,000	17,375	(7,625)
Contributions	7,400	7,607	207
Grant	10,000	-	(10,000)
Interest	7	2	(5)
Rental	1,265	1,760	495
Other	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues	<u>43,720</u>	<u>26,831</u>	<u>(16,889)</u>
Expenditures:			
Office supplies	150	248	(98)
Professional & legal	-	1,128	(1,128)
Maintenance	1,802	3,955	(2,153)
Taxes	-	-	-
Fundraising	1,600	1,008	592
Miscellaneous	-	858	(858)
Park improvement project	-	-	-
Capital outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>3,552</u>	<u>7,197</u>	<u>(3,645)</u>
Excess of revenues (expenditures)	<u>\$ 40,168</u>	<u>\$ 19,634</u>	<u>\$(20,534)</u>

See notes to financial statements

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
NOTES TO FINANCIAL STATEMENTS

1. Organization:

Tomales Village Community Services District (the "District") was formed in 1999 to provide sewer and park services to the Tomales community.

The District's financial and administrative functions are governed by a five member Board of Directors elected by the voting population within the District.

2. Summary of Significant Accounting Policies:

The basic financial statements of Tomales Village Community Services District have been prepared in conformity with generally accepted accounting principles as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

Fund Accounting

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The two funds in these financial statements are grouped as follows:

Enterprise Funds

The Enterprise Fund is used to account for water and sewer operations that are financed and operated in a manner similar to private business enterprises. The intent of the District is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

2. Summary of Significant Accounting Policies, continued:

Governmental Fund

The governmental fund is used to account for all financial resources of the park department. This fund is also used to establish accounting control and accountability for fixed assets of the aforementioned activities.

Depreciation and Amortization

Fixed assets are stated at cost or estimated historical cost.

Depreciation of those assets is computed by the use of the straight-line method over the estimated useful lives.

Maintenance, repairs and renewals of a minor nature are charged to expense as incurred. Major repairs or renewals and betterments which extend the useful life are capitalized. Upon sale or retirement, cost and accumulated depreciation are eliminated from the accounts and any gain or loss on disposal is included in the statement of income and changes in retained earnings.

Bond issuance costs are being amortized by the straight-line method.

Basis of Accounting

The basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All government funds are accounted for using the current financial resources measurement focus. Under this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) as changes in net current assets.

Governmental funds are maintained on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized in the accounting period they become measurable and available. The District considers revenues as available if they are collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenues considered susceptible to accrual include property taxes, interest and certain other intergovernmental revenues. Expenditures are recognized in the accounting period in which the liability is incurred.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

2. Summary of Significant Accounting Policies, continued:

Basis of Accounting, continued

Proprietary funds are maintained on the accrual basis of accounting wherein revenues are recognized in the period earned and expenses are recognized in the period incurred. Under this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e., net total assets) is segregated into retained earnings components. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) as changes in net total assets.

Statement of Cash Flows

All highly liquid investment with a maturity of three months or less when purchased, are considered to be cash equivalents.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates.

Budget and Budgetary Accounting

The Board of Directors annually adopts an operating budget. The operating budgets are prepared on the accrual basis to match the operating statements.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

2. Summary of Significant Accounting Policies, continued:

Property Taxes

The District's monthly sewer service rate and applicable property taxes are levied annually as components of the Marin County property tax bill. Property taxes attach as an enforceable lien on property as of January 1 proceeding the fiscal year for which property taxes are collected. Taxes are payable to the county in two installments on November 1 and February 1. The County of Marin collects these taxes and remits them to the District. Property taxes are recognized as revenue in the period for which levied, which is the fiscal year during which the payments are due, provided the taxes are receivable within sixty days after year-end.

3. Cash:

At year-end the carrying amount of the District's deposits was \$363,350 and the bank balance was \$363,663. Of the bank balances, \$335,561 was covered by Federal depository insurance. Cash consists of:

	Balance, June 30, <u>2014</u>
Checking (4)	\$ 171,673
Savings	106
Money market	<u>191,571</u>
	<u>\$ 363,350</u>

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

4. Note Receivable:

The balance of a note due from the Shoreline Unified School District (SUSD) in the amount \$34,984 was transferred to the District in October 1999. The original note in the amount of \$39,736 was contracted by North Marin Water District in June of 1985 at an annual interest rate of six percent, due November 2026. The note was for SUSD's portion of sewer improvements completed prior to the transfer to the District and is unsecured. Scheduled maturities of principal and interest for the note receivable are as follows at June 30:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2015	\$ 1,297	\$ 1,344	\$ 2,641
2016	1,375	1,266	2,641
2017	1,454	1,187	2,641
2018	1,544	1,097	2,641
2019	1,637	1,004	2,641
2020-2024	9,780	3,425	13,205
2025-2027	<u>5,314</u>	<u>243</u>	<u>5,557</u>
	<u>\$ 22,401</u>	<u>\$ 9,566</u>	<u>\$ 31,967</u>

5. Capital Assets:

Changes in enterprise capital assets for the year-ended June 30, 2014 are as follows:

<u>Sewer</u>	<u>Balance,</u> <u>7/1/13</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance,</u> <u>6/30/14</u>
Land	\$ 52,788	\$ -	\$ -	\$ 52,788
Maps & records	17,248	-	-	17,248
Sewer treatment	791,666	-	-	791,666
Solar equipment	269,945	-	-	269,945
Pond improvements	<u>939,393</u>	<u>-</u>	<u>-</u>	<u>939,393</u>
	<u>\$2,071,040</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$2,071,040</u>

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

5. Capital Assets, continued:

Changes in governmental capital assets for the year-ended June 30, 2014 are as follows:

<u>Park</u>	<u>Balance,</u> <u>7/1/13</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance,</u> <u>6/30/14</u>
Land	\$ 132,000	\$ -	\$ -	\$ 132,000
Equipment	<u>299,899</u>	<u>-</u>	<u>-</u>	<u>299,899</u>
	<u>\$ 431,899</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 431,899</u>

6. Long-term Debt:

The following is a summary of the long-term debt activities for the year ended June 30, 2014:

	<u>Balance,</u> <u>7/1/13</u>	<u>New Debt</u> <u>Issued</u>	<u>Debt</u> <u>Retired</u>	<u>Balance,</u> <u>6/30/14</u>	<u>Current</u> <u>Portion</u>
State Water Resource Control Board	\$ 212,940	\$ -	\$ 18,814	\$ 194,126	\$ 19,285
Clean Renewable Energy Bonds	<u>233,236</u>	<u>-</u>	<u>17,941</u>	<u>215,295</u>	<u>17,941</u>
	<u>\$ 446,176</u>	<u>\$ -</u>	<u>\$ 36,755</u>	<u>\$ 409,421</u>	<u>\$ 37,226</u>

State Water Resource Control Board

A construction loan from the State Water Resources Control Board in December 2003 was converted to a note payable in December 2008. The loan is repaid annually in installments of \$24,137 including principal and interest at 2.5%. The loan matures in December 2022.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

6. Long-term Debt, continued:

Clean Renewable Energy Bonds

On July 14, 2009 the District issued \$305,000 of clean renewable energy bonds as authorized by the Internal Revenue Service under Section 54 of the Internal Revenue Code (the Code) of 1986, as amended. The bonds were issued at a 0% interest rate and benefits of the bonds are paid in form of federal tax credits in lieu of interest. The District installed two solar power systems at the irrigation field and the treatment plant with the proceeds from the bonds.

Annual payments of \$17,941 are due annually in December and the final payment is due July 2025.

The future annual maturities of all long-term borrowings as of June 30, 2014 are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2015	\$ 37,226	\$ 4,853	\$ 42,079
2016	37,708	4,371	42,079
2017	38,202	3,877	42,079
2018	38,708	3,370	42,078
2019	39,227	2,851	42,078
2020-2024	182,465	5,948	188,413
2025-2026	<u>35,885</u>	<u>-</u>	<u>35,885</u>
	<u>\$ 409,421</u>	<u>\$ 25,270</u>	<u>\$ 434,691</u>

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

7. Risk of Loss:

Tomales Village Community Services District is exposed to various risks of loss related to theft of, damage to, and destruction of assets; and injuries to employees. During the 2014 fiscal year, the District purchased certain commercial insurance coverages to provide for those risks.

8. Subsequent Events:

Management has evaluated subsequent events through January 20, 2015, the date these June 30, 2014 financial statements were available to be issued.

SUPPLEMENTAL INFORMATION

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
PRINCIPAL OFFICIALS

Board of Directors:

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

Operations:

Karl Drexel	Administrator
-------------	---------------

Karl Drexel

From: Karl Drexel [karl@tomalescsd.ca.gov]
Sent: Friday, January 16, 2015 12:03 PM
To: 'Susan Skipp'
Cc: bruce.abbott@shorelineunified.org
Subject: RE: SUSD Invoice

Hi Susan,

I can revise the Preliminary Invoice for the coming year, but the Final for 2013-2014 fiscal year has already been adopted and made a part of the Annual State Controllers Report and made a part of the Annual audit for the County and the State Water Board. I will go ahead and send you a revision to the 2014-2015 Preliminary Invoice later this afternoon, as long as you are clear that it is only for your internal processing of a payment. The original invoice will stand on our books as is. Thanks.

Karl

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

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

From: Susan Skipp [<mailto:susan.skipp@shorelineunified.org>]
Sent: Friday, January 16, 2015 10:15 AM
To: karl@tomalescsd.ca.gov
Cc: bruce.abbott@shorelineunified.org
Subject: SUSD Invoice

Hi Karl, Are you able to provide a revised invoice with the depreciation removed from last year and the current year. We would very much like to pay the invoice but would like to have more discussion about the handling of depreciation before we pay that part of the invoice. I will process the revised invoice for payment immediately upon receipt.

Thanks for your help.
Susan

Susan Skipp
Chief Business Official
Shoreline Unified School District
P O Box 198
10 John Street
Tomales, CA 94971
707 878-2226 – office
707 878-2554 - fax

**MARIN SCHOOLS VENDOR SYSTEM
COMBINED SCHOOLS VENDOR ACCOUNT**

Issue Date: 01/23/2015

District: 64 Shoreline Joint Unified School

Check Number: 20079603

Date	Invoice Number	Reference	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	Amount
01/17/2015	14-1560	PO-155070	01-0000-0-5540.00-0000-8100-700-000-000	83,821.00
<p><i>Final Payment on Invoice 14-1560 Balance open 25,930.00</i></p>				
<p>Vendor 3302 TOMALES VILLAGE COMMUNITY</p>			<p>Page Total \$83,821.00</p>	<p>Total \$83,821.00</p>



POINT REYES LIGHT

Tomales sewer charge raises new questions

By Beau Evans
01/22/2015

At last Wednesday's monthly meeting, the directors of the Tomales Village Community Services District received two visitors, both of whom raised concerns over how the district has been conducting its business.

The first to address the board was Gary Goelitz, a consultant hired by the service district to evaluate operations and maintenance of Tomales's sewer system. The second was Jim Lino, a longtime trustee for the Shoreline Unified School District, who came to discuss a new charge for depreciation that was recently added to the school district's bill—and which the cash-strapped Shoreline trustees have refused to pay.

Since 1999, Shoreline has been under contract with the service district to cover one-third of the total cost to run the sewer system in Tomales, where the school district has elementary and high schools. Throughout this time, Shoreline's share of annual service fees has contributed to an enterprise fund that the services district keeps to offset operational expenses.

But this year, acting on advice from an auditor, the service district began charging Shoreline separately for its share of depreciation—a routine cost that utility districts put in their budgets to accumulate a “nest egg” fund to replace old equipment.

The move tacked on an extra \$10,000 to the school district's bill, which covered last year's depreciation. Shoreline officials are not happy about a higher bill arriving at a time when cost cutting is forcing the district to consider laying off staff.

More than anything, Shoreline's brass are simply confused about why the depreciation charge is being added at all, saying that, on paper, it looks like the service district is charging twice for depreciation: once as part of regular fees, and again as an additional cost.

“To depreciate equipment and simultaneously charge for it seems like two things at once,” said Mr. Lino, who, save for a two-year hiatus, has served on Shoreline's board since 1995, longer than any of the other six current trustees. “I don't agree with that double charge.”

But the service district's administrator, Karl Drexel, contended that depreciation has not actually been reflected in Shoreline's service fees. Rather, as a partner, Shoreline receives its bill before depreciation is

moved from a line item on the service district's balance sheet to an expense that must be recouped, and it is not until the following fiscal year when the service district's budget is adjusted to include old depreciation costs.

This year, Mr. Drexel said, the district's auditor advised him to begin charging for depreciation; that charge has increased Shoreline's one-third share of the service district's annual operating expenses.

"In the past, it was always the board's option to either accumulate depreciation or not accumulate depreciation, as an expense," said Mr. Drexel, who has been the service district's administrator since 1999. "That was until last year, when our auditor told me that [the Governmental Accounting Standards Board] says you can't do that."

The service district's auditor did not return calls and emails from the Light.

Although Shoreline's administrators have argued that depreciation should not be charged as an operating expense, Mr. Drexel's auditor seems to think otherwise. Mr. Drexel referenced an email sent over the fall in which the service district's auditor wrote that, yes, "depreciation is an operating expense" and ought to be billed as such each year going forward.

But during Wednesday's meeting, Mr. Lino produced a letter from the school district's auditor that ran contrary. This letter, dated Jan. 9, noted that depreciation costs should simply be shown as a balance-sheet item and not as an actual expense—which means that depreciation would already be covered when the school district pays its normal service fees to Tomales.

At Wednesday's meeting, Shoreline's representation refused to pay for depreciation until the both districts come to an agreement, a determination that the school district's trustees made during their December board meeting.

"The new charge would be paid only after a direct board action," said Mr. Lino, who made the motion at that meeting to withhold payment of the service district's invoice.

Last week's meeting was the first occasion that board members from Shoreline and Tomales have met to discuss the depreciation issue, and they agreed to meet again soon to continue the discussion.

"What we don't want to do is come to blows with the sewer district," said Tom Stubbs, Shoreline's superintendent. "We want to work with them as we always have."

After Wednesday's meeting, Shoreline's chief business officer, Susan Skipp, requested from Mr. Drexel a revised invoice that did not include the depreciation charge. Ms. Skipp received this revised invoice, agreed to pay Tomales the amount owed minus depreciation, and is awaiting further instruction from Shoreline's board on how to proceed with depreciation payments.

According to Mr. Goelitz, the service district's consultant, one of the biggest challenges for the districts is to determine whether Shoreline's one-third portion of the service district's costs is a fair price to pay. Currently, he said, there is no way to evaluate the demand that Shoreline's two schools place on the sewer system because the service district does not use flow meters to monitor wastewater output.

"We don't know the amount of flow for S.U.S.D.," Mr. Goelitz said. "Does the 33 percent rate reflect accurately the amount of demand you're putting on the system? I can't answer that demand until flow meters are installed."

Mr. Drexel disagreed, stating that, should the service district begin monitoring Shoreline's individual usage, the district would then have to install flow meters to monitor all of its rate payers—a change that he does not

foresee the district making.

Mr. Goelitz is preparing a final efficiency report that will provide the board with recommendations for improving the service district's system, and included in this report will be an updated analysis on how installing flow meters might impact the district's operations.

Among the critiques he raised on Wednesday is that the service district has not put enough preventative measures in place to address system failures and overflow, and that the district's rates are higher than the median rates of 16 other districts in the state that have similar populations, ranging from 200 to 1,000 users.

One of the reasons the district's rates may be high, he said, is due to the amount needed to employ a full-time administrator. As shown in the district's 2014-15 budget, Mr. Drexel's fees tally at just over \$80,000, around 40 percent of the district's total expenses.

Mr. Drexel has served in a dual role of both district manager and accountant, and the board is now looking at ways to break up his responsibilities to save money, according to board president Bill Bonini. But the board will not make a decision about how to change the administrator's position until after Mr. Goelitz gives his final report on Tomales.

On a positive note, Mr. Goelitz noted that the service district is in good financial standing and effectively operates a simple system. He will release his report the first week of February.

Phillips & Associates

Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

PhillipsOnSite.com

January 15, 2015

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

RE: Self-Monitoring Report
Tomaes, Marin County
December, 2014

Mr. Allen

Enclosed please find the Self-Monitoring Report.

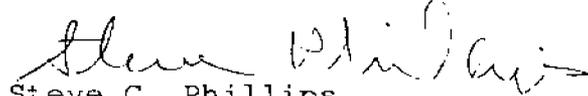
Spray irrigation is off.

Operations is satisfactory and maintenance on schedule.

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

Sincerely,

PHILLIPS & ASSOCIATES



Steve C. Phillips
Process Control Engineer

Certified Plant Operator #IV-05675

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

SELF MONITORING REPORT

Date	INFLUENT				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)	
12/1/2014	22.0							2.2									0.0						
12/2/2014	25.0		99.0	12.0	7.3	2.0	10.7	2.2				12.0				11.3	0.0						
12/3/2014	25.0							2.2									0.0						
12/4/2014	25.0							2.2									0.0						
12/5/2014	25.0							2.5									0.0						
12/6/2014	25.0							2.5									0.0						
12/7/2014	25.0	172.0						2.6									0.0	0.0					
12/8/2014	25.0							2.5									0.0						
12/9/2014	58.6				7.9	2.0	15.9	2.5				11.2				10.2	0.0						
12/10/2014	58.0							2.8									0.0						
12/11/2014	58.0							2.2									0.0						
12/12/2014	58.0							2.6									0.0						
12/13/2014	58.0							3.1									0.0						
12/14/2014	58.0	373.0						3.1									0.0	0.0					
12/15/2014	60.0				7.8	2.1	16.1	3.1				9.1				7.4	0.0						
12/16/2014	60.0							3.2									0.0						
12/17/2014	60.0							3.3									0.0						
12/18/2014	60.0							3.3									0.0						
12/19/2014	60.0							3.3									0.0						
12/20/2014	60.0							3.2									0.0						
12/21/2014	60.0	420.0						3.3									0.0	0.0					
12/22/2014	60.0							3.3									0.0						
12/23/2014	41.0				7.3	3.2	16.1	3.3				7.8				6.1	0.0						
12/24/2014	39.0							3.3									0.0						
12/25/2014	35.0							3.3									0.0						
12/26/2014	36.0							3.3									0.0						
12/27/2014	34.0							3.3									0.0						
12/28/2014	33.0	278.0						3.2									0.0	0.0					
12/29/2014	30.0							3.2									0.0						
12/30/2014	19.0				7.9	4.4	15.0	3.2				7.7				6.1	0.0						
12/31/2014	18.0							3.3									0.0						
Max	60.0	420.0	99.0	12.0	7.9	4.4	16.2	3.3	0.0	0.0	0.0	12.0	0.0	0.0	0.0	11.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Min	18.0	172.0	99.0	12.0	7.3	2.0	10.7	2.2	0.0	0.0	0.0	7.7	0.0	0.0	0.0	6.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mean	42.3	310.8	99.0	12.0	7.7	2.7	14.5	2.9	#DIV/0!	#DIV/0!	#DIV/0!	9.4	#DIV/0!	#DIV/0!	#DIV/0!	8.2	0.0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total	1316.0																0.0						

Month	Treatment Pond # 2				Treatment Pond # 3			
Dec-14	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1								
2	2.4	8.2	8.2	14.7	2.4	8.7	9.1	14.2
3								
4								
5								
6								
7								
8								
9	2.5	7.8	2.0	15.7	2.6	8.2	3.8	15.7
10								
11								
12								
13								
14								
15	3.3	7.8	2.1	16.2	3.3	8.4	3.5	15.2
16								
17								
18								
19								
20								
21								
22								
23	3.6	7.9	6.2	16.4	3.7	7.9	6.6	16.6
24								
25								
26								
27								
28								
29								
30	3.4	7.9	4.4	8.0	3.6	8.4	10.6	8.3
31								

TOMALES TREATMENT POND STANDARD OBSERVATION REPORT

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

INSPECTION					
Date	12-2	12/9	12-15	12/23	12/30
Day	Tu	Tues	Mo	Tu	Tu
Time	1120	0815	1330	1250	0930
Tech	Z	EC	Z	Z	SC
Rain, Inches	3.5	2.70	6+	4.0	0
Number of waterfowl	0	30	0	0	0
* Evidence of seepage from ponds	N	N	N	N	N
* Nuisance odors from ponds	N	N	N	N	N
* Warning signs improperly posted	N	N	N	N	N
* Public contact with pond water	N	N	N	N	N

3. * Report Yes or No and any Yes response s please report immediately to supervisor
4. I certify that this report information, to the best of my knowledge is true and correct.

**TOMALES EFFLUENT STORAGE POND
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) Dec 2014

2. Pond Standard Observation required every week

INSPECTION					
Date	12-2	12/9	12-15	12/23	12/30
Day	FRI	TUES	MO	TU	FRI
Time	1100	0820	1300	1215	1340
Tech	SC	EC	SL	SL	SL
* Evidence of seepage from ponds	N	N	N	N	N
* Nuisance odors from ponds	N	N	N	N	N
* Warning signs improperly posted	N	N	N	N	N
* Public contact with pond water	N	N	N	N	N

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

Temperature					
Weather- Calm, Oc, Rain,etc.					
Wind direction & speed, mph					
Number of waterfowl					

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 CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Dec 2011

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

INSPECTION					
Date	12-2	12/9	12-15	12/23	12/30
Day	Thu	Tues	Mon	Tu	Thu
Time	1100	1030	1300	1210	1245
Tech	SL	E.C	SL	SL	SL
* Evident of any leaks	N	N	N	N	N
Tank level, inches	42	42	42	42	42
Cl2 gallons added	0	0	0	0	0
New tank level after adding Cl2, inches	42	42	42	42	42
Gallons used for treatment since last check	0	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N	N

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

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



December 18, 2014

Sample Collected: 12/02/14
Sample Received: 12/02/14
Collected By : SC/Phillips

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

<u>LOG NUMBER</u>	<u>1214-25078-9</u>
Sample Description:	Influent

ANALYSIS

Total Suspended Solids mg/L (Std. Mthds. 20 th ed. 2540 D)	12.
Chemical Oxygen Demand mg/L (HACH 8000)	99.

BRELJE AND RACE LABORATORIES, INC.



 JILL BRODT, LABORATORY MANAGER
 JB:lja

From: STEVENPSI@aol.com [mailto:STEVENPSI@aol.com]
Sent: Thursday, January 15, 2015 1:48 PM
To: karl@tomalescsd.ca.gov
Subject: Tomales December 2014 SMR

Karl,

Attached is the December 2014 SMR.

As of Tuesday the available storage in the storage ponds combined is 3.9 MG. There is also an excess foot of freeboard in the treatment plant ponds. The total estimated storage in all ponds is 4.5 MG. At the beginning of December there was 7.5 MG of remaining storage capacity at the storage ponds and the treatment ponds. With the December rains and inflow of 1.3 MG there was a loss of 3.6 MG of total storage. The bottom line, if February and rains are any where near what December was, we will out of available storage some time at the end of February or the first part of March.

My recommendation is that on Monday we take look at the weather forecast and, if possible start running the irrigation. The good news is that the disposal field is fairly dry.

With the Districts approval we will look at the weather forecast on Monday and start the irrigation and bill at current schedule of rates as Non-scheduled work.

Steve Phillips

From: STEVENPSI@aol.com [mailto:STEVENPSI@aol.com]
Sent: Tuesday, January 27, 2015 8:48 AM
To: karl@tomalescsd.ca.gov
Subject: Tomales Irr. & flow meter

Karl,

FYI

Regarding renting and open channel flow meter for the High School line: I have a couple of request for quotes submitted to a few venders, just waiting for a response.

Irrigation: Waiting for quotes for new actuator valve. Once the new valve is installed, I can run the system and determine what heads need replacing and size.

Steve Phillips

From: STEVENPSI@aol.com [mailto:STEVENPSI@aol.com]
Sent: Wednesday, January 28, 2015 12:43 PM
To: karl@tomalescsd.ca.gov
Subject: Spray field

Karl,

NSW150127ActuatorValve

Finally got the quote for the new actuator valve

The estimated cost to remove the old actuator valve and install a new one is \$ 1,950

With your approval, I will order that new valve and install.

Thanks

Steve Phillips

From: Karl Drexel [mailto:karl@tomalescsd.ca.gov]
Sent: Wednesday, January 28, 2015 1:20 PM
To: 'STEVENPSI@aol.com'
Subject: RE: Spray field

Looks good to me. Please provide a detailed accounting of parts and labor and a copy of the invoice for the valve. I need for the Board to see what is involved. Thanks.

Karl

From: STEVENPSI@aol.com
To: karl@tomalescsd.ca.gov
Subject: Re: Flow meters
Date: Wednesday, February 04, 2015 10:41:27 AM

Karl,

Regarding the School flow meter estimated rental, shipping handling and miscellaneous cost:

NSW#150204FlowMeter

Monthly meter rent = \$900.

Shipping = \$200.

Install, setup and remove = \$400.

Misc. expense = \$ 350/mo. (monitoring, reporting, paper replacement, etc.)

New Permanent Flow meter = approx \$4,000 + S&H + new parshall flume \$???

Keep in mind this does not measure the load (TSS, BOD, chemicals)

Regarding irrigation actuator valve:

The valve is on order and could take up to 22 days to receive.

This valve is a safety feature designed to close when pumps are stopped to prevent siphoning.

There is currently about 4 million gallons of compliance storage and about 8 millions of storage to the top of pond. I looked back several years at the storage pond freeboard, it looks like we are in line for this time of year. Some years there was less and other years there was more.

Please let me know if you have any question

Steve Phillips

PHILLIPS & ASSOCIATES

2201 Jefferson Street

Napa, CA. 94559

Office 707-254-1931

Cell: 707-888-4018

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4230 Flow Meter

Bubbler level sensing provides the most accurate measurement.

Isco 4230 Bubbler Flow Meters use an internal air compressor to force a metered amount of air through a bubble line submerged in the flow channel. By measuring the pressure needed to force air bubbles out of the line, the flow level is accurately determined.

Measurement accuracy of the 4230 is not affected by wind, steam, foam or turbulence, nor by suspended solids and rapidly changing head heights that can cause problems for some bubbler flow meters. Because only the bubble tube contacts the flow, corrosive chemicals are not a problem. The 4230 also resists damage by lightning and debris, making it ideal for stormwater applications.

Automatic Drift Compensation makes Isco bubbler flow meters the most accurate level measurement technology. In stand-by applications such as stormwater runoff monitoring, Automatic Drift Compensation also allows the 4230 to maintain calibration indefinitely. Automatic bubble line purging prevents clogging, and the meter's internal software senses rapidly rising heads and increases the bubble rate to maintain maximum accuracy.

Standard Features:

- Built-in flow conversions for most applications, including Manning formula, data points, or equation for special situations.
- Two-line x 80-character backlit LCD.
- Choice of standard (10 ft) and extended (30 ft) level measurement range.
- Built-in dot matrix printer gives you an accurate, on-site printout.
- Internal memory stores over 2 months of flow, rainfall, parameter, and sample data at 15 minute intervals.
- Automatic Drift Compensation eliminates effects of transducer drift and allows the 4230 to maintain level calibration indefinitely.
- Interfacing for Sampler activation, connection to multiparameter water quality sonde, alarm outputs

Applications

- Portable and fixed-site flow measurement with weirs and flumes
- Pretreatment Compliance
- Stormwater Runoff Monitoring
- Permit Enforcement
- Sewer Flow Monitoring
- Combined Sewer Overflow Studies
- Wastewater Treatment Plant Operations
- Inflow and Infiltration Studies
- River and Stream Gauging

Options and Accessories

- Optional telephone modem – provides remote data retrieval, voice messaging, and dial-out alarm conditions
- Analog Outputs – up to 3 isolated internal 4-20 mA outputs
- Metering Inserts for street level installation of bubble line in round pipes from 6 to 12 inches in diameter
- Non-resettable totalizer
- 674 Rain Gauge
- 581 RTD data retrieval device downloads up to 20 meters
- 201 pH module adds pH and temperature measurement/logging
- YSI 600 Multi-Parameter Water Quality Monitor



- Suspension equipment (to hang flowmeter in manhole)

Specifications

4230 Bubbler Flow Meter	
Size (H x W x D):	17.0 x 11.5 x 10.5 in. (43 x 29 x 26.7 cm) (without power source)
Weight:	17.3 lbs (7.8 kg) (without power source)
Material:	High-impact molded polystyrene structural foam
Enclosure:	NEMA 4X (IP65)
Power:	12 to 14V DC, 16 mA average at 12.5V DC
Typical Battery Life (printer set at 1 in./hr (2.5 cm/hr), 1 bubble per second, 15 minute purge, and continuous level reading interval)	
934 Nickel-Cadmium Battery:	7 to 10 days
946 Lead-Acid Battery:	10 to 15 days
948 Lead-Acid Battery:	2 to 3 months
Program Memory:	Non-volatile, programmable flash. Updateable without opening enclosure.
Display:	Backlit LCD, 2-line, 80-character (5.5 mm high x 3.2 mm wide)
Level-to-Flow Rate Conversions	
Weirs:	V-notch, rectangular with and without end contractions, Cipolletti
Flumes:	Parshall, Palmer-Bowlus, Leopold-Lagco, Trapezoidal, H, HS, HL
Manning Formula:	Round, U-channel, rectangular, trapezoidal Data Points Four sets of 50 level-flow rate points Equation Two-term polynomial
Totalizers	
LCD:	9-digit, floating decimal point, resettable
Mechanical (optional):	7-digit, non-resettable
Inputs and outputs	
Rain gauge input:	Contact closure, normally open. Resolution 0.01 or 0.004 in (0.25 or 0.1 mm)
Parameter Inputs:	pH, dissolved oxygen, conductivity, and temperature (with optional YSI 600 sonde); pH and temperature (with optional Isco 201 Parameter Module); or dissolved oxygen and temperature (with optional Isco 270 Parameter Module)
Sampler activation conditions:	Enabled, disabled, AND and OR combinations of any two of level, flow rate, rainfall, pH, DO, conductivity, and temperature
Sampler pacing output:	12V pulse
Sampler input:	Event mark, bottle number
Printer	
Recording modes:	Up to 3 graphs of level, flow rate, pH, DO, conductivity, and temperature vs time; includes totalized flow. Rainfall and sampler events (time and bottle number) are also recorded
Speed:	Off, 0.5, 1, 2, 4 in/hr (1.25, 2.5, 5, 10 cm/hr)
Recording Span:	User selectable with multiple over-ranges
Resolution:	1/240 of recording span
Reports Printed:	Flow meter program, 2 independent time interval reports, flow meter history, sampler history
Interval Report Contents:	Site number; time interval; total flow; minimum, maximum, and average flow rate, level, pH, DO, conductivity, and temperature, and time of occurrence; interval flow; total rainfall; number of samples, flow meter history and sampler history
Character Size (HxW):	0.09 x 0.07 in (2.4 x 1.7 mm)
Paper:	4.5 in. wide x 65 ft. (11.4 cm x 19.8 m), plain white paper, replaceable roll
Ribbon:	19.7 ft. (6.0 m) black nylon, replaceable
Data Storage Memory	
Capacity:	80,000 bytes (approx. 40,000 readings) divided into a maximum of 12 memory partitions. Equal to 100 days of level, rainfall, pH, DO, conductivity, and temperature readings at 15 minute intervals, plus 3,000 sample events. Optional expansion to 473,000 bytes (approx 236,500 readings)

Setup and Data Retrieval:	Windows-compatible computer with Isco Flowlink Software
Communication:	Direct connection, optional internal 2400 baud telephone modem with voice messaging, or optional internal short haul modem
Data Retrieval (optional):	Isco 581 Rapid Transfer Device (RTD)
Voice Messaging (with optional internal modem):	Calls up to 5 telephone numbers with programmable delay between calls, activated based on AND and OR combinations telephone of any two of level, flow rate, rainfall, pH, DO, conductivity, and temperature
Analog Outputs:	(optional) Up to 3 isolated internal outputs, 0 to 20 mA or 4 to 20 mA, scaleable based on level, flow rate, pH, DO, conductivity, or temperature, into a maximum of 750 ohms each
Relay Outputs:	2 form C relays with field selectable trip points based on flow rate (with optional High/Low Alarm Relays)
Serial Output:	Current status and readings, in response to command or automatically at selectable time intervals, ASCII comma separated values at 1200, 2400, 4800, or 9600 baud
Storage Temperature:	-40° to 140°F (-40° to 60°C)
Operating Temperature:	0° to 140°F (-18° to 60°C)
Bubbler	
Range:	0.1 to 10 ft (0.03 to 3.05 m)
Level Measurement Accuracy (Non-linearity, repeatability, and hysteresis at 25°C (77°F). Max error (±) for indicated level range.	
0.1 to 5.0 ft (0.03 to 1.52 m):	±0.005 ft (±0.002 m)
0.1 to 7.0 ft (0.03 to 2.13 m):	±0.01 ft (±0.003 m)
0.1 to 10 ft (0.03 to 3.05 m):	±0.035 ft (±0.011 m)
Temperature Coefficient (Maximum error (±) per degree of temperature change over compensated range)	
For level in feet:	±0.0003 x level x temperature change from 72°F
For level in meters:	±0.0009 x level x temperature change from 22°C
Automatic Drift Correction:	After a 5 minute warm-up period, zero level is corrected to ±0.002 ft. (±0.0006 m) at intervals between 2 and 15 minutes
Long-Term Level Calibration Change:	Typically 0.5% of reading per year
Ambient Operating Temperature Range:	0° to 140°F (-18° to 60°C)
Compensated Temperature Range:	32° to 140°F (0° to 60°C)

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TVCS D FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

SATURDAY, JANUARY 31, 2015

PRESENT: Deborah Parrish, Chair and Board member, Chick Petersen, Venta Leon, Donna Clavaud

VISITORS: Patty Oku, Board member

The meeting was convened at 10am at the TVCS D office. There was a full quorum present. Donna Clavaud recorded the meeting minutes.

AGENDA

1. RFP Outreach Strategy and development of questions for informational interviews:

The group discussed further outreach strategies for posting the RFPs, and by consensus, recommends to the Board to post the Administrator and O&M RFPs on job boards where the cost to post is job specific. FAC agrees that it is worth the cost to post these two positions.

Members identified several other internet sites to post, which include ziprecruiter.com, LinkedIn and Craigslist.

We reviewed a listing we posted last week on West Marin Marketplace, an online job site. We noted that we had just read a posting on the site by West Marin Senior Services for a part time Financial professional that almost matches our RFP for Financial Services. The site is free of charge to post.

FAC also recommends expanding the search to other water and waste districts in adjacent cities, such as Rohnert Park, Sebastopol, Santa Rosa, in addition to re-contacting the Petaluma district.

We discussed the need for a set of questions Board and committee members can utilize in doing an expanded outreach for the RFPs. We talked about doing telephone informational interviews to various resource professionals in adjacent districts to learn more about how they fill their service positions and whether they might know of prospective candidates. We developed the following questions:

1. How have you filled your service positions?
2. What is your philosophy on job sharing and shared delivery services? Do you have any policies and procedures?
3. Would you be willing to pass on our RFPs to any possible professionals who might be interested in bidding?
4. Do you know any potential candidates we might contact?

2. Matrix response from FAC:

The FAC members agreed by consensus to send Matrix a letter to comment on the Draft Diagnostic Appraisal. We agreed to highlight the 2012 FAC recommendations to the Board and our accomplishments to date as consistent with strategic goals for sustainability. We will also emphasize our intention to recommend a CIP budget and an Investment strategy with the development of reserve policies and procedures in the upcoming 2015-16 budget process. We will recommend finalizing the draft Rate Study with a revised CIP inventory and costs. Donna agreed to draft a letter and seek input from the FAC members towards a final report to be sent to Matrix and Board members as soon as possible.

Open Items:

FAC will invite Jim Lino SUSD Trustee to our next FAC meeting as a prospective new committee member. Patty Oku reports she will continue to attend FAC meetings and be available to help with any work to be done. We discussed the difficulty of meeting each month and agreed we will do the best we can with scheduling.

FAC members are unclear on whether a TVCSD Chair has to be a Board member. Patty Oku does not think so and mentions PAC now has a non-Board member, Margaret Graham, as their new Chair. Deborah Parrish reports that for now she will continue as the FAC Chair.

Check wifi status with Karl since we were unable to use it during our meeting.

The meeting was adjourned at 11:45 am.

Tomales Park Committee meeting minutes

January 19, 2015

Meeting began @ 6:40pm

Patty Oku chaired the meeting.

Brian Lamoreaux served as secretary.

Present were: Donna Clavaud, Walter Earle, Margaret Graham, Beth Koelker, and David Judd.

Absent: Eric Knudsen

Agenda:

- Open Communication
- Election(chair & secretary)
- Review Minutes
- Gazebo/Survey Update
- Park Gate Update
- Measure A

1. A Tomales Village Community Park survey and Site Map was completed by Dan & Lee Erickson (w/ input from David Judd) in early January. It shows paths, current play structures, buildings, features, water lines and electrical. PAC committee voted unanimously to give Lee a \$100 gift card and card in gratitude for his donated time.
2. All PAC members have been reappointed. Margaret Graham was voted unanimously to Chair the PAC for 2015 (nominated by: Patty Oku; seconded by: Brian Lamoreaux) Brian L. was voted to serve as Secretary (nominated by: Patty, seconded by: Walter Earle). The PAC is always open to additional community members who would like to participate, including High School students..
3. No minutes to review - no meeting for a few months prior.
4. Park bank account currently has \$62k, not including Measure A funds which are expected to be deposited soon. A question was brought up as to how much the Measure A funds are annually? Amount to be confirmed (guess: \$34k/yr).
5. PAC reviewed gazebo design items presented by David Judd (with helpful images from Nicole's sister) including: roofing cladding materials, cupola (roof feature) and columns (material and finish treatment). The design previously discussed was reviewed and includes a hexagon (same as existing) shape, 20'-4" (larger) diameter (face to face), concrete floor, set into the grade above with concrete benches, and steps, and flush with ground at lower (east) side, electrical outlets on both sides, and provision for lighting, with lighting details to be determined later. An idea was discussed to use children's tile from town inset into the stairs. Tiles will be discussed more later. The PAC voted on new Gazebo items below, which will be recommended to the TVCSD Board before the next meeting (for official vote or further discussion):

- 5.1. No cupola - simple pyramid-shaped roof .
- 5.2. Roof material will be composition shingle or copper - estimates to be gathered for each and presented to PAC for next meeting.
- 5.3. Columns will be metal & powder coated - no column color has been voted on yet, to be discussed later.
6. Gate Update: Posts are going to be metal or wood. Concept designs will be submitted by David Judd to an architect to generate into plans.
7. Patty suggested we get a playground inspector, per Matrix recommendations. David to send name & number of previous inspector (from Healdsburg) to Brian.
8. Drinking Fountain update: PAC is looking for wall-mount, non-refrigerated, ADA approved fountain with high and low basins and ideally with dog bowl. The sample David presented appeared to be refrigerated style. Further follow up needed. If dog basin is not available, the dog bowl can be installed separately.

Meeting ended at 9:05pm

Minutes approved by: _____

Date: _____



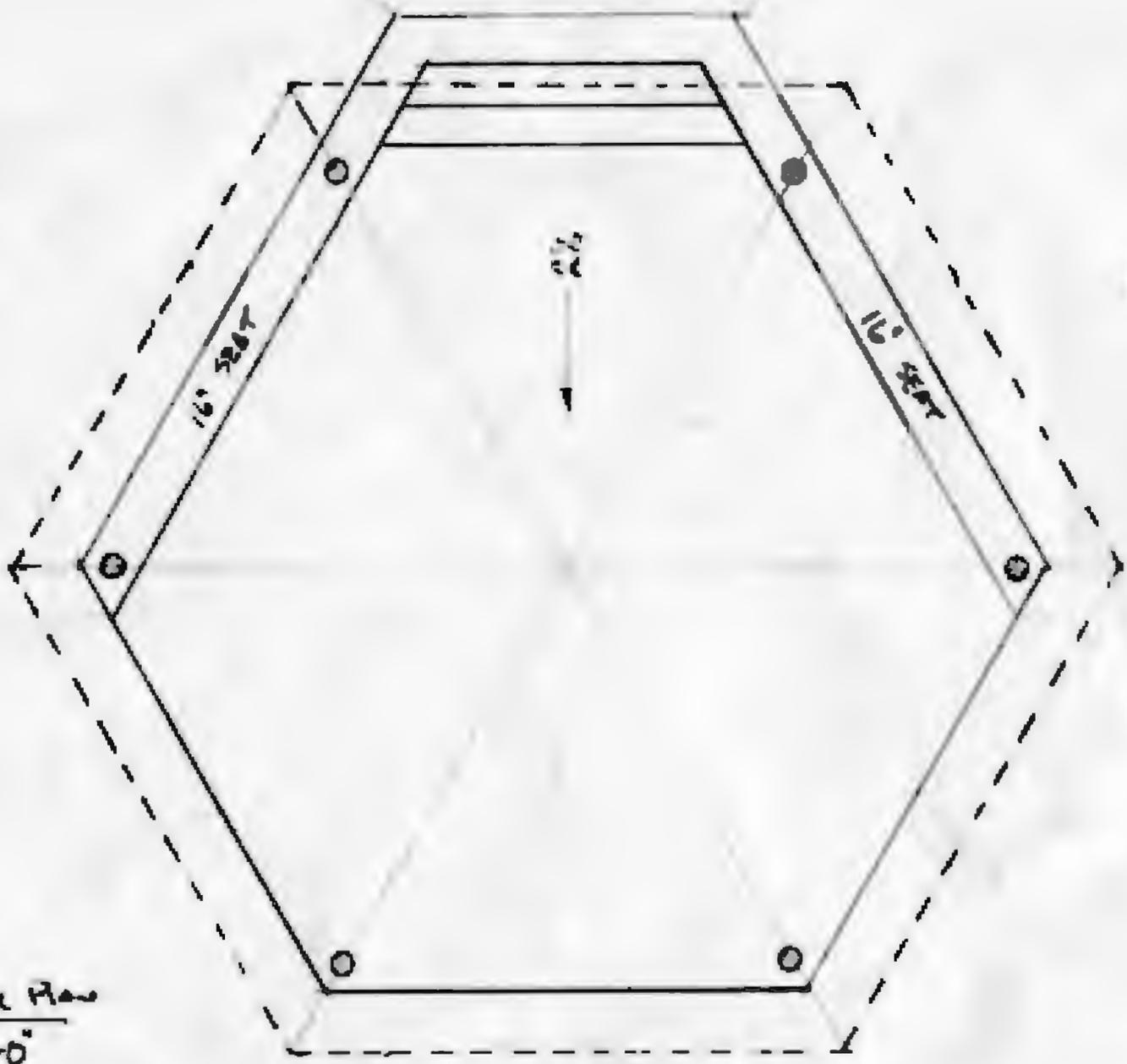




HC PATH

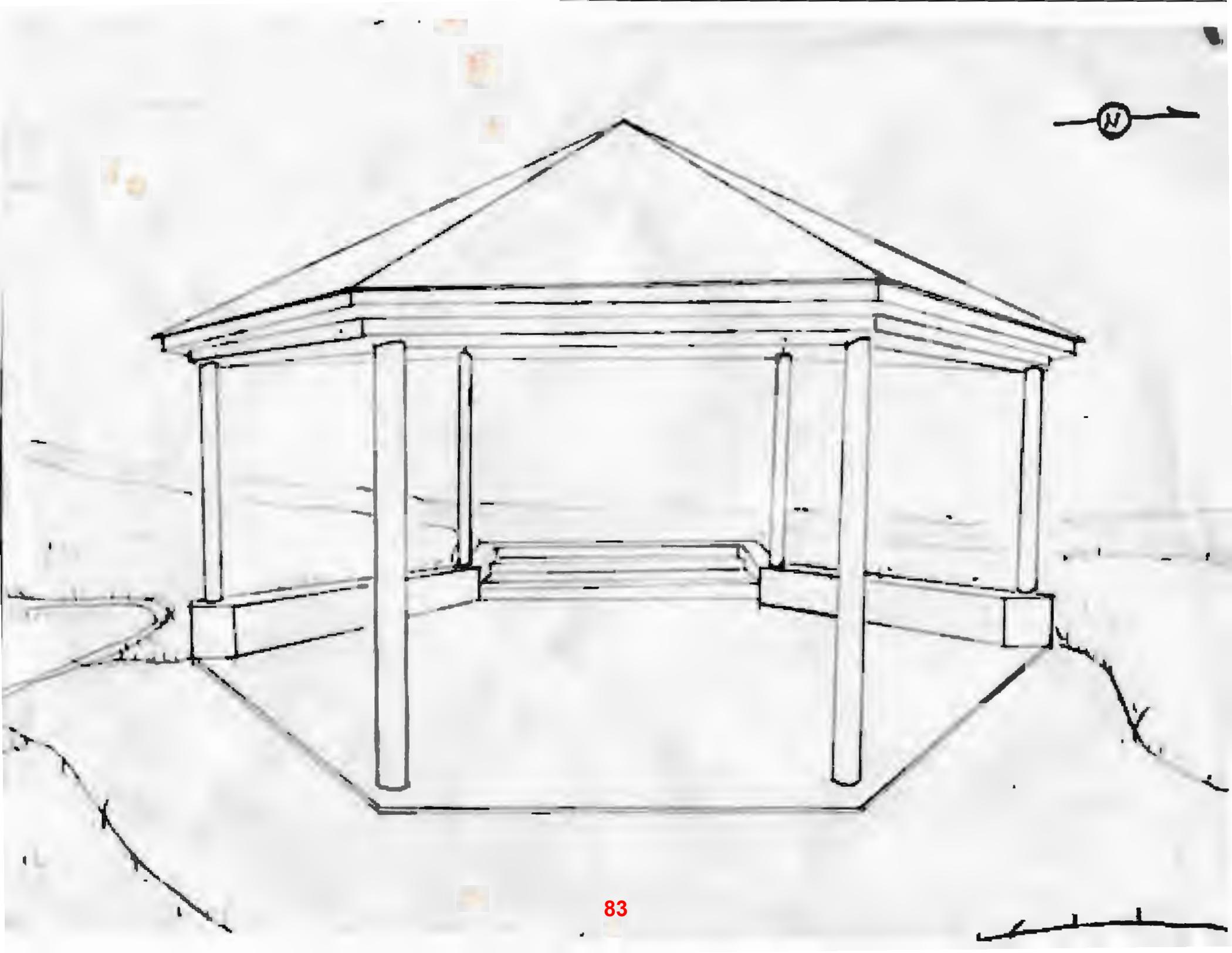
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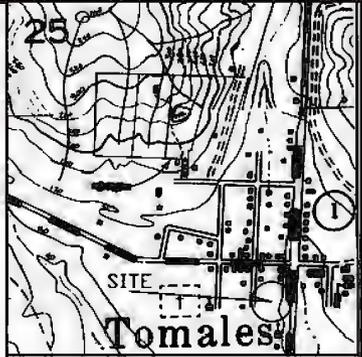
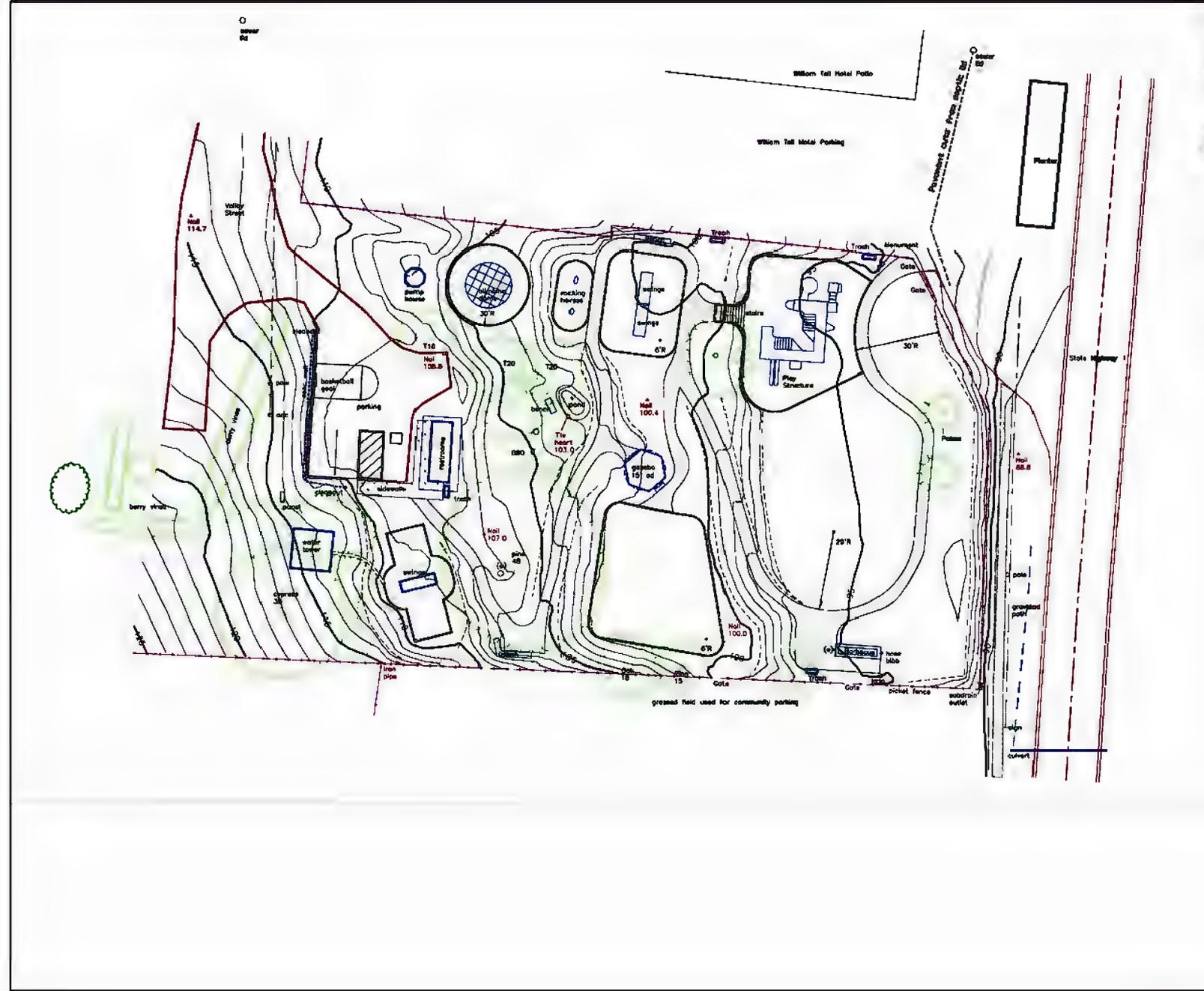
TCP
 GAZEBO Floor Plan
 SCALE 1/4" = 1'-0"
 4/28/14 DS

HC 82 PATH









Location Sketch
USGS 7.5-min series
Tomales Quad
1" = 2000' 40' Contours

Temporary Bench Mark at assumed elevation. North by magnetic compass. Property line bearings and distances from Marin County Assessor's parcel map. Contour lines by linear interpolation of 2580 intermittent data points collected using Electronic Distance-Measuring equipment. Boundary survey has not been conducted and property limits have not been determined. Field verify critical elevations and dimensions at time of construction.
Call Underground Service Map to locate known and suspected utilities prior to excavation.

Plan View

SCALE: 1" = 10'
1" Contours

LEGEND

- BUILDING
- FENCE
- UNDEVELOPED AREA
- ROAD
- 12' 6" W
- 10' W
- ROAD WEDGE

Richard Engineering, Inc.
Valley Road, CA 94712-0446
707/755-5498
rick@redeng.com

Park Improvements
Site Plan

Field Date: 08/24/07
Prepared by: Dan Adams
Checked by: Tommie G. Berry
707/755-5498
redeng.com

PROJECT NO.
707/755-5498
Tomme G. Berry

Tomales Village
Community Services District
2000 Highway 1, Tomales, CA 94771
APN: 148-024-00-00

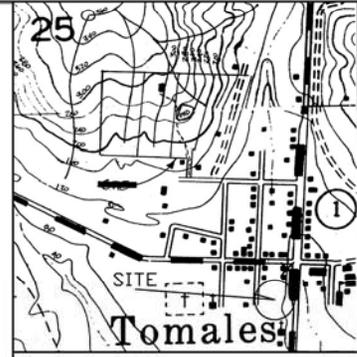
08/24/2007

08/24/2007

Scale
1" = 10' H
Sheet



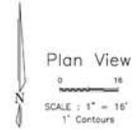
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of 1



Location Sketch
USGS 7.5-min series
Tomales Quad
1" = 2000' 40' Contours

Temporary Bench Mark of assumed elevation. North by magnetic compass. Property limit bearings and distances from Marin County Assessor's parcel map. Contour lines by linear interpolation of ±580 intermittent data points collected using Electronic Distance-Measuring equipment. Boundary survey has not been conducted and property limits have not been determined. Field verify critical elevations and dimensions at time of construction.

Call Underground Service Alert to locate known and suspected utilities prior to excavation.



- LEGEND**
- BUILDING
 - CONTOUR
 - UNPAVED ROAD
 - FENCE
 - DRAINAGE
 - UTILITY
 - ROCK ANCHOR

Ericsson Engineering, Inc.
Valley Ford CA 94972-0446
707/795-2498
ericsson@epi.net

**Park Improvements
Site Plan**

Field Data 2008-2014 by
TVCAD
PO Box 303
Tomales CA 94971
M. L. Anderson

TVCAD
PO Box 303
Tomales CA 94971

**Tomales Village
Community Services District**
See Highway 1, Tomales CA 94971. AUP: 12/07/08, 09

50504 psd.dwg

01.04.2015

Scale
1" = 16' H

Sheet



01.04.2015
of 1

California Playground Safety

What are the standards for playground design and installation in California?

[California law on playgrounds](#) (Health and Safety Code section 115725-115735) begins:

(a) All new playgrounds open to the public built by a public agency or any other entity shall conform to the playground-related standards set forth by the American Society for Testing and Materials and the playground-related guidelines set forth by the United States Consumer Product Safety Commission.

(b) Replacement of equipment or modification of components inside existing playgrounds shall conform to the playground-related standards set forth by the American Society for Testing and Materials and the playground-related guidelines set forth by the United States Consumer Product Safety Commission.

(c) All public agencies operating playgrounds and all other entities operating playgrounds open to the public shall have a playground safety inspector, certified by the National Playground Safety Institute, conduct an initial inspection for the purpose of aiding compliance with the requirements set forth in subdivision (a) or (b), as applicable. Any inspection report may serve as a reference when the upgrades are made, but is not intended for any other use.

California Playground Safety Regulations

*(also found under CA Code of regulations website at
<http://ccr.oal.ca.gov>)*

TITLE 22. Social Security

Division 4. Environmental Health

Chapter 22. Safety Regulations for Playgrounds

Article 1. Definitions

65700. Certified Playground Safety Inspector.

“Certified Playground Safety Inspector” means an individual who has completed program requirements as a certified Playground Safety Inspector as specified in Section 65755.

65700.2. Children

“Children” means individuals who are two years of age through twelve years of age.

65700.6. Operator

“Operator” means any entity which operates a playground open to the public, including a church, subdivision, hotel, motel, resort, camp, office, hospital, shopping center, child care setting, and restaurant and any public agency, state agency, city, county, city and county, school district, and any other district.

65700.8. Playground

“Playground” means an improved outdoor area designed, equipped, and set aside for children's play that is not intended for use as an athletic playing field or athletic court, and shall include all playground equipment, surfacing, fencing, signs, internal pathways, internal land forms, vegetation, and related structures.

65700.10. Playground Equipment.

“Playground Equipment” means a fabricated structure intended primarily for play by children located at a playground which has at least one surface designated and intended for play by children and which is anchored to or built into the ground and not intended to be moved

65700.12. Supervisor.

“Supervisor” means an individual who has been hired or appointed by the operator, on a paid or volunteer basis, and trained by the operator to oversee the use of the playground, report hazards or injuries, and administer first aid in the case of injury

Article 2. General Standards

65710. Operator Requirements

- (a) Operators shall comply with the sections of the Handbook for Public Playground Safety (CPSC Handbook), Publication Number 325, U.S. Consumer Product Safety Commission November 1997, Date Code: 009711, (available from the Office of Information and Public Affairs, U.S. Consumer Product Safety Commission, Washington, D.C. 20207), and the sections of the Standard Consumer Safety Performance Specification for Playground Equipment for Public Use (ASTM Standard), Designation: F 1487 - 98, American Society for Testing and Materials, 1998 (available from the American Society for Testing and Materials, 100 Barr Harbor Dr., West Conshohocken, PA 19428), that relate to the design, installation, inspection, and maintenance of a playground and playground equipment, which are identified in this chapter and are hereby incorporated by reference.
- (b) Wherever the sections of the CPSC Handbook identified in this chapter make recommendations, they shall be understood as mandatory requirements for purposes of this chapter; for instance, wherever those sections use the term “should,” it shall be understood as the term “shall”; wherever those sections use the term “recommend,” it shall be understood as the term “require”; wherever those sections use the term “recommendation,” it shall be understood as the term “requirement”; wherever those sections use the phrase “it is recommended,” it shall be understood as the phrase “it is required”; wherever those sections use the phrase “it is not recommended,” it shall be understood as the phrase “it is prohibited.”

65715. Initial Inspection

Operators shall have an initial inspection of their playgrounds by a Certified Playground Safety Inspector by October 1, 2000. Based on the initial inspection, operators shall implement any changes in the design, installation, inspection, maintenance and supervision of their playgrounds that are identified as necessary to comply with the requirements established in this chapter. Operators shall upgrade their playgrounds by replacement or improvement to the extent required by Section 115730 of the Health and Safety Code.

65720. Design

Operators shall design or redesign playgrounds, locate or relocate playground equipment and routes of access to and from playgrounds, and surface or resurface portions of playgrounds to comply with the following requirements:

- (a) Section 4.2 of the CPSC Handbook - Critical Height
- (b) Section 4.3 of the CPSC Handbook - Fall Heights for Equipment
- (c) Section 4.4 of the CPSC Handbook - Equipment to Which Protective Surfacing Recommendations Do Not apply
- (d) Section 5 of the CPSC Handbook - Use Zones for Equipment, in its entirety
- (e) Section 9 of the ASTM Standard - Playground Layout, in its entirety
- (f) Section 10 of the ASTM Standard - Accessibility, in its entirety
- (g) Section 11.2 of the ASTM Standard - Owner's/Operator's Responsibilities for Installation

65725. Equipment and Materials

Operators shall provide playground equipment and surfacing materials that comply with the following requirements:

- (a) Section 8 of the CPSC Handbook - Materials of Manufacture and Construction, in its entirety.
- (b) Section 9 of the CPSC Handbook - General Hazards, in its entirety
- (c) Section 10 of the CPSC Handbook - Stairways, Ladders and Handrails (including 10.1, General; 10.2.1, Rungs and Other Hand gripping Components; 10.3, Handrails; 10.3.1, Handrail Height; 10.3.2, Handrail Diameter; and 10.4, Transition From Access to Platform), except for 10.2, Stairways and Ladders, which is excluded
- (d) Section 11 of the CPSC Handbook - Platforms, Guardrails and Protective Barriers, in its entirety
- (e) Section 12 of the CPSC Handbook - Major Types of Playground Equipment, except for 12.4.3, Slide Platforms, which is excluded
- (f) Section 4 of the ASTM Standard - Materials and Manufacture, in its entirety
- (g) Section 6 of the ASTM Standard - Performance Requirements, in its entirety
- (h) Section 7 of the ASTM Standard - Requirements for Access/Egress, in its entirety
- (i) Section 8 of the ASTM Standard - Equipment, except for 8.6, Swings, which is excluded
- (j) Section 14 of the ASTM Standard - Labeling, in its entirety

65730. Assembly and Installation

Operators shall have playground equipment assembled and installed in compliance with the written instructions of the manufacturer. Either the playground equipment shall be assembled and installed by or under the direct supervision of an individual who is authorized by the manufacturer to assemble and install the equipment or, prior to its first use, the playground equipment shall be inspected by a Certified Playground Safety Inspector who shall certify to the operator in writing that the equipment, insofar as it can be seen without disassembling it or digging into the surfacing, is in compliance with the requirements established in this chapter.

65735. Maintenance

Operators shall maintain and inspect the playground and playground equipment in accordance with Section 7.2 of the CPSC Handbook and Section 13 of the ASTM Standard.

65740. Training

Operators shall train their personnel involved in the design, installation, and maintenance of a playground by ensuring their personnel have read and understood the requirements established in this chapter, before participating in the design, installation or maintenance of a playground for which the personnel has responsibility

65745. Supervision

Operators who provide supervision shall do so in accordance with Section 6.4 of the CPSC Handbook

Article 3. Certified Playground Safety Inspector Requirements

65750. Certified Playground Safety Inspector

A Certified Playground Safety Inspector shall possess a current Certified Playground Safety Inspector certificate issued by the National Playground Safety Institute (c/o National Parks and Recreation Association, 22377 Belmont Ridge Road, Ashburn, VA 20148, telephone: (703) 858-2148 or e-mail: info@nrpa.org).

Article 4. Provisions for Child Care Centers and Facilities Operated for the Developmentally Disabled

65755. Child Care Center and Developmentally Disabled Facility Requirements

Operators of playgrounds in child care centers regulated by the California Department of Social Services (CDSS) pursuant to California Code of Regulations, Title 22, Division 12, Chapter 1, and facilities operated for the developmentally disabled, shall comply with the requirements established in this chapter.

Note: Authority cited: Sections 100275 and 115725, Health and Safety Code.

Reference: Sections 115725 and 115740, Health and Safety code.

History

1. New article 4 (section 65755) and section filed 12-22-99; operative 1-1-2000 pursuant to Government Code section 11343.4 (d) (Register 99, No. 52).

From: [Curt Wear](#)
To: karl@tomalescsd.ca.gov
Subject: RE: Certified Safety Inspection
Date: Monday, February 02, 2015 9:14:48 PM

Hi Karl,

From what I can see of the park on google earth for play equipment, there is a composite play structure at the front of the park, and separate areas with a multi bay swing set, and a large steel climbing dome.

The safety audit for the above equipment would be **\$950** including travel time and a written report for each of the play areas. Our current schedule is running about 3 to 5 business days out to do the audits and submit the reports. Please let me know if I can provide a certificate of insurance or any additional information.

Thank you for contacting us.

Best Regards,

Curt Wear
President



**COMMUNITY
PLAYGROUNDS Inc.**

State Contractors License 362950
Certified Playground Safety Inspector
Certified Triax 2000 Surface Impact Testor
200 Commercial St., Vallejo, CA 94589
Ph: 415.892.8100 Fax: 415.892.3132 Cell: 415.559.8883
www.communityplaygrounds.com

From: Karl Drexel [mailto:karl@tomalescsd.ca.gov]
Sent: Monday, February 2, 2015 5:27 PM
To: Karl Drexel
Subject: Certified Safety Inspection

The Tomales Village Community Services District is requesting bids for an initial Certified Inspection and written report for the Tomales Community Park by a Certified Playground Safety Inspector. Please submit bids by Friday 2-6-2015. Thank you.

Karl Drexel



SAFE 2 PLAY – Certified Matters Playground Safety Inspections & more

Craig Faitel – President License # 18677-0914

7320 Parkwood Circle Apt. B, Dublin CA 94568 Cell: 925-999-0117 Fax: 925-829-8246

[*CDFaitel@sbcglobal.net*](mailto:CDFaitel@sbcglobal.net) [*www.PlaygroundSafetyInspections.net*](http://www.PlaygroundSafetyInspections.net)

PROJECT: Certified Playground Inspection for Tomales Village Community Services District

CONTACT: Karl Drexel, SDA Administrator 707-527-5688 707-575-4306 Fax

PO Box 303, Tomales CA 94971

LOCATION: Tomales Community Park

DATE: 2-5-2015 **TITLE:** *Playground 2-5 area, 5-12 area, swings and dome.*

ESTIMATE Item Description

1. Certified Safety Inspection and Reports for the playground equipment and safety surfacing. Any non-compliant issues will be listed in the certified inspection for the playground. Completed using the required tools that are ASTM/CPSC standards for testing.

Total: \$725.00

Excludes: No ball drop will be used to determine the G-Max or HIC. Measurements of loose fill will be noted to determine the adequate level of safety surfacing.

Print name _____

Signature _____ **Date** _____

From: [Wright, Kevin](#)
To: [Rob Braulik](#); [Matthew Swalberg \(mswalberg@townoftiburon.org\)](#); [Mark Moses \(Mark.Moses@cityofsanrafael.org\)](#); [Becky Eastman - Finance \(finance@cityofbelvedere.org\)](#); [Eric Erickson](#); [Garrett Toy](#); [Dave Donery \(ddonery@townofsananselmo.org\)](#); [Mario Fiorentini](#); [mlangford@ci.sausalito.ca.us](#); [Pam Shinault \(pshinault@novato.org\)](#); [mghoulihan@cityoflarkspur.org](#); [Madeline Thomas <bmkcsd-dm@sbcglobal.net>](#) ([bmkcsd-dm@sbcglobal.net](#)); [karl@tomalescsd.ca.gov](#); [jlam@tcsd.us](#); [Horne, Thomas](#); [Johnathan Logan](#); ["Leighton Hills" \(leighton.hills@muirbeachcsd.com\)](#); [lkreuzer@strawberryrec.org](#); [Angela Calpestri \(cbsolution@att.net\)](#)
Cc: [Dahl, Linda](#); [Miska, Ron](#); [Zupkow, Yvonne](#)
Subject: Measure A CTSD disbursement and other news
Date: Tuesday, January 20, 2015 9:26:41 AM
Attachments: [image001.png](#)
[FY 2014-15 Disbursement 2 final.xls](#)

Hello everyone, happy new year.

We have processed your next disbursement of Measure A City, Town and Special District funding. The attached spreadsheet includes calculated disbursement amounts based on the total tax revenue received over the last six months. Please contact me if you need to catch up on your Measure A reporting and require some assistance.

Marin County Parks recently released our FY 13-14 annual report, which includes an overview of Measure A and related expenditures. This report fulfills Measure A requirements for annual reporting and includes a section on the City, Town and Special District Program. Please follow this link to review a copy of the report:

http://www.marincounty.org/~media/files/departments/pk/about-us/measurea/141217_mcp_measurea_ar_art3_web.pdf?la=en

I will also have several hard copies mailed to each of you.

Your next report, a Work Plan for fiscal year 2015-16 (July 1, 2015 to June 30, 2016) will be due June 1, 2015. I will send out a template of the work plan in the next month.

As you complete Measure A-funded projects, please remember to request and post signs recognizing Measure A. We have the signs and I have mounting instructions to accompany them. When you are ready for a sign simply send me an e-mail with the number of signs you need and I'll send them to you.

We will begin working with the Department of Finance to audit all Measure A subrecipients, and will be setting up a training in April for anyone interested. I will send out a Doodle poll to help select one or two dates that are best for everyone. After the audit training there will be informal time to discuss this grant program and share thoughts and ideas regarding coordination among our park agencies.

Thank you for your ongoing participation as we continue to implement this Measure A program. Don't hesitate to contact me with questions.

Best,

Kevin

Special District Actual Disbursement occurring in early January, 2015

	Population	% of total pop.	50% base	50% per capita	Disbursement
Bel Marin Keys	2,200	9.19%	\$ 15,552.82	\$ 11,431.12	\$ 26,983.94
Marin City	2,962	12.37%	\$ 15,552.82	\$ 15,390.44	\$ 30,943.26
Marinwood	4,800	20.05%	\$ 15,552.82	\$ 24,940.62	\$ 40,493.44
Muir Beach	295	1.23%	\$ 15,552.82	\$ 1,532.81	\$ 17,085.63
Strawberry	5,000	20.88%	\$ 15,552.82	\$ 25,979.82	\$ 41,532.63
Tamalpais	6,859	28.64%	\$ 15,552.82	\$ 35,639.11	\$ 51,191.93
Tomales	210	0.88%	\$ 15,552.82	\$ 1,091.15	\$ 16,643.97
Firehouse Community Park Agency	1,620	6.77%	\$ 15,552.82	\$ 8,417.46	\$ 23,970.28
Total	23,946	100.00%	\$ 124,422.53	\$ 124,422.53	\$ 248,845.07

[SOURCE: http://lafco.marin.org/](http://lafco.marin.org/)

*LAFCO staff reported that they check in with districts annually to update population estimates and provides any updates to these numbers on their website. LAFCO populations are used to determine % per capita distribution among special district participants.

**The Firehouse Community Park Agency population was determined based on the population provided by LAFCO for the Bolinas Community Public Utility District

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	Operations	Policy 3400
Title:	Use of District Office and Document Management	

POLICY TITLE: Use of District Office and Document Management
POLICY NUMBER: 3400

3400.1 The Tomales Village Community Services District Board of Directors has determined that a physical presence in the community of Tomales is desired and warranted and has therefore secured office space in the upstairs floor of Diekman’s General Store.

3400.2 The office will be available for meetings or appointments not legally requiring accessibility under the Americans with Disabilities Act requirements for public spaces. The office will be locked at all times unless the Administrator or a Board Member is using the office. Members of the public can request, by appointment, meetings with Board Members or the Administrator in the office. Only Board Members and authorized staff will have keys to the office.

3400.3 No District documents or paper files will be stored at the office. Archived files will be stored at the District’s Wastewater Treatment Plant. Current files still being used by the Administrator will be stored at the Administrator’s Santa Rosa office. Copies of specific files can be requested by members of the Board of Directors or the public if documents meet the requirement of a public record.

3400.3.1 Board Members will have access to closed meeting minutes or recordings if such records are kept. They will be in the possession of the Board President.

3400.3.2 The minute book will be available at the District office by appointment and will have up-to-date approved minutes signed by the Board President and the Board Secretary.

3400.4 It is the District’s desire to eliminate storing of paper files and will convert as much as possible to electronic files to be maintained on the District’s computer.

3400.4.1 All files on the District computer will be backed up to a Cloud Server and an offsite external hard drive for security and safety concerns.

3400.4.2 Current passwords will be maintained by the District Administrator and a copy of passwords will be given to the Board President.

3400.5 All audio recordings made by the District shall be copied to the District computer for archiving as per established policy. (See Policy 1050)

3400.5.1 The District Secretary will make arrangements to deliver all recordings to Administrator as soon after recording as possible, but in no case more than three days.

Diagnostic Appraisal
TOMALES VILLAGE COMMUNITY
SERVICES DISTRICT

DRAFT



January 5, 2015

INTRODUCTION

The Matrix Consulting Group was retained by the Tomales Village Community Services District to conduct an Efficiency Study. The diagnostic appraisal, which follows, presents the results of the second of three phases of the study (the first phase was the profile of the District). This phase of the study was designed to provide an initial assessment of District operations, identifying strengths and improvement opportunities relating to the efficiency and effectiveness of service delivery. The issues identified in this diagnostic appraisal will be analyzed in the third phase of this study (the preparation of the final report).

1. STUDY METHODOLOGY

In this diagnostic appraisal, the Matrix Consulting Group utilized a wide variety of data collection and analytical techniques. The Matrix Consulting Group conducted the following data collection and analytical activities:

- At the outset of the project, the study team interviewed the Board, District management, and the contractor responsible for operation of the wastewater treatment plant. The purpose of these interviews was to develop an initial understanding of the issues and background that led to this study.
- While on site, the Matrix Consulting Group collected a wide variety of data designed to document workloads, costs, service levels and operating practices.
- The Matrix Consulting Group developed a descriptive summary, or profile, reflecting organizational structure, staffing, workload, and service levels.
- In order to make the assessments of operational strengths and improvement opportunities, the Matrix Consulting Group developed a set of performance measures, called “best management practices” against which to evaluate current services, workloads and service levels in the District. These service and performance measures comprise the main thrust of this diagnostic appraisal. The measures utilized have been derived from the Matrix Consulting Group’s collective experience in working with hundreds of local governments in California and throughout the country. The performance measures utilized represent the following:

- Statements of "effective practices" based on the Matrix Consulting Group's experience in evaluating operations in other local governments. These measures are both qualitative and quantitative.
- Where they exist, statements reflecting "industry benchmarks" were used to incorporate commonly utilized service delivery approaches in addition to targets developed by professional organizations such as the *American Public Works Association*.
- In both instances, these measures of efficiency and effectiveness were selected and adjusted to reflect the unique operating and service conditions in the District.
- The principal thrusts of this diagnostic appraisal were to accomplish the following:
 - Identify areas in which District operations meet or exceed these standards of efficiency and effectiveness.
 - Identify areas where potential improvements should be evaluated.
 - Develop opportunities for improvement for follow-up study in the third phase of this project.

The purpose of the diagnostic appraisal, then, was to develop an overall assessment of District operations. In the third phase, the Matrix Consulting Group will evaluate additional data, resolve identified issues and make efficiency recommendations as well as recommendations for management and operational improvement, where necessary.

1. DISTRICT LEADERSHIP AND MANAGEMENT

#	Best Practice	Strength	Opportunity for Improvement
1	The District has developed written and accessible policies and procedures.	The District has developed written policies and procedures	<ul style="list-style-type: none"> The policies are not published to the District's web site. The policies are still a "work in progress".
2	The District maintains and publishes a clearly written, multi-year (five years at a minimum) strategic plan to provide vision and direction for the District's effort. The plan clearly delineates the District's goals and objectives and strategies for achieving them.	<ul style="list-style-type: none"> The District developed a clearly written, multi-year (five years at a minimum) strategic plan in 2011. The District has accomplished some of the action plans within the strategic plan (e.g., create Finance Committee). 	<ul style="list-style-type: none"> The District has not reported in writing, on an annual basis, the extent to which the action plans in the strategic plan have been accomplished. The District has not accomplished a number of the action plans within the strategic plan.
2	Goals, objectives, and performance measures have been developed to provide a guide for decision-making, link District actions to the broad goals of the Board, and define what resources ought to be allocated to what services.	The District has adopted a vision and mission statement.	Goals, objectives, and performance measures have not been developed.
3	The performance measures are aligned with the District's business perspectives (customer service, financial stability, asset preservation, etc.).		Performance measures have not been developed.
4	The District generates goals, objectives, and performance measures monitoring reports on a semi-annual basis to convey the department's performance to the community.		The District does not generate monitoring reports on a semi-annual basis.
5	A long-term information technology plan has been prepared for the District (e.g., SCADA).	The Board meeting of December 10, 2014 included a review of the Telstar computer proposal. The SCADA software and hardware are obsolete and need to be replaced / upgraded.	The District has not developed a long-term information technology master plan.
6	Budgets include ongoing commitments to expenditures that will ensure that the District can consistently deliver services that meet the required quality standards and minimize risk.		Budgets do not include ongoing commitments, in some instances, such as CCTV inspection of wastewater collection systems, cleaning of the collection system, etc.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
Diagnostic Appraisal of the Tomales Village Community Services District

#	Best Practice	Strength	Opportunity for Improvement
7	Utility rate studies are conducted to ensure that ratepayers adequately fund ongoing operational, infrastructure repair and improvement needs.	A draft utility rate study has recently been completed in March 2014 by RCAC	<ul style="list-style-type: none"> • The utility rate study has not been finalized. • The utility rate study has not been adopted by the Board. • Some of the assumptions contained within the utility rate analysis regarding capital improvements are questionable (e.g., sliplining the collection system). • Some of the recommendations contained within the utility rate study first require action by the Board (e.g., adoption of a policy and procedure regarding financial reserves). • The operating and revenue rate assumptions regarding SUSD have no basis in terms of actual system demand (e.g., SUSD pays 34% of District's operating costs per MOU). • The District's monthly service charge is higher than the median of sixteen agencies in California that serve a population of 200 to 1,000, and that provide collection and secondary, secondary with disinfection, secondary with nutrient removal, tertiary, or tertiary with nutrient removal treatment processes.
8	Rate adjustments are made prospectively on an ongoing basis so that future needs are programmed into rate adjustments to match infrastructure and operating needs.		Rate adjustments are not made prospectively on an ongoing, annual basis.
9	A long-term financial plan for the District has been prepared and adopted by the Board.		A long-term financial plan for the District has not been prepared and adopted by the Board
10	A comprehensive annual financial report is completed on an annual basis as required by the State.	A comprehensive annual financial report is completed on an annual basis as required by the State.	

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
Diagnostic Appraisal of the Tomales Village Community Services District

#	Best Practice	Strength	Opportunity for Improvement
11	The financial trends indicate positive financial management.	<p>The District's financial trends and condition, overall, are excellent. According to the utility rate analysis:</p> <ul style="list-style-type: none"> • The District's current ratio is 15.7 (goal is >1); • TVCSD has adequate cash on hand to fund operating reserves and debt service reserves (under most of the alternatives) in advance if they choose to do so; • Based on the Statement of Financial Position, TVCSD has no debt beyond their immediate accounts payable; • The District's operating ratio is 2.84 (goal is >1); • The District, at the end of FY 2012-13, had cash and cash equivalents amounting to \$331,865 or 145% of annual operating expenses; • Over the 5-years from FY 2008-09 to FY 2012-13, the cash and cash equivalents have remained relatively constant varying from a low of \$293,102 to a high of \$342,817; • The District's reserves exceed by \$86,048 or 34% the amount recommended by RCAC in the utility rate study. 	<ul style="list-style-type: none"> • The annual expenses in FY 2013-14 are somewhat less than annual operating revenues. • Service charges comprise 84% of the District's annual revenue.
12	The District regularly assesses revenues and expenditures in terms of anticipated service demand levels and future costs.	A draft utility rate study has recently been completed in March 2014 by RCAC.	The District does not regularly assess revenues and expenditures that include anticipated service demand levels and future costs.
13	Regular, ongoing financial reports are provided to the District Board.	Regular, ongoing financial reports are provided to the District Board.	
14	Financial operations policies and procedures within the District are in place to provide proper internal controls and oversight in the handling of cash and other transactions.		<ul style="list-style-type: none"> • Financial operations policies and procedures within the District are not in place. • The District lacks policies and procedures regarding financial reserves.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
Diagnostic Appraisal of the Tomales Village Community Services District

#	Best Practice	Strength	Opportunity for Improvement
15	The District Board adopts an annual operating budget (as required by the State).	The District Board adopts an annual operating budget	
16	The District has developed, and the Board has adopted, a five-year capital improvement program budget.		The District has not developed, and the Board has not adopted, a five-year capital improvement program budget.
17	The District has developed a Business Continuity Management Plan that includes strategies, plans and actions to: (1) evaluate and rank the potential impact of sustained interruption of services or business processes, and (2) provide plans for alternative modes of operation and resumption of normal operation and services.		The District has not developed a Business Continuity Management Plan.
18	<p>The District's web site is citizen centric and information is easy to find, and has the top aspects of a government web-site, including:</p> <ul style="list-style-type: none"> • Meets all laws, requirements, policies, and other directives for public websites; • Documentation of governance structure, including roles and responsibilities; • Documentation of a strategic plan; • Focus on top tasks • Create and manage content effectively and efficiently; • Following usability best practices; and • Easily able to locate web content. 	<p>The District has developed a web site. This web site includes information:</p> <ul style="list-style-type: none"> • About the District (e.g., mission statement, what services the District provides, etc.; • The District's strategic plan; • The District's comprehensive annual financial reports; • The District's FY 2014-15 annual operating budget; • The Board agenda, meeting packets, and minutes.; • The names of the District's Board, General Manager, and contract plant operators; • The District's SSMP; and • The date of the next Board meeting. 	<p>The District's web site does not contain:</p> <ul style="list-style-type: none"> • The terms of office for the members of the Board; • Election procedures and deadlines; • Board meeting schedule (the dates); • Authorizing statute / enabling act for the District; and • Most recent LAFCO municipal service review.
19	The District effectively utilizes outreach activities to keep residents and businesses informed regarding District activities and services.	The District conducts a public hearing presenting the annual budget.	The District does not publish a newsletter (printed and / or electronic) that keeps the residents and businesses in the District up-to-date on district activities (at least twice annually)

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
Diagnostic Appraisal of the Tomales Village Community Services District

#	Best Practice	Strength	Opportunity for Improvement
20	Members of the Board have completed the CSDA Special District Leadership Academy.		Members of the Board have completed the CSDA Special District Leadership Academy.
21	The District has been awarded a <i>District of Distinction</i> by the CSDA		The District has not been awarded a <i>District of Distinction</i> by the CSDA
22	Members of the Board have completed the CSDA Governance Training		Members of the Board have not completed the CSDA Governance Training
23	Members of the Board have completed ethics training as required by the State Governance Training	Members of the Board have completed ethics training	
24	Members of the Board have completed the CSDA harassment prevention training		Members of the Board have not completed the CSDA harassment prevention training
25	The Members of the Board comply with the Brown Act	The Members of the Board comply with the Brown Act	
26	The Board has adopted a formal written policy regarding handling Public Records Act requests.	The Board has adopted a formal written policy regarding handling Public Records Act requests.	
27	The Board has adopted a formal written policy regarding reimbursement of actual and necessary expenses.		The Board has not adopted a formal written policy regarding reimbursement of actual and necessary expenses.
28	The Board has adopted a formal written policy regarding conflict of interest	The Board has adopted a formal written policy regarding conflict of interest	
29	The District utilizes shared service delivery to reduce its costs (e.g., shared service contracts for maintenance of its treatment plant, maintenance of its wastewater collection system, sliplining of its collection system, etc.)		The District does not utilize shared service delivery to reduce its costs.
30	The extent and proportion of management of the District is like comparably sized wastewater special districts.	There is no doubt that when the District detached from North Marin County Water District in 1998 and began to operate the collection and treatment system on its own, that a full-time District manager was required to correct the deficiencies that existed in the system.	It is unclear that the managerial and operational workload generated by the District warrant a full-time District Manager.
31	The responsibility for District management and financial management are segregated for purposes of internal control.		The responsibility for District management and financial management are not segregated.

2. MAINTENANCE AND OPERATIONS

#	Best Practice	Strength	Opportunity for Improvement
32	Operating and maintenance expenditures per connection for the sanitary sewer system are proximate to the median of other agencies in California that serve a population of 200 to 1,000, and that provide collection and secondary, secondary with disinfection, secondary with nutrient removal, tertiary, or tertiary with nutrient removal treatment processes.		The operating and maintenance cost for the TVCSD wastewater collection and treatment system are not proximate to the median or the average of other agencies in California that serve a population of 200 to 1,000, and that provide collection and secondary, secondary with disinfection, secondary with nutrient removal, tertiary, or tertiary with nutrient removal treatment processes.
33	An effective asset management system has been installed that includes (1) an inventory of the assets (in an electronic inventory) to be maintained with details (e.g., size) about components to be maintained and (2) where the components are located, (3) condition assessments, (4) maintenance and rehabilitation strategies, and (5) sustainable funding levels for maintenance and rehabilitation for the assets.	<ul style="list-style-type: none"> • Written records are available in various documents that detail the inventory of the District's assets. • Condition assessments of the sewer mains have been conducted in the past several years. 	<ul style="list-style-type: none"> • A comprehensive inventory of the assets to be maintained, in a single document (in an electronic inventory) has not been developed; • Maintenance and rehabilitation strategies have not been proposed to and adopted by the Board; and • Funding for preventive maintenance and rehabilitation have not been provided in recent budgets.
34	The sanitary sewer collection system maps are maintained, including asset information (installation date, material, size, and updated in an ongoing basis).		A comprehensive sanitary sewer collection system map has not been developed including asset information (installation date, material, size, and updated in an ongoing basis)..
35	A GIS map has been developed for the sanitary sewer collection system that provides both mapping data on the location of the collection system including asset information (installation date, material, size, condition, etc.).		A GIS has not been developed for the sanitary sewer collection system.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
Diagnostic Appraisal of the Tomales Village Community Services District

#	Best Practice	Strength	Opportunity for Improvement
36	A standard protocol has been established in writing and communicated for reacting to an emergency situation.	The SSMP includes a chain of communication of SSO's, and an overflow emergency response plan.	<ul style="list-style-type: none"> The overflow emergency response plan indicates that upon receipt of report or call, immediately send staff to investigate. Since staff is not available in Tomales Village 24 / 7 / 365, this presumably requires a contractor to respond. It is unclear whether a collection system contractor has been retained and will be able to respond to an SSO in 2 hours since Phillips and Associates is responsible for the treatment plant, and not the collection system.
37	The chain of communication for reporting SSO's and emergency situations has been designated in writing.	The SSMP includes a chain of communication of SSO's.	
38	The District has completed its self-audit of its SSMP.		The District has not completed its self-audit of its SSMP.
39	The wastewater lift station has a generator back up to ensure continuous operation.	The lift station includes two (2) small capacity grinder-sewage pumps. The duplex submersible pumps are each capable of handling peak flows. The second pump acts as a standby unit for the first.	The wastewater lift station does not have a generator back-up.
40	A flow monitoring program is utilized to gather flow data at various points throughout the collection system.		A flow monitoring program is not utilized.
41	The District has developed preventive and predictive testing and inspection program (e.g., vibration, motor performance data, thermography, pump efficiency, oil analysis, etc.) to address critical and high-risk assets as identified.		The District has not developed a predictive testing and inspection program

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
Diagnostic Appraisal of the Tomales Village Community Services District

#	Best Practice	Strength	Opportunity for Improvement
42	An average of 1% to 2% of sewer mains are sliplined annually. A formal sewer main rehabilitation and sliplining program is in place for maintaining the reliability of its system. This formal program is linked directly to a long-term capital and financial planning program to assure adequate funding.		An average of 1% to 2% of sewer mains are not sliplined annually.
43	Sewer manholes are inspected and assessed once every three years, and grouted to address I / I.		Sewer manholes are not inspected and assessed once every three years, and grouted to address I / I.
44	A CCTV program is utilized on an ongoing basis to document structural deficiencies. 7% to 8% of the system is CCTV'd annually.	<ul style="list-style-type: none"> The District CCTV'd approximately 90% of the system in two separate instances: once in February 2008 and another in December 2002. The District repaired (patched) 9 listed manholes and lift station and repaired two line breaks at MH 19 and MH 32. This was part of the Improvement Project Phase #1. The CCTV inspection in 2008 noted and repaired MH 19, 5 laterals with water flowing, and 3 offset joints. 	<ul style="list-style-type: none"> A CCTV program has not been utilized since 2008 – seven years - to document structural deficiencies. The results of the CCTV inspections have not been formally shared with the Board in a written staff report.
45	The CCTV of sanitary sewers results in the assignment of condition grades.		The CCTV of sanitary sewers results in the assignment of condition grades (e.g., NASSCO).
46	The results of the CCTV are utilized for repair of defects that can cause SSO's.	The results of the CCTV are utilized for repair of defects that can cause SSO's.	
47	The results of CCTV are utilized to develop a condition-based rehabilitation and replacement of existing sewer facilities.	Based on the CCTV inspections conducted seven and twelve years ago, repairs were made to the collection system. There were not, apparently, any obvious needs for sliplining.	
48	The sanitary sewer collection program includes work activities to address I / I on an ongoing basis.	The results of the CCTV were utilized for repair of defects that can cause I / I on an ongoing basis.	
49	Wastewater mains are hydraulically cleaned with a jet vector on a three-year cycle.		Wastewater mains are not cleaned on a three-year cycle.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
Diagnostic Appraisal of the Tomales Village Community Services District

#	Best Practice	Strength	Opportunity for Improvement
50	The force main is cleaned using a poly pig on a three-year cycle.		The force main is not cleaned using a poly pig on a three-year cycle.
51	The average annual number of sewer main breaks approximates 16 per 1000 miles.	The District has not reported any sewer main breaks in FY 2012-13	
52	The average annual number of sewer main backups per 100 miles of sanitary sewer approximates 22.	The District has not reported any backups in FY 2012-13	
53	SSO's approximate 4 to 7 SSO's / 100 miles of main per year.	The District has not reported any SSO's in FY 2012-13	
54	The contract treatment plant operator makes weekly inspections of the plant and the lift station to ensure effective operation, in compliance with RWQCB requirements.	The contract treatment plant operator makes weekly inspections of the plant and the lift station to ensure effective operation, in compliance with RWQCB requirements. These weekly inspections are documented in a weekly log.	
55	The treatment plant is in compliance with the treatment and discharge requirements of the RWQCB.	The treatment plant is in compliance with the treatment and discharge requirements of the RWQCB.	
56	The lift station pump capacity is tested annually as required by the District's operations and maintenance manual.		The lift station pump capacity is not tested annually.
57	A maintenance log has been developed for the lift station to document the maintenance by the contract plant operator of the lift station in accordance with the District's operations and maintenance manual.	A log has been developed, but it only requires commenting on whether the station is operating correctly, unusual notices, and the operating level of the wet well.	The maintenance log does not document appropriate maintenance practices (e.g., pumping and cleaning out the wet well, inspection of the pump impeller, inspection of check valves, cleaning of float valves, etc.).

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
Diagnostic Appraisal of the Tomales Village Community Services District

#	Best Practice	Strength	Opportunity for Improvement
58	A maintenance log has been developed for the treatment plant to document the maintenance by the contract plant operator of the lift station in accordance with the District's operations and maintenance manual.	<p>A log has been developed, but it does not reflect the comprehensive maintenance procedures required for the preventive maintenance of the treatment plant. For example, for the comminutor, it requires:</p> <ul style="list-style-type: none"> • Weekly cleaning and inspection, clearing of plastics, checking the oil level, and ensuring that there are no unusual noises; • Quarterly changing the oil. 	A comprehensive maintenance log has not been developed for the treatment plant. For example, for the comminutor, it does not include any frequency for checking the blades, sharpening the blades, and greasing.
59	The playground equipment at the District's park is inspected by a certified CPSI (Certified Playground Safety Inspector) on an annual basis and the results are documented in a written inspection provided to the District. Any deficiencies are promptly corrected.		The playground equipment at the District's park is not inspected by a certified CPSI (Certified Playground Safety Inspector) on an annual basis.

DRAFT

Phillips & Associates
Management & Technical Resources

January 13, 2015

To: TVCSD Directors, Manager and Consultant
From: **PHILLIPS & ASSOCIATES**
Re: **DRAFT DIAGNOSTIC APPRAISAL RESPONSE**

Dear Ladies and Gentlemen,

Thank you for the opportunity to work with the District Directors, District General Manager and the Matrix Consulting Group. We trust our responses and insights into the operation and maintenance of a complex wastewater system are helpful to the District. The TVCSD has an award winning system of which the whole community can be proud. TVCSD represents one of the best utility districts in California which reflects the environmental conscience of the community and is a careful steward of the rate payers treasury.

As the TVCSD's Operations and Maintenance (O&M) Contractor, we were asked to respond to the Draft Diagnostic Appraisal prepared by the Matrix Consulting Group dated January 5, 2015. Overall we must alert the readers to be careful comparing TVCSD to other utility districts. Each district has its unique circumstances, politics, management, geography, infrastructure design, age, O&M approach, debt service and financial worthiness. It is safe to say utility districts can not be viewed as a uniform commodity such as salt, sugar or apples. Therefore an "apples to apples" comparison is a problematic tool that should be used sparingly and combined with other evaluation resources. As has been said: *One size doesn't fit all.*

Perhaps of greater value to TVCSD would be to compare the TVCSD's current practices against their own politics, management, geography, infrastructure, age and financial objectives. There are always competing interests and decisions to make regarding the districts desire for a certain bundle of services and the ratepayers willingness to pay for them.

We limited our comments to those areas we believe are relevant to O&M. Our comments follow the Appraisal's numbering system.

#29: TVCSD does utilize shared services. By contracting with Phillips & Associates the District shares various skill sets such as certified operators, maintenance technicians, professional engineers, experienced managers and other O&M professionals which are shared on an as-needed basis between TVCSD and our other O&M clients. This approach provides a much larger base of skill sets not normally

available to smaller utility districts. Outside the established Scope of Work, these skills are only billed to TVCSD when they are actually used.

Shared resources can be punitive if there is a significant mismatch in the districts overhead structure with the other partners. For example: The TVCSD contracted with the NMWD at one time. The overhead costs and practices of NMWD were incompatible to a small district like TVCSD and resulted in mismatched services and cost objectives. Its difficult to be big and act small. The smaller partner is often required to pay for overhead costs they don't need or want.

#32: This is a difficult comparison to rationalize. While its reasonable to look at median costs of similarly sized utilities, its not clear if the levels of service or debt are the same in each utility. Our experience is that smaller utilities are typically not well managed financially and lack reserve studies and/or Capital Improvement Programs. We have also seen many instances of larger "mother agencies" not billing the full cost of providing services to smaller utilities, which distorts the cost comparison as well. Comparisons must be fairly comprehensive to get a good understanding of compatibility. Otherwise one may end up with an "iceberg" analysis. Ie: Making decisions based on what is seen above the waterline while ignoring the 2/3s of the iceberg underwater and out of sight.

TVCSD has contracted with Phillips & Associates for a bundle of services specified in a Scope of Work. The cost for O&M is directly tied to the services specified by the TVCSD. Whether or not those specified services are comparable to other utilities is not known. The methodology used in the current O&M contract was to determine the level of service desired and then price it. The current O&M contract covers those services specified and the level of service specified, which may or may not be "Best Practice."

The TVCSD should be aware the recent changes in California SWRCB laws regarding staff licensure and certifications take full effect on April 1, 2015. We expect to see a huge imbalance in the labor market for qualified operations staff. This will undoubtedly drive up wages and leave many small districts without qualified staff as recruitment efforts intensify. Staff turnover will increase significantly over the next few years.

#33, 34, 35, 37, 38, 40, 41 42, 43, 44, 45, 46, 47, 48, 49, 50: If the TVCSD believes these should be performed by the District, these tasks could be specified in a new O&M contract or added to the Administrators duties. Some of these tasks may require the services of a professional engineer. The cost would depend on what is required by the TVCSD. The TVCSD should consider the level of service carefully as the costs can become prohibitive for little return on the investment. This is again a competition between limited resources and services desired.

#36: Phillips & Associates includes the O&M of the sewer collection system. Pursuant to the Scope of Work in our service agreement, work is limited to "As Needed". Protocols and systems are already in place to handle collection system needs and have been performing successfully. Based on the incident rates experienced by TVCSD, there seems to be little need to increase services on the collection system. However, we will gladly work with the TVCSD to custom tailor our services to fit the District's desires.

#52 & 53: There are many strategies to determine the frequency of sewer line cleaning. One approach is to mindlessly dictate a cleaning or service schedule based on time, such as once per three years. Another more advanced approach is to develop a dynamic schedule based on performance history. Ie: Focus on the exceptions to proper operation. Historically TVCSD has used the dynamic approach and

responded to needs as they arise. Utility districts are always faced with allocating limited resources to competing needs so their approach must be weighed carefully.

The practices desired by the TVCSD reflect on the levels of service mentioned above in #33 – 50.

#54: The level of service required by the RWQCB is far below what is actually necessary to successfully operate a wastewater collection, treatment and disposal system. There is much more service provided than a once per week inspection. This is required by the Scope of Work contracted for and that the Chief Plant Operator has a legal responsibility to assure the facilities are staffed and operated to his satisfaction and in compliance with all regulations. This include far more than just the RWQCB requirements.

#55: It is an extraordinary accomplishment that the treatment plant is in compliance with discharge requirements. This accomplishment and track record should not be undervalued or overlooked. With the downstream oyster beds and environmentally sensitive estuary any system failure could be devastating to the TVCSD. It should be noted that in addition to being in compliance year after year, the TVCSD has been awarded Plant of the Year designation twice in recent years by the California Water Environment Association, Redwood Empire Section. Kudos to all who helped achieving this designation.

#56. If the TVCSD believes this should be performed by the District, these tasks could be specified in a new O&M contract. Phillips & Associates will be pleased to flex our service package to precisely fit the needs, desires and budget of the District.

#57 & 58: Tasks are specified in the Scope of Work approved by the TVCSD. Not mentioned is our Activity Matrix. This is a computer generated monthly list of O&M tasks to be performed to comply with the Scope of Work. There is a sign off process by our staff member performing the task to assure all work is being done and documented. The level of service can be reviewed by the TVCSD and included in the new O&M contract. However, the facilities performance history may dictate that the level of service is about right now and affordable by the ratepayers.

Conclusion: Determining the proper level of service is a challenging undertaking which must be balanced with facilities reliability and performance vs cost to the ratepayers. Salaries, materials and consumable prices set by the market supply and demand. That leaves the level of service as a key variable for the TVCSD to manage. The other key variable is the approach to performing the desired level of service.

We hope this feedback is helpful to the TVCSD appraisal process. Please let us know if we can provide further O&M insights or assistance.

PHILLIPS & ASSOCIATES

From: [Gary Goelitz](#)
To: [Sue Sims](#); [patty.oku](#); [Brian B Lamoreaux](#); [Deborah Parrish](#); [wmabonini@yahoo.com](#)
Cc: karl@tomalescsd.ca.gov; [Gary Goelitz](#)
Subject: Re: 1/14 TVCSD District meeting
Date: Sunday, January 18, 2015 11:08:57 AM

1. Thank you for your response. I appreciate your comments, and as I indicated to Patty, I was certainly not angry or trying to intimidate Patty, just make eye contact when making a point, and I made eye contact with all Board members that night, not just Patty.
2. I believe that all 5 of the Board members are entitled to their opinion regarding the diagnostic appraisal, and, ultimately, the recommendations contained in the report. **However**, there will be some important decisions to be made, and at least three Board members will need to agree on those decisions. Examples of these decisions include the levels of preventive maintenance of the collection system and plant (e.g., should we use a run-to-failure approach for the collection system), a 5-year capital improvement program and what capital improvements are needed in the next 5 years (does the entire collection system need to be sliplined in the next 5 years before the District figures out whether that is needed), the retention of a bookkeeper to maintain the District's accounting records and prepare accounting reports (e.g., should the responsibility for accounting be segregated from the current responsibilities of the General Manager, as good financial internal controls would suggest), whether a full-time General Manager is necessary at this time for the District (it certainly was in the past as the District recovered from the problems that it inherited, but those problems have largely been resolved), how best to respond to the SUSD in terms of their rates and requests for relief (e.g., should the District determine what the actual SUSD flow into the system is as a % of total flow), etc.
3. The TVCSD has a simple and easy to maintain collection system and treatment plant. I would urge the Board not to make it more complex than it needs to be.
4. As I indicated in the discussion regarding the response by Phillips and Associates, best practices analysis by the utility industry (water and wastewater) are extraordinarily common, and are sponsored by such professional organizations as the *American Water Works Association* and the *Water Environment Federation*. Utilities do compare themselves to each other all the time, including their costs. In fact, the *Water Environment Federation* has published a document - An Industry Survey of Best Practices and Performance Metrics Related to the Ten Attributes - in which he CH2M HILL (a large engineering consulting firm) surveyed participating utility partners to identify their best practices related to effectively managed utilities and associated performance metrics. This document presents best practices and related performance metrics associated with the Ten Attributes that have been reported by the project's 17 North American and international water/wastewater participating utilities. In fact, this document was presented at an annual conference of the Water Environment Federation. I will be forwarding a document to all Board members regarding the *Ten Attributes of Effectively Managed Utilities*.
5. I will deliver a draft report to the Board during the 1st week of February. I will be prepared to meet with the Board in March to discuss the report. I do not expect all 5 Board members to agree with each recommendation. But decisions must be made in the short-term regarding the important decisions noted, by example, above.

6. I am not here to create discord amongst the 5 Board members, but some discord should be expected in reaching difficult decisions regarding the direction that the District will take as a result of the important decisions to be made, noted, by example, above.

Sue, thank you for your response. I look forward to working with the Board in making these important decisions.

On Jan 18, 2015, at 7:12 AM, Sue Sims <suesims@sonomapc.com> wrote:

Good Morning, Gary,

First, I want to say that I did not copy the entire Board since we have been advised that doing so could constitute a serial meeting via email. Negotiating Brown Act territory presents logistical difficulties to all of us Board members. I think, however, that it is quite appropriate that YOU copied the entire Board.

I am responding primarily on two issues posed by Director Oku: #1 Eye Contact & #2 The Phillips Letter.

#1. I studied Rhetoric & Communication at UC Davis including teaching Speech 1A as a graduate student. I naturally notice many constituent parts of presentations. I noticed that you maintained good eye contact, switching between my end of the table and points toward the other end of the extended table. A long table presents a bit of an awkward audience composition for a speaker. I'd give you an A+ as a strong, clear speaker, one who incidentally used appropriate male to male touch that seemed to reinforce your positive regard for Steve Phillips despite delivering a message that some practices could be improved.

#2 I was taken aback when I received the Phillips Letter, forwarded by Karl at Gary Phillips' request. Perhaps my surprise was unfounded, but I felt that the Board was being told what to think of the Matrix draft assessment of our practices before we had a chance to hear the presentation from you. I said to myself, "OMG, Karl has made the decision to ask Phillips to give the Board their opinion of the Matrix draft before the Board gets to question Matrix!" Asking Phillips to weigh-in on the best practices draft seems inappropriately timed and the Board was left out of the decision. The Board requested the audit by Matrix, not Karl. It feels as though Karl usurped the Board's area of responsibility.

I believe you handled the questions posed by Phillips in a thorough and professional manner.

Thank you, Gary!

Sue Sims

suesims@sonomapc.com

707-776-6117

On Jan 17, 2015, at 5:01 PM, Gary Goelitz <ggoelitz@matrixcg.net> wrote:

Patty,

I am not angry at all. If I offended you, I apologize. I was not trying to intimidate you.

I have always been taught to make eye contact when you are answering questions or talking to people.

I am not dismissive of the response by Phillips and Associates comments at all. I welcome their response, but believe they are misinformed regarding the value of comparative surveys. I will address their response on the draft report.

I appreciate your candor.

On Jan 17, 2015, at 2:02 PM, patty oku
<kandpoku@gmail.com> wrote:

Mr Gary Goelitz,

There are a few things I would like to bring to your attention regarding Wed. nights meeting.

1. Your fixation on me during your presentation, especially before Brian arrived, seemed aggressive. You were speaking directly to me without making eye contact with other Board members or the Administrator. This behavior was noted by others who sat at the front of the room. About 15 minutes into your review of the Draft I leaned over to our President to let him know I felt your fixation on me was odd and Bills' response was that he was just happy you weren't doing it to him.

2. I had planned on asking more questions about the Draft and sharing additional information Wed. evening, that may have been helpful to your assessment of the District, but your demeanor did not seem conducive to additional comments. I will follow up next week with my questions,

additional information and suggestions in writing.

3. The letter from Phillips and Associates was quickly dismissed by you and I found your comments defensive regarding Gary Phillips' response to the 2nd Draft. I felt your treatment of Steve Phillips, slapping him on the shoulder as you intimated he knew how to perform the work he does as an Operator but that the letter from Phillips and Associates was of no consequence to your assessment of our District, was very condescending.

I hope that these observations don't anger you, but give you pause for thought about how you present yourself in future meetings.

Sincerely,
Patty Oku

From: [patty_oku](#)
To: ggoelitz@matrixcg.net
Cc: [Bill Bonini](#); karl@tomalescsd.ca.gov Drexel
Subject: TVCSD organizational structure
Date: Wednesday, January 21, 2015 3:16:00 PM

Mr Gary Goelitz,

Will you be identifying Best Practices for TVCSD's organizational structures and Board of Directors, Committees and Contractors duties?

Thank you,
Patty Oku

KARL DREXEL, SDA

Management Consultant

January 28, 2015

Gary Goelitz and Richard Brady
Matrix Consulting Group
201 San Antonio Circle, Suite 148
Mountain View, CA 94040

Dear Gary and Richard,

After reviewing the Draft Diagnostic Appraisal for the Tomales Village CSD, I would like to respectfully respond to some of the issues you bring up. Although there are a lot of great suggestions and recommendations provided by this report, I believe there are instances of misinformation you may have taken away from your interviews. In reviewing some of the comments, I am sure I did not make myself totally clear in some of my responses, so thank you for this opportunity.

#2 The District has not accomplished a number of the action plans within the strategic plan.

The District has completed 5 of the first 10 Action Items for year 1, 4 out of 7 of the action items for year 2, and 3 out of 3 of the action items for year three.

#6 Budgets do not include ongoing commitments, in some instances, such as CCTV inspection of wastewater collection systems, cleaning of the collection system, etc.

The budgets have been developed to provide a positive net income before depreciation, and at year end, all reserve accounts are increased by a percentage of that income to provide for any ongoing commitments. Also, cleaning the TVCSD's gravity collection system is unnecessary due to the considerable elevation difference within the system. It cleans itself as shown by previous CCTV videos.

#7 Some of the assumptions contained within the utility rate analysis regarding capital improvements are questionable (e.g., sliplining the collection system).

I don't believe their questionable at all. All things need replacement or repair at one point or another. The TVCSD collection system is almost 40 years old, much of it Asbestos Cement (AC) pipe, reaching its life expectancy. Friable AC pipe of more than 260 lineal feet (we have 1.5 miles of collection pipe), or 35 cubic yards, which is what replacement of AC pipe becomes, is illegal to dispose of. Pipe Bursting or Reaming in

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place, which are other cost effective ways to replace aged pipe, are also illegal in Tomales, because the remnants become a hazardous waste site. If the District chooses to wait until it's broken, which some people have promoted, the District's options for repair or replacement are more limited and more expensive. Forward thinking Districts, take a proactive approach to Capital Improvements and prepare for the replacement of assets before it gets to that point. Sliplining is a proven, inexpensive way to extend the life of your collection system and should be part of any system analysis and Capital Improvement Plan, even if done in stages.

The operating and revenue rate assumptions regarding SUSD have no basis in terms of actual system demand (e.g., SUSD pays 34% of District's operating costs per MOU).

The historic agreement with the SUSD is based on legal precedent, established when the sewer system was first developed at the school district's request. They have been, and still are a partner in the system and are obligated to pay the share they agreed to. No resident in the community is charged based on their usage or "actual system demand", because the District chose not to install costly and unnecessary meters. A family of five pays the same annual fee for sewer service as a couple who only live in town part of the year. Furthermore, the SUSD is not a taxable entity so they do not pay a portion of the voter approved Ad Valorem tax based on property value that everybody else pays, including commercial properties. Thus they agreed to a percentage of ALL Operating Costs. It was 50% when they asked for the sewer and was reduced to 34% 10 years later.

The State Water Board has developed a uniform formulation to determine actual demand and established percentage of rates as compared to a single family residence for various types of uses. This formulation was adopted by the District in 2004. In 2009, a usage rate formula based on this uniform rate structure was developed for SUSD to see if the agreement was fair for all parties. That study determined that the actual sewer service portion of the SUSD's annual bill is less than the new rate formula would have cost, before even taking into consideration what the school's portion would be of the Ad-Valorem tax. Recent calculations confirm for today what was determined in 2009, even with a reduced school population. Their billing agreement is less than they would be required to pay if they were to be billed like all other properties in Tomales.

The District's monthly service charge is higher than the median of sixteen agencies in California that serve a population of 200 to 1,000, and that provide collection and secondary, secondary with disinfection, secondary with nutrient removal, tertiary, or tertiary with nutrient removal treatment processes.

I believe this is a totally irrelevant measurement. According to the SWRCB's Wastewater User Charge Survey for 2012-2013, the TVCSD is well below the average in the monthly rate for nineteen communities with populations between 100 and 300 that provide collection, treatment and disposal, regardless of type of treatment. TVCSD is at a

distinct disadvantage of having a small population, making it difficult to spread the costs out over fewer people. Larger communities, even those between 300 and 1000 have a greater population to spread out costs therefore can charge lower rates. The average rate of the nineteen agencies responding to the State Wastewater User Charge Survey for 2012-2013 in the 100-300 population group is \$90.62/month. The median rate is \$65.42. The TVCSD is \$63.00, UNDER the State median and the third lowest rate of the six West Marin sewer service agencies.

#8 Rate adjustments are not made prospectively on an ongoing, annual basis.

This is true, however, as a matter of clarification, there were suggestions by past Boards for several years to establish a consistent annual rate adjustment tied to the CPI, however, the reaction by some members of the community was so over whelming, it was never put in place. In fact the Prop 218 hearing for a \$5/month rate increase in 2008 overwhelmingly defeated the small increase and it has not been brought up since.

#11 The annual expenses in FY 2013-14 are somewhat less than annual operating revenues.

Unfortunately, when you take into consideration the State mandated allocation of Depreciation as an Operating Cost, operating expenses exceed operating revenues by over \$70,000 and over total revenue by \$39,000. This is after reducing costs for 2013-2014 over the prior year by over \$20,000 not counting depreciation.

Service charges comprise 84% of the District's annual revenue.

There is no relevance to this statement. In 2012-2013 actual sewer service charges amounted to \$183,916 after the year-end adjustment for the SUSD. Total revenues amounted to 216,225 or 85%. This is sewer only and does not include the \$37,000 in revenue the Park took in during the same period. The sewer service portion of the TVCSD is an Enterprise Function as defined by the State Controller's Office. An Enterprise Function is supported by fees for service by definition. It could be, and maybe should be, 100%.

#14 Financial operations policies and procedures within the District are not in place.

Although the District has not developed fully written policies and procedures regarding financial operations, the last three District auditors have agreed that the District does have procedures "in place to provide proper internal controls and oversight in the handling of cash and other transactions". The Board of Directors gets a copy of the check registers of all bank accounts on a monthly basis; copies of the P&L of the District on a monthly basis; a written policy exists that requires one of the Board members to reconcile

the bank accounts and review copies of all checks on a monthly basis; and a cash flow report is reviewed by the Board on a monthly basis.

#19 The District does not publish a newsletter (printed and / or electronic) that keeps the residents and businesses in the District up-to-date on district activities (at least twice annually)

The District has published a newsletter twice annually (it was quarterly for a number of years) since 2001. The last one was published in the Spring of 2014, Newsletter No. 37. The Newsletters are sent to all Postal Patrons in Tomales, regardless of whether or not they are ratepayers. Out of town ratepayers also receive a copy of the Newsletter. Unfortunately, our long time Newsletter editor lost her husband and has not been back in town or in the frame of mind to renew that position. We have a temporary editor who will produce another Newsletter this Spring, but the District has only missed the publication of one newsletter in 14 years.

#29 The District does not utilize shared service delivery to reduce its costs.

The District has shared contract operators for the Operation and Maintenance of the wastewater treatment system since 1998 with North Marin Water District and more recently, with the County of Marin, reducing the Operation and Maintenance costs for the District.

#30 It is unclear that the managerial and operational workload generated by the District warrant a full-time District Manager.

In a Community Services District, the District Manager means the highest level management appointee who is directly responsible to the board of directors, and is legally responsible and liable for:

- (a) The implementation of the policies established by the board of directors for the operation of the district.
- (b) The appointment, supervision, discipline, and dismissal of the district's employees, contractors and volunteers consistent with established District policy.
- (c) The supervision of the district's facilities and services and O&M contractors.
- (d) The supervision of the district's finances.

See Government Codes: Sections 61002, 61040, 61050, and 61051

These responsibilities warrant more than the cursory oversight of a part-time manager.

The following is the job description of the Administrator for the TVCSD:

The Administrator of the Tomales Village Community Service District administers and implements the policy direction of the Districts Five-Member Board. This person is responsible for administration and direction, supervision leadership, fiscal management,

operations and public relations for all programs administered by Tomales Village CSD including waste management, community park, enforcement of Standard Operating Procedures (SOP's) and researching and identifying grant sources, both public and private, and aggressively applying for grant funds on behalf of the district on an ongoing basis.

Essential Tasks

- Accepts full responsibility for affairs of the District.
- Effectively communicates with all Board Members on issues affecting the Tomales Village Community Services District.
- Develop, recommend and implement policies, program planning, fiscal management, for the effective administration and operations of all TVCSD functions
- Recommend and implement Board approved organizational goals, objectives, strategic plans, operating policies and procedures.
- Prepare the agenda and reports for the Monthly Board Meetings.
- Supervise major projects and planning efforts.
- Attend TVCSD and Community Board Meetings, major functions and community events.
- Maintain contact and interaction with other districts and government agencies to maintain freshness within TVCSD administered programs.
- Provide quality services to the community constituents and carries out Board policies and directives.
- Committed to continuous personal professional development and attend seminars/courses to maintain a high level of knowledge and ability in leadership and management of the District.
- Oversee contract with sewer O & M Contractor. Perform annual review and report to Board one month prior to renewal of that contract.
- Work independently with minimal supervision.

Communications and Public Relations

- Serve as main liaison between the TVCSD and the media, disseminating pertinent information in a timely, efficient and professional manner via press releases, the internet and personal communication.
- Establish a positive working relationship with representatives of community organizations, state/local agencies, associations and the public.
- Insure that TVCSD customers' service goals are effectively communicated and attained.
- Inform constituents and develop positive community relations through Newsletter articles, mailers and local events.
- Respond to and resolve the most sensitive and complex public inquiries and complaints along with all requests for information and copy the Board on all correspondence.

Financial Management

- Develop, evaluate and maintain a comprehensive annual budget plan to meet the current and projected needs of the TVCSD.
- Order annual audit for review by the Board and prepare Request For Proposal (RFP) for Financial Audit as needed.
- Provide the Board with monthly finance reports, budget overviews including financial conditions that may impact the District.
- Prepare monthly bills for payment and arrange billing schedule to coincide with Board meetings for approval and payment in a timely manner.
- Recommend new or modified programs and/or equipment to increase participation and maximize use of the facilities.
- Secure grant funding for improvement projects and community constituents conservation education.

Although the current Board of Directors has usurped a number of these fundamental tasks, as long as the legislature and local grand juries continue to target and assail special districts, as long as the Board of Supervisors and LAFCO are determined to continue the consolidation effort of small districts, and as long as the SWRCB, RWQCB, and EPA continually change and strengthen the requirements and regulations of water and wastewater, this will be a full time job. No part-time person or company will take the initiative or personal commitment to look after the interests of the District and the community like a full time Manager. This community deserves nothing less, and in my opinion, to suggest something less is irresponsible.

#31 The responsibility for District management and financial management are not segregated.

As stated earlier, the General Manager has legal responsibility and liability for all of the District's Finances. If you suggest bringing in a bookkeeper to review and pay all bills, enter the data into QuickBooks, prepare monthly financials, reconcile the bank accounts, maintain the bank accounts and change them when appropriate, prepare the budget, work with the auditor collecting and posting all of the documents and JEs, file all financial reports and the annual State Controller's Report that is fine. That's about 9-10% of the Manager's time. However, the GM's legal responsibility and liability for the District finances, per Government Code 61050, remains and the GM will still have to continue reviewing each invoice, review financials, review and reconcile bank accounts, work on budgets and work with the auditor each year. I do not believe segregating the two job functions will save the District any money, nor provide any better internal controls than already exist. By law, they are continuously intertwined

#32 The operating and maintenance cost for the TVCSD wastewater collection and treatment system are not proximate to the median or the average of other

agencies in California that serve a population of 200 to 1,000, and that provide collection and secondary, secondary with disinfection, secondary with nutrient removal, tertiary, or tertiary with nutrient removal treatment processes.

Of the nineteen agencies with populations between 100 and 300 that have reported to the State Controller's Office with their Government Compensation Reports for 2012 or 2013, and to the State Water Board with their Survey data, the average annual operating budget for 2013-2014 was \$151,314. Tomales' was \$182,653 not considering depreciation. The average number of administrative employees was 2.5, with an average total administrative compensation of \$175,908. Donner Summit Public Utility District with the lowest full-time population of 98 has a full time General Manager earning \$178,732, Office Manager at \$78,957, and an Administrative Assistant making \$54,243. California Pines CSD in Alturas in Modoc County on the other end of the scale with 300 hookups has a F/T General Manager earning \$105,365, a Board Secretary making \$107,125 and part-time office assistants making \$36,958. I would consider the TVCSD's operating budget well within the proximity of other Districts of similar size in the State, and Tomales has the lowest operating budget of all 55 districts in Marin County, except for the four Districts in Southern Marin with part-time managers that are being forced to consolidate because, as LAFCO puts it, they are the most inefficient and poorly managed systems in the State.

#34 A comprehensive sanitary sewer collection system map has not been developed including asset information (installation date, material, size, and updated in an ongoing basis)

The As-built Mylar maps of the collection system, materials, depth, and size are in the Treatment Plant storage building and available to the Contract Operators, Construction Contractors and the Administrator. Paper copies are also available as are all As-built's developed for all improvements and repairs. Collection system maps are not available to the public nor would any GIS maps of the collection system, per the requirements of the Water and Wastewater Systems Sector-Specific Plan developed by Homeland Security and the Environmental Protection Agency under the Presidential Policy Directive 21 in 2013.

#36 The overflow emergency response plan indicates that upon receipt of report or call, immediately send staff to investigate.

Staff in this instance is the Contract Operators and the Contract Administrator who would immediately initiate a response by qualified personnel as detailed in the Emergency Response Plan in the Operations and Maintenance Manual and the SSMP under Phillips & Associates' and the District Administrator's oversight.

Since staff is not available in Tomales Village 24 / 7 / 365, this presumably requires a contractor to respond.

Phillips & Associates staff is available 24/7/365 and are contracted with for that service. The District's full-time Administrator is also available by phone, fax or e-mail 24/7/365. See above.

It is unclear whether a collection system contractor has been retained and will be able to respond to an SSO in 2 hours since Phillips and Associates is responsible for the treatment plant, and not the collection system.

Phillips & Associates is contracted to respond to any and all emergency calls and is responsible for the operations and maintenance of the entire wastewater system, including the collection system, manholes, lift station, treatment system, irrigation system and grounds, buildings and fences. Their staff is capable of responding in less than 2 hours and, if necessary, contractors in the Emergency Notification list can be called at any time.

#38 The District has not completed its self-audit of its SSMP.

The District's SSMP Self-Audit was completed in September of 2014. The SSMP, with updates, was also Recertified by the Board of Directors with Resolution 14-04 dated September 10, 2014.

#39 The wastewater lift station does not have a generator back-up.

The District does not own a generator to back up the lift station or the treatment plant pumps. We do, however, have an agreement with Piazza Construction to rent a generator and install the proper electrical connections to run both if ever necessary in the case of an emergency.

#49 Wastewater mains are not cleaned on a three-year cycle.

Wastewater mains are self cleaned and are inspected through CCTV as necessary.

#50 The force main is not cleaned using a poly pig on a three-year cycle.

The 4" force main is under constant pressure of 138 PSI and has an elevation of 400 feet. When being used to pump treated effluent, the pressure goes up to 174 PSI and pumps 104 gallons per minute. The force main has multiple 90 degree connections and at least one check valve. A poly pig is not feasible and not necessary. The force main is cleaned with high pressure effluent.

#56 – 58 I will defer my responses to the more knowledgeable responses from Phillips and Associates. As the District Administrator, I am satisfied with the maintenance matrixes established and maintained by Phillips and Associates.

The Draft Report provides a lot of “food for thought” for the Board of Directors. However, I believe the best and most effective measurements of a successful District is have there been any SSO’s, have there been any backups, has the District earned prestigious awards, has the District been fined, has the District been ahead of the curve in providing new equipment and improvements to provide a longer lasting system, is the District in a good financial state, is the District able to pay off its debt, is the District an environmental steward, is the District providing a quality service for the community. I think you can honestly answer all of those questions positively, without worrying about how often a line is cleaned, when maybe it doesn’t even need it.

Respectfully,



Karl Drexel, SDA

From: [Gary Goelitz](mailto:gary.goelitz@tomalescsd.ca.gov)
To: karl@tomalescsd.ca.gov
Cc: [Richard Brady](mailto:Richard.Brady@wmabonini@yahoo.com); wmabonini@yahoo.com; [Brian Lamoreaux](mailto:Brian.Lamoreaux@deborahparrish@mac.com); deborahparrish@mac.com; [Patty Oku](mailto:Patty.Oku); [Sue Sims](mailto:Sue.Sims); [Donna Clavaud](mailto:Donna.Clavaud)
Subject: Matrix Group Draft Report
Date: Wednesday, January 28, 2015 5:35:47 PM

Karl:

I regard to the points you made in your memorandum:

#2 - Tell me which items, specifically, have been accomplished in the strategic plan.

#6- As shown by the two previous CCTV efforts, necessary repairs were identified and made. I do not advocate run to failure as a strategy for utilities. The sewer collection system is underground. That does not suggest that it should be ignored because we can't see any problems. Have yet, in 42 years of evaluating utilities, to meet a sewer utility that has the perspective that sewer mains are self cleaning. However, if you can get the Regional Water Quality Control Board to accept that the District will NOT clean its sewer mains, ever, except when problems or backups occur, without any penalty or fine, than I would suggest the District proceed with that level of service. I would just ask that the District get that in writing from the Regional Water Quality Control Board. And not cleaning sewer mains might be viewed as not in compliance with the SSMP. That could be a problem. If you want to ask the Regional Water Quality Control Board to write a letter to the District saying that never cleaning mains, except under dire circumstances, is acceptable, I would suggest you proceed. I don't believe that the Regional Water Quality Control Board would ever say that it was an acceptable level of service.

#7- The assumption regarding the need to reline the entire system collection system is highly questionable. The life expectancy is NOT 40 years or 50 years. It is much longer than that. **And as the previous CCTV efforts demonstrate, there was LITTLE found wrong with the system.** Don't replace what isn't broken. And this is why the District should continue to CCTV - to see what portions of the system need to be spilled so it does NOT spend money unnecessarily relining the entire system.

#7 - Standing on the legal precedent with SUSD is not going to get this issue with SUSD resolved. It will continue to fester. It needs to be addressed with actual flow data.

7 - I could not disagree with you more, Karl, regarding the costs and rates of the District vis-a-vis other districts. It is relevant, and there is a reason for that higher cost. It will be discussed in the draft report and recommendations made to the Board. There are five residents of Tomales Village, elected to the Board, who will get to make a tough decision regarding the costs of the District, and opportunities to reduce them. You and I are NOT one of those five.

#11 - The State does not mandate depreciation. It says "may" not shall.

#11 - If you do not understand the relevance of the District getting 84% of its revenue through service charges as a risk, I cannot help you. I was previously an internal auditor for a public organization with 2,000 employees and \$300 million all funds budget. The dependence on one source of revenue for 84% of your income is a risk. The District cannot do anything about it, but it does suggest that it should not ignore a customer that pays 34% of its service charge

revenue and the concerns that the customer has.

#14 - I will be recommending that the District develop formal written financial policies and procedures. This is a HUGE risk, that needs to be corrected in the short term. I am shocked that the District lacks such written financial policies and procedures. This is something that the General Manager should have developed for the consideration of the Board.

#19 - This is 2015. Publishing a newsletter in the spring of 2014 does NOT keep Tomales Village residents informed.

#30 - You have done a great service to the District in the past, Karl, in bringing the District's infrastructure into shape, and finding grants to pay for a lot of it. That said, I will be making recommendations in the report regarding the need for a full-time General Manager. This is an extremely contentious issue, with two opposing perspectives. As I said previously, there are five residents of Tomales Village, elected to the Board, who will get to make a tough decision regarding the costs of the District, and opportunities to reduce them. You and I are NOT one of those five. That said, I am extremely doubtful of the need for a full-time General Manager for the TVCSD. Certainly the District needs a General Manager, but I am doubtful that it needs 40 hours a week of a General Manager. There is simply not enough workload, in my opinion.

#31 - The General Manager should not be responsible as the bookkeeper for the District. That WILL be a recommendation. You don't have to prepare the books to be ensure that the books are prepared and maintained properly. I can't think of any City Manager in this state who is also a bookkeeper, even for small communities. It is an INTERNAL CONTROL and SEGREGATION OF DUTIES recommendation. You could just write checks to yourself Karl. Prior to approval by the Board.

#32 -The TVCSD rates are higher than the median and their O & M rates are higher than the median of districts serving a population between 200 to 1,000. That is a FACT.

#34 - The maps are hard copy. The maps should be scanned: paper deteriorates as you know. It does not include asset information, Karl, as indicated in the diagnostic appraisal.

#36 - And exactly how is the contract operator supposed to find out about an SSO? Who is supposed to contact them? Do residents contact the Board? Dat 2 am in the morning? If so, are Board members on call 24 /7 / 365? Does the Board contact Phillips and Associates? Does the community know that that is what they are supposed to do? Has their been a drill to test whether this concept would work? Is there a sewer collection maintenance / repair company on standby ready to respond to an SSO? At 7 pm on Friday or Saturday?

#38 - This has not been published to the District's web site, at the time I wrote the diagnostic appraisal.

#39 - And will Piazza construction be able to get TVCSD that emergency generator at 2 am in the morning, when the electrical power fails?

#49 - Wastewater mains are not self cleaning, particularly in the flats, Karl. At a minimum, the TVCSD needs to clean them on some periodic basis. It is a requirement of the SSMP, although the District's SSMP failed to disclose that schedule.

#50 - I do not advocate run to failure; this is an issue I would like to discuss with Phillips and Associates.

#56 - #58- The matrices established by Phillips and Associates have not been customized to fit the TVCSD and its infrastructure. The District's own O & M manual substantiates that. Take a look at it.

Thanks for providing your comments, Karl.

On Jan 28, 2015, at 4:27 PM, Karl Drexel <karl@tomalescsd.ca.gov> wrote:

<KD Management Response to Matrix Draft Report-rev.pdf>

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February 3, 2015

Gary Goelitz and Richard Brady

Matrix Consulting Group

201 San Antonio Circle, Suite 148

Mountain View, CA 94040

Dear Gary and Richard,

The Financial Advisory Committee (FAC) met on January 31, 2015 and the full committee discussed the draft Diagnostic Appraisal and agreed to send the enclosed comments to you prior to the final report. As you know, the TVCSD Financial Advisory Committee has been meeting since May 2012 and was a direct outgrowth of TVCSD's first-ever 5 year Strategic Planning Process which included a range of local ratepayers and Board members. Subsequently, FAC was formed by TVCSD officially "to determine and help implement 'best practices,' provide more transparency with regard to TVCD's finances, address community concerns, and help improve communication between ratepayers and Board members."

In July 2012, FAC's first recommendations for immediate action by the Board were:

- proper allocation of community funds to reduce the percentage of administrative costs relative to total operating costs and review how administrative funds are allocated and analyze the cost benefits of various administrative structures;
- implement a competitive bidding process for TVCSD contract services to find the best contract services at the best prices;
- achieve specified contract service limits;
- and separate administrative and financial duties by seeking a highly skilled finance person to safeguard internal financial controls, help manage and assist in the annual budget process, review fiduciary aspects of contracts, and advise on reserve and investment strategies.

FAC continues to push forward these first recommendations, and to date, we have achieved considerable progress. Major efforts have included:

- Documented a comprehensive Annual Budget Process now approved by the Board that seeks to involve all stakeholders for more transparency and aims for a more detailed, month-by-month process;
- Developed a competitive bidding policy and an official RFP process, both approved by the Board;
- Developed 3 RFP's detailing new positions for Administrator, Finance Manager and Operator, which are now posted and open for bidding;
- Initiated Rate Study by RCAC to analyze potential rate structures in relation to future capital improvement needs for our sewer system; and the recommendation of a third-party efficiency audit to assess TVCSD strengths and opportunities;
- Performed and presented to the Board a comprehensive survey which detailed comparisons of like-districts that included costs, resources, operations, and a great deal of other information to analyze how the district allocated funds, used resources, and performed general operations.
- Developed scope of work for Efficiency Audit, sourced pool of consultants to undertake this task, assisting the Board with the project management.
- Prepared a draft budget for the next fiscal year that begins July 2015. This will be presented for the Board's consideration in April 2015.

As we review the draft Diagnostic Appraisal or Efficiency Audit, we agree with opportunities for improvement in the District Leadership and Management section.

#1. Policies and procedures are definitely "a work in progress." The district is in the process of developing a Policy and Procedure Manual which will be posted on the website and provide a necessary and invaluable tool for current and future Board members. The FAC has been developing policies and procedures for the Board's consideration and will continue to do so. The Administrator has also been tasked with this job as a priority. We have made some headway and have much left to do.

#2. The 2011 5-year Strategic Plan was an important step forward in creating a clear vision and series of action steps for district business. It is true that we need to do a better job of developing goals, objectives and importantly, performance measures to tie actions to the broad goals of the Board and to define what resources are to be allocated to specific services. Since our Strategic Plan is almost outdated, it will be a strong recommendation of the FAC that we complete a new 5-year Strategic Planning process in the near future and aim for more specific reporting to monitor progress. Central to this process should be a long term master plan for district information technology and ongoing commitments to deliver services that meet standards to minimize risks.

#7. It is our intention to prioritize finalizing the Draft Utility Rate Study with RCAC under an extended grant, by first recommending the Board review the Administrator and Operator's assumptions for capital improvements together with the very essential step of creating a sound financial reserve policy with the implementation of a capital improvement fund and an investment fund. Our intention in putting out all

contract services for competitive bidding was to see if we could obtain professional services for less money, thereby cutting budget costs and re-allocating surplus funds to reserve accounts in lieu of raising rates. To date, our RFP process is not complete and there are no savings to be analyzed for the Rate Study. We also expect to incorporate the results from the Efficiency Audit into rate study recommendations.

In regard to the relationship with SUSD, it is hopeful that as we move forward, we will have a stronger partnership with SUSD Trustees by inviting a representative to sit on FAC and attend Board meetings. Perhaps this dialogue will foster more of a mutual understanding of district operations and the revenue required. It will also provide a way for SUSD to have a voice in district financial decisions. Currently, the TVCSD rate structure for households, commercial enterprises and the SUSD are not based on system demand. At the last Board meeting, it was resolved to research flow meter costs. Perhaps the FAC can survey other districts with school districts to see what kind of rate structures have been developed.

#30 and # 31. The current RFP's for 3 positions for district contract services describe necessary district services. FAC agrees that managerial and financial duties need to be segregated. FAC feels strongly that based on current workload for our small district, we require less than full time positions. The last Board had agreed that the administrative duties would revert to part time once the capital improvement project at the sewer plant was complete, but this was never accomplished. There has been years of controversy over this issue since our current administrator is not in favor of this, and prior Board were unwilling to make changes. FAC has also been concerned with historic employment issues regarding treatment of district contractors, confusion with employee versus contractor boundaries.

The current O&M contractors have stated at Board meetings that we have a simple system that requires very little workload to operate and maintain. Whatever transpires as a result of this competitive bidding process, FAC recommends new service contracts. To that end, FAC has been developing a new standard contract to be utilized that details safeguards and legalities to better protect TVCSD. Our current administrative contract was written by the contractor and there are members of the current Board that have not seen the Operator's contract.

#32. FAC supports an RFP process to re-examine the scope of work and associated costs for services for Maintenance and Operations. Do we require a Level 5 operator for our small plant? How will the new regulations coming out in April for certified operators affect us? How are the costs of specific and regular services determined? What is actually included in our contract services package? Are the identified opportunities for improvements listed in the diagnostic appraisal optional? How much more would the district need to pay to institute all the areas of needed improvement? How far off industry best practices can a district be to avoid potential risks? Can a small district such as TVCSD realistically demonstrate best practices within our fiscal restraints, small pool of ratepayers, and slow to no growth in sewer hookups? How do we prioritize?

#59. The PAC is currently looking into a playground inspection.

Thank you in advance for your diligent work to date. We are proud of our small district. We've come a long way since a small committee formed to consider taking back our ailing system from North Marin Municipal Water District after the spill. We've made critical improvements and now have a simple yet safe sewer plant. We do have a great record of compliance. Our finances are relatively healthy and we are paying down our debts. Now it is time to continue refining our good works by going the whole distance to secure our future. We believe this Draft Diagnostic Appraisal offers a clear roadmap of opportunities to pave the road forward. We are reminded that the Board voted to conduct an assessment because we want to be the best we can be.

It is our hope that the outcome of this Appraisal will provide the Board with independent professional input that will offer them the courage and responsibility of foresight to launch a vigorous action plan to prioritize and implement these improvements for an efficient and sustainable system.

Respectfully,

TVCS D Financial Advisory Committee

Deborah Parrish, Chair and Board member

Donna Clavaud, member and ratepayer

Venta Leon, member and ratepayer

Chick Petersen, member and ratepayer

Tomales Village Community Services District
Administrator Performance Evaluation

/Contractor:

Employee: _____

Date of Hire: _____

Title: _____

Date of Evaluation: _____

Evaluation Period From: _____

To: _____

Instructions

Assign a numerical value from 1-10 representing the overall rating for each performance factor listed below. The performance factor statements are not all inclusive. Please elaborate on strengths and weaknesses in the space provided and explain any items rated 1 or 2.

Excellent

10-9

Above Average

8-7

Satisfactory

6-5

Needs Improvement

4-3

Unsatisfactory

2-1

PERFORMANCE FACTORS

1. Process Towards Annual Goals and Objectives – Does the Administrator know, follow and keep current with District, County, and State policies governing TVCSD? Does he effectively assume the responsibility of leadership? Does he coordinate and monitor individual projects and follow through to assure productivity? Does the Administrator accurately appraise and correct the strengths/weaknesses of the organization? Does he maintain a smooth-running office, plant, and field operations? Is he progressive in attitude and action? Does he consult with legal counsel as appropriate? Does he handle emergencies appropriately? Does he encourage board and community development through education and growth opportunities?

Comments: (Board Members' Scores -->)

WE

PO

HS

JC

EK

Avg.

Board members should be numbered (in no particular order) to provide anonymity for Board Members, so they feel they can fully express their views, opinions, concerns, suggestions, praise, etc. without concern that doing so will damage the working relationship between Board and Administrator.

Suggestions:

- I recommend Performance Evaluations should occur every 2 years and always prior to a Board Member exiting office (assuming they served for > 1 year).
- See new categories and questions.

Questions:

- How do the Evaluations get reviewed?
- Is there anything the Board can do to ensure suggestions/recommendations are considered and implemented?

2. Communications – Consider the degree to which the Administrator achieves desired results through effective verbal and written skills both internally and externally to the District. Does the Administrator communicate well both verbally and in writing? Does he create accurate and punctual reports? Can he effectively deliver presentations, share information and ideas with others? Does he have good listening skills?

Comments:	<u>WE</u>	<u>BT</u>	<u>PO</u>	<u>HS</u>	<u>EK</u>	<u>Avg.</u>
<div data-bbox="154 569 824 625" style="border: 1px solid red; padding: 2px;">See comment from page 1</div>						

3. Decision Making/Judgment – Does the Administrator recognize problems and respond to them quickly? Is he flexible and innovative in managing problems? Does he systematically gather information, sort through complex issues and address the root causes of issues? Is the Administrator decisive and firm when necessary, and provide timely and comprehensive follow through?

Comments:	<u>WE</u>	<u>BT</u>	<u>PO</u>	<u>HS</u>	<u>EK</u>	<u>Avg.</u>
<div data-bbox="131 1654 802 1711" style="border: 1px solid red; padding: 2px;">See comment from page 1</div>						

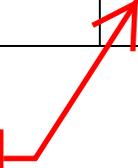
4. Financial Management – Does the budget show planned effort and thought? Are expenditures within available resources? Is the financial data presented to the Board in a clear and concise manner? Is the budget prepared in time to allow the Board necessary time to review and make comments?

Comments:	<u>WE</u>	<u>BT</u>	<u>PO</u>	<u>HS</u>	<u>EK</u>	<u>Avg.</u>
<div style="border: 1px solid red; padding: 5px; display: inline-block;">See comment from page 1</div> 						

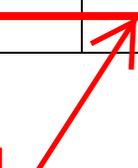
5. Professional Growth & Development – Is the Administrator committed to continuous personal professional development? Does he attend appropriate seminars and courses to maintain a high level of personal knowledge and ability in the leadership and management of the District? Are lessons learned and brought back to the District and implemented, as appropriate. Does the Administrator demonstrate the professional skill and knowledge needed to perform the job? Does he keep informed of developments in the professional field and communicate and apply this knowledge to the job? Is the Administrator active in professional organizations?

Comments:	<u>WE</u>	<u>BT</u>	<u>PO</u>	<u>HS</u>	<u>EK</u>	<u>Avg.</u>
<div style="border: 1px solid red; padding: 5px; display: inline-block;">See comment from page 1</div> 						

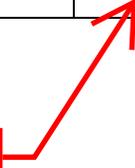
6. Relationship with the Board – Is the Administrator providing the Board with adequate information to make decisions? Is the Board provided with sufficient alternatives to avoid being forced into a decision? Is technical data presented in an understandable manner? Does he make budgetary impacts known before Board action? Does he respond to individual and collective Board concerns in a timely manner? Is the Administrator responsive to the Board’s direction? Does he respond in a positive way to assignments, suggestions, and guidance from the Board? Does he follow through on Board directives?

Comments:	<u>WE</u>	<u>BT</u>	<u>PO</u>	<u>HS</u>	<u>EK</u>	<u>Avg.</u>
<div data-bbox="282 617 956 674" style="border: 1px solid red; padding: 5px; display: inline-block;">See comment from page 1</div> 						

7. Community Relations – Does the Administrator understand and stay current with the needs of the community served. Does he accept criticism from the people served and respond appropriately? Does he notify the Board of community/management criticisms? Does he represent the District in a positive and professional manner, actively promoting public understanding of available District services to the public? Does the Administrator work with the Newsletter Committee to inform the community of the accomplishments of the District and continually evaluate programs and facilities to meet the needs of community.

Comments:	<u>WE</u>	<u>BT</u>	<u>PO</u>	<u>HS</u>	<u>EK</u>	<u>Avg.</u>
<div data-bbox="298 1541 974 1598" style="border: 1px solid red; padding: 5px; display: inline-block;">See comment from page 1</div> 						

8. Job Knowledge – Does the Administrator successfully write grant proposals for district projects? Does he have knowledge in technical field, and proficiency in use of required skills or abilities? Has he attained the required certifications, developed expertise and kept current in his field?

Comments:	<u>WE</u>	<u>BT</u>	<u>PO</u>	<u>HS</u>	<u>EK</u>	<u>Avg.</u>
<div data-bbox="305 493 982 552" style="border: 1px solid red; padding: 5px; display: inline-block;">See comment from page 1</div> 						

Goals and Objectives for Coming Year – What goals and objectives would you like to set for the Administrator for this coming year? Any specific projects you would like to see considered? Any major changes in policy, or organization you would like to discuss?

General Comments – What accomplishments of the Administrator have given you the greatest pride? What do you feel are his greatest strengths? What advice would you offer him for his personal growth, improvement, or development?

Board President: _____ Date: _____

Administrator _____ Date: _____

PERFORMANCE FACTORS

1. Understanding Goals and Mission of District –

Take a moment to read the mission of the TVCSD. Does the Administrator understand the goals and mission of the District? Are his actions and attitude generally consistent with them? Does he systematically gather information, sort through complex issues and address the root causes of issues?

2. Professionals Skills -

Is the Administrator knowledgeable relating to his job and possess sufficient skills? Does he know, follow and keep current with District, County, and State policies governing TVCSD? Does he bring in help when needed and delegate as needed to get things done? Does he coordinate and monitor individual projects and follow through to assure productivity? Is he organized and timely?

3. Risk Management –

Does the Administrator handle emergencies appropriately?

Does he and keep current with District, County, and State policies and regulations governing TVCSD pertaining to environmental, legal and financial areas?

Does he identify strengths/weaknesses in the Plant design and operations and in the Park and bring them to the attention of the Board? Does he consult with legal counsel as appropriate? Does he communicate well with the Plant Operator?

4. Financial Management –

Consider the financial goals of the District. Is the budget sound? Is the financial data presented to the Board in a clear and concise manner? Is the budget prepared in time to allow the Board necessary time to review and make comments? Is the budget reviewed by a qualified 3rd party or peer review? Does the Administrator identify fundraising opportunities for the district? Does he identify areas where the District can save costs?

5. Communication & Rapport –

Consider the degree to which the Administrator achieves desired results through effective verbal and written skills both internally and externally to the District. Does the Administrator communicate well both verbally and in writing? Does he create accurate and punctual reports? Can he effectively deliver presentations, share information and ideas with others? Do you feel the Administrator is approachable? Does he have good listening skills? If there are conflicts with the Board, with any rate payers, District partners, or related members/entities, is he still able to hear the concerns of the Board and community? How is the TVCSD's relationship with the SUSD?

6. Educate and Support Board Member Development and Growth –

Does he encourage and support Board and community development through education and growth opportunities? Did he provide sufficient orientation for new Board members? Does he provide history of the District and provide a context of issues to the Board Members and to the community at large? Is he available when

7. Concerns / Areas for Improvement –

8. Praise, Strengths, etc. –

Ethics Training Participation List

<u>Name</u>	<u>Position</u>	<u>AB 1234 Ethics Date of Completion</u>	<u>AB 1825 Harrassment Date of Completion</u>	<u>Proof</u>	<u>Received Brown Act</u>	<u>Received Gov Code</u>	<u>Next AB1234 Date Requirement</u>	<u>Next AB 1825 Date Requirement</u>
Karl Drexel	GM	12/31/2014	12/31/2014	Target	Yes	Yes	1/1/2017	1/1/2017
Bill Bonini	Board	-	-	-	Yes	Yes	Overdue	Overdue
Deborah Parrish	Board	1/25/2013	-	Target	Yes	Yes	1/25/2015	Overdue
Patty Oku	Board	11/14/2012	-	Target	Yes	Yes	11/14/2014	Overdue
Brian Lamoreaux	Board	-	-	-	Yes	Yes	Overdue	Overdue
Sue Sims	Board	2/28/2013	-	Target	Yes	Yes	3/1/2015	Overdue
<u>Committees</u>								
Chick Petersen	FAC	1/25/2013	N/A	Target	N/A	N/A	1/25/2015	N/A
Venta Leon	FAC	2/23/2013	N/A	Target	N/A	N/A	2/23/2015	N/A
Donna Clavaud	FAC	3/9/2013	N/A	Target	N/A	N/A	3/9/2015	N/A
Eric Knudsen	PAC	3/1/2012	N/A	Target	N/A	N/A	3/1/2014	N/A
Beth Koelker	PAC	-	N/A	-	N/A	N/A	Overdue	N/A
Walter Earle	PAC	12/23/2011	N/A	Target	N/A	N/A	12/23/2013	N/A
Margaret Graham	PAC	12/23/2011	N/A	Target	N/A	N/A	12/23/2013	N/A

Education Calendar

View all of the upcoming professional development opportunities offered by CSDA. Click the links for more information and to register.



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Date	Title	City
1/14/2015	Webinar: Harassment Prevention Training - AB 1825 (/imis15/EventDetail?EventKey=WEBI011415)	
1/15/2015	Introduction to Good Governance Principles (/imis15/EventDetail?EventKey=GGPR011515)	Riverside
1/15/2015	Webinar: Interpreting the New PERS Actuarial Reports (/imis15/EventDetail?EventKey=WEBI011515)	
1/21/2015	Webinar: Annual Employment Law Update: Recent Cases, Trends (/imis15/EventDetail?EventKey=WEBI012115)	
1/22/2015	Introduction to Good Governance Principles (/imis15/EventDetail?EventKey=GGPR012215)	Fountain Valley
1/25/2015	Special District Leadership Academy Conference (/imis15/EventDetail?EventKey=15SDLACON1)	Napa
1/29/2015	Webinar: Rules of Order Made Easy! (/imis15/EventDetail?EventKey=WEBI012915)	
2/10/2015	Webinar: The Essential Guide to the Brown Act (/imis15/EventDetail?EventKey=WEBI021015)	
2/11/2015	<u>Board Secretary/Clerk Conference and Certificate Program</u> (/imis15/EventDetail?EventKey=SCONF2015)	San Diego
2/18/2015	Webinar: Understanding Board Member & District Liability Iss (/imis15/EventDetail?EventKey=WEBI021815)	
2/20/2015	Webinar: Maximize Your CSDA Membership - Saving Money (/imis15/EventDetail?EventKey=WEBI022015)	
2/24/2015	Webinar: Must Have Communication Protocols-Board & Staff (/imis15/EventDetail?EventKey=WEBI022415)	
2/26/2015	Webinar: Introduction to Special District Finances (/imis15/EventDetail?EventKey=WEBI022615)	
3/4/2015	Webinar: Required Ethics Compliance Training - AB 1234 (/imis15/EventDetail?EventKey=WEBI030415)	
3/10/2015	Webinar: What is a Public Record? How to Comply with the PRA (/imis15/EventDetail?EventKey=WEBI031015)	
3/19/2015	Webinar: Spot the Fraud! Fraud Detection/Prevention (/imis15/EventDetail?EventKey=WEBI031915)	
3/24/2015	Governance Foundations (/imis15/EventDetail?EventKey=GOVF032415)	Sacramento

3/26/2015	Webinar: Legislative Round-Up (/imis15/EventDetail?EventKey=WEBI032615)	
4/3/2015	SDLA: Governance Foundations (/imis15/EventDetail?EventKey=GOVF040315)	Rancho Santa Fe
4/9/2015	Webinar: Best Practices in Agenda Preparation & Minutes (/imis15/EventDetail?EventKey=WEBI040915)	
4/14/2015	Supervisory Skills for the Public Sector (/imis15/EventDetail?EventKey=SPSK041415)	Sacramento
4/15/2015	Webinar: Records Retention & Management (/imis15/EventDetail?EventKey=WEBI041515)	
4/16/2015	Introduction to Good Governance Principles (/imis15/EventDetail?EventKey=GGPR041615)	Mckinleyville
4/21/2015	Webinar: California Tort Claims Requirements (/imis15/EventDetail?EventKey=WEBI042115)	
4/22/2015	Proposition 26, Proposition 218 and Rate Setting (/imis15/EventDetail?EventKey=PROP042215)	Sacramento
5/5/2015	Webinar: Social Media Challenges and Opportunities: Legal (/imis15/EventDetail?EventKey=WEBI050515)	
5/12/2015	Webinar: Understanding Public Entity Liability Exposures (/imis15/EventDetail?EventKey=WEBI051215)	
5/18/2015	Best Practices in Strategic Planning: Effective Approaches (/imis15/EventDetail?EventKey=STPL051815)	Sacramento
5/19/2015	2015 Special Districts Legislative Days (/imis15/EventDetail?EventKey=15SDLD)	Sacramento
5/27/2015	Webinar District's Role in the Interactive Process (/imis15/EventDetail?EventKey=WEBI052715)	
5/29/2015	Webinar: Positioning Your Agency for a Successful Financing (/imis15/EventDetail?EventKey=WEBI052915)	
6/3/2015	Staying in Compliance: Understanding Fundamental Laws (/imis15/EventDetail?EventKey=STCM060315)	Sacramento
6/10/2015	Webinar: Harassment Prevention Training - AB 1825 (/imis15/EventDetail?EventKey=WEBI061015)	
6/16/2015	SDLA: Governance Foundations (/imis15/EventDetail?EventKey=GOVF061615)	Fresno
6/18/2015	Webinar: Managing Personal Device Use: Data Theft, Hacking (/imis15/EventDetail?EventKey=WEBI061815)	
6/23/2015	Social Media: Basic Training to Mastery (/imis15/EventDetail?EventKey=SOCM062315)	Sacramento
7/12/2015	So You Want to Be A General Manager? (/imis15/EventDetail?EventKey=SYWB071215)	Newport Beach
7/22/2015	Setting Direction/Community Leadership (/imis15/EventDetail?EventKey=SETD072215)	Sacramento
7/23/2015	Board's Role in Human Resources (/imis15/EventDetail?EventKey=BRHR072315)	Sacramento
7/30/2015	Webinar: Legislative Round-Up (/imis15/EventDetail?EventKey=WEBI073015)	
8/6/2015	Webinar: Maximize Your CSDA Membership - Website Resources (/imis15/EventDetail?EventKey=WEBI080615)	
8/12/2015	Webinar: Board Member & District Liability Issues (/imis15/EventDetail?EventKey=WEBI081215)	
	Board's Role in Finance & Fiscal Accountability (/imis15/EventDetail?	

8/18/2015	EventKey=BRFF081815)	Sacramento
8/20/2015	Webinar: Understanding the Brown Act: Beyond the Basics (/imis15/EventDetail?EventKey=WEBI082015)	
9/21/2015	Building Confidence In Public Speaking (/imis15/EventDetail?EventKey=PBSP092115)	Monterey
9/21/2015	SDLA: Governance Foundations (/imis15/EventDetail?EventKey=GOVF092115)	Monterey
9/21/2015	So You Want to Be A General Manager? (/imis15/EventDetail?EventKey=SYWB092115)	Monterey
10/2/2015	Webinar: The Power of Alliance (/imis15/EventDetail?EventKey=WEBI100215)	
11/10/2015	Webinar: Best Practices- Managing Special District Investments (/imis15/EventDetail?EventKey=WEBI10815)	
11/18/2015	Webinar: Required Ethics Compliance Training - AB 1234 (/imis15/EventDetail?EventKey=WEBI11815)	

California Special Districts Alliance



(<http://www.csdanet.org>)



(<http://sdarma.org>)



(<http://csdafinance.net/>)

Special District Leadership Foundation

(<http://www.sdlaf.org/>)

CSDA Office

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 Sacramento CA, 95814
 877.924.2732 | 916.442.7887



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Putting Special Districts on the Map

📍 (/special-districts/map/) The California Special Districts Association provides legislative advocacy, education and member services for all special districts. To find out more click [here \(/special-districts/map/\)](/special-districts/map/).

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Helpful Links (<http://www.csdanet.org/special-districts/resource-links/>)

Bookstore (http://members.csdanet.org/IMIS15/CSDA/Bookstore/CSDA/CSDA_Store.aspx?hkey=1f423dda-eb1f-459a-bd33-e9591ac60dbf)

Yearly Agenda- Goals for the year

- A. Completely Execute RFP and Competitive Bidding process
- B. Create new contracts for all contractor positions
- C. Manage the budget as RFP and bidding process unfolds
- D. Board Training

:

Running effective meetings

1. Parliamentary Training

Brown Act & TVCSD – what, why, and how they relate

Becoming an Effective Board

- E. Policies & Procedures

Bylaws

Create Prioritized list of necessary policies

1. Guidelines and Standards for hiring Trainers/Consultants

2. Meeting attendance policy

3. Policy covering hiring and using legal representation

Develop Policy Template/Structure

Meeting management

Reduce time and contents of Board packet

- F. Items remaining from Strategic Plan

Schedule new Strategic Planning Session

- G. Create Board 12-month Calendar

- H. Efficiency Audit

- I. Performance Evaluation

- J. Develop/Choose standard stationery and document format regarding logo, color, etc.

- K. Create Orientation Packet/Program for new Directors

- L. Institute Director Stipends connected to meeting attendance policy.



**Marin Chapter
California Civil Grand Jurors' Association**

January 12, 2015

Tomales Village Community Services District
Attn: Karl Drexel
P.O. Box 303
Tomales
CA. 94971

Dear Mr. Drexel,

Re: The Scoop on Marin County Sewer Systems, Parts I and II, June 16, 2014

I am writing to you as a member of the Implementation Review Committee of the Marin Chapter of the California Civil Grand Jurors' Association. Our Association's goals are to support the civil grand jury system and promote local government accountability. Our Chapter is composed of former Marin County Civil Grand Jurors. One of the tasks of the Implementation Review Committee is to follow-up on responses to prior Grand Jury recommendations to ascertain the status of their implementation. Specifically, we are following up on recommendation responses presented in your August 13, 2014 letter concerning the Marin County Civil Grand Jury's June 16, 2014 reports, titled "**The Scoop on Marin County Sewer Systems, Parts I and II**". The District's responses to both reports are listed in Exhibit 1.

Part I

On the Grand Jury Report Form, you stated that Recommendations R1, R3 and R5 have been implemented and that R4 would not be implemented. We have a few requests for clarification.

- In the cover letter, you state that you disagree with R3, thereby contradicting the response on the report form. Please clarify the District's position with respect to R3.
- Assuming implementation of R5, please provide a summary describing the implemented actions as requested in the report form.

Part II

As more than six months have now passed since the report was published, we assume that you have completed the work necessary to implement recommendations R1, R2 and R4. Please provide a status update with respect to the implementation of these recommendations.

I will call in the near future to answer any questions that you may have. Please send your reply by January 31, 2015, electronically, to the undersigned, Helene Marsh, at marsh.helene@gmail.com. Thank you in advance for your cooperation.

Sincerely yours,

Helene Marsh
Member, Implementation Review Committee
Director, Marin Chapter of the California Grand Jurors' Association
Tel: 415-789-5454
marsh.helene@gmail.com

EXHIBIT 1

PART I

Recommendation 1: All districts must work to eliminate spills, through in-depth analysis and investment in infrastructure

Response: Agreed. The District has an effective sewer system maintenance and repair program. As a result, the TVCSD has not had a Sanitary Sewer Overflow event due to infrastructure failure or operations by the District. The District has an in-depth Operations and Maintenance program carried out by a SWRCB Contract Operator. The District's infrastructure investment is addressed in the District's SSMP.

Recommendation 3: All agencies adopt an ordinance that will require private laterals to be inspected routinely and repaired as necessary.

Response: Disagree. Private laterals are not the District's responsibility or in the District's legal purview.

Recommendation 4: All agencies conduct an analysis to determine the feasibility of using treated waste water for flushing pipes in routine maintenance work.

Response: The District does not perform routine pipe flushing. The District collection system is a gravity system and is monitored and inspected routinely, but flushing is not required.

Recommendation 5: All agencies continue to cooperate with each other and find further ways to reduce costs.

Response: The District is ready and willing to cooperate with other Districts to reduce costs, however, due to the remote location, integration and collaboration is difficult.

PART II

Recommendation R1: Bolinas Community Public Utility District, Mill Valley, Tamalpais Community Services District and Tomales Village Community Services District develop capital improvement plans by the end of 2014.

Response: The TVCSD is working on developing a Capital Improvement plan and will hopefully complete it by the end of the year. The District's SSMP addresses the SWRCB Order 2006-0003-DWQ, p.11 item iv - Operation and Maintenance Program.

Recommendation R2: Bolinas Public Utility District, Mill Valley, Murray Park Sewer Maintenance District, San Quentin Sewer Maintenance District, Tamalpais Community Services District and Tomales Village Community Services District develop financial reserve policies.

Response: The TVCSD is working on developing a financial reserve policy and will hopefully complete it by the end of the year.

Exhibit 1 ctd...

Recommendation R4: Almonte, Homestead Valley and Tomales Village Community Services District complete audits of their SSMPs by August 2, 2014, as required by RWQCB.

Response: The RWQCB requires agencies to complete self audits every two years. The TVCSD SSMP was filed on September 26, 2012 and therefore is required to complete the audit by September 26, 2014. The audit will be completed on schedule.

Recommendation R5: Homestead Valley, Mill Valley, North Marin Water District, Richardson Bay, Sanitary District #5, Tamalpais Community Services District and Tomales Villages Community Services District post their SSMPs on their websites.

Response: The TVCSD'S SSMP is posted on the District's website

Recommendation R7: Alto, Bolinas Public Utility District, Homestead Valley, Mill Valley and Tomales Village Community Services District develop Overflow Emergency Response Training Manuals.

Response: The TVCSD's Overflow Emergency Response Plan is written in the District's Operations and Maintenance Manual and the SSMP, and is performed by contract operators, Phillips & Associates. They are responsible for training their employees and do so according to their own policies.

ELECTIONS CODE
SECTION 10500-10556

10500. (a) This part may be cited as the Uniform District Election Law.
- (b) As used in this part, the following definitions apply:
- (1) "Affected county" means a county in which any land of the district or agency is situated.
 - (2) "Director" means a member of the governing body.
 - (3) "District" or "agency" means any district or agency of the type designated by and formed pursuant to the provisions of any principal act that incorporates this part.
 - (4) "Elective office" means any office that may, under the principal act of the district or agency, be filled by way of an election.
 - (5) "Elective officer" means "elective officer" as defined by the principal act of each district or agency or if not defined, any officer of a district or agency holding an office that can be filled by election.
 - (6) "General district election" means an election held pursuant to the provisions of this part.
 - (7) "Governing body" means the board of directors of a district or agency or the board or body which governs the activities of the district or agency.
 - (8) "Landowner voting district" means a district whose principal act requires an elector to be an owner of land located within the district.
 - (9) "Principal act" means the law providing for the creation of a particular district or agency or type of district or agency.
 - (10) "Principal county" means the county in which all the land in the district or agency is situated, or if the district or agency is situated in more than one county, the county in which the greatest portion of the land in the district or agency is situated.
 - (11) "Resident voting district" means any district other than a landowner voting district.
 - (12) "Secretary" means the secretary of the governing body or a person designated by him or her to perform a duty of the secretary.
 - (13) "Supervising authority" means the board of supervisors of the county in which is situated all or most of the land of a district. **Marin County Board of Supervisors**
 - (14) "Voter" means a voter or elector as respectively defined in the principal act of each district or agency.

10515. (a) If, by 5 p.m. on the 83rd day prior to the day fixed for the general district election: (1) only one person has filed a declaration of candidacy for any elective office to be filled at that election, (2) no one has filed a declaration of candidacy for such an office, (3) in the case of directors to be elected from the district at large, the number of persons who have filed a declaration of candidacy for director at large does not exceed the number of offices of director at large to be filled at that election, or (4) in the case of directors who must reside in a division but be elected at large, the number of candidates for director at large from a division does not exceed the number required to be elected director at large while residing in that division; and if a petition signed by 10 percent of the voters or 50 voters, whichever is the smaller number, in the district or division if elected by division, requesting that the general district election be held has not been presented to the officer conducting the election, he or she shall submit a certificate of

these facts to the supervising authority and request that the supervising authority, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, appoint to the office or offices the person or persons, if any, who have filed declarations of candidacy. The supervising authority shall make these appointments. **How Deborah, Bill, and Brian were appointed in 2013.**

(b) If no person has filed a declaration of candidacy for any office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected at a general district election for the office. **How Joyce Coll was appointed in 2011**

(c) Where a director must be appointed to represent a division, all or most of which is not within the county governed by the supervising authority, then the board of supervisors of the county within which all or most of that division is located shall be the body to which request for appointment is made and which shall make the appointment.

GOVERNMENT CODE

SECTION 61040-61048 CSD Law

61042. (a) The term of office of each member of a board of directors is four years or until his or her successor qualifies and takes office. Directors shall take office at noon on the first Friday in December following their election.

(b) For districts formed before January 1, 2006, where the members of the board of directors are not serving staggered terms, at the first meeting after January 1, 2006, the members shall classify themselves by lot into two classes. One class shall have three members and the other class shall have two members. For the class that has three members, the terms of the offices that begin after the next general district election shall be four years. For the class that has two members, the initial terms of the offices that begin after the next general district election shall be two years. Thereafter, the terms of all members shall be four years.

(c) Any vacancy in the office of a member elected to a board of directors shall be filled pursuant to Section 1780.

GOVERNMENT CODE

SECTION 1770-1782

1780. (a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a

notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office. **How Sue Sims was appointed in 2012 and why there was a 2year seat in the general election in 2013. This is also how Brian's replacement will be appointed.**

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

APPLICATION FOR APPOINTMENT TO THE TVCSD BOARD

Name HOPE STURGES Email hsturges@sonic.net

Home Address P.O. BOX 152, 260 2nd St.

TOMALES CA 94971 Telephone: (707) 878-9009
Town Zip (707) 775-1206

Employer's Name GRATON COMMUNITY SERVICES DISTRICT Telephone: (707) 823-1542
& Address P.O. BOX 534, 250 ROSS LANE, CA 95444

Present Occupation waste water operator Are You Over 18 Years of Age yes

Board/Commission Applied for Tomales Community Services District

Summary of Qualifications for Position Live in Tomales, previous board member, ^{CA certified} grade 3 wastewater operator, work for a community services district, love the Tomales Park, ~~Have~~ public utilities certificate from SRTC, water treatment and distribution ^{CA} certified grade 2.

Reasons for Applying Vacancy, to serve my community.

List any organizations of which you are an officer or an employee which are funded by or provide services to county government: None in Marin County

Date 1/28/2015 Signature Hope Sturges

Please return to: Clerk, TVCSD Board of Directors
PO Box 303
Tomales, CA 94971
(Phone) 707-878-2767
(Fax) 707-575-4306
admin@tomalescsd.ca.gov

Notification of Nominations – 2015 Election SDRMA Board of Directors

January 23, 2015

Mr. William Bonini
President
Tornales Village Community Services District
Post Office Box 303
Tornales, California 94971-0303

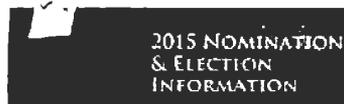
Dear Mr. Bonini:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2015 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2015-01, Sample Resolution for Candidate Nomination and Candidate Statement of Qualifications.

General Election Information - Three (3) Directors seats are up for election. The nomination filing deadline is Friday, May 1, 2015. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due Tuesday, August 25, 2015.

Nominee Qualifications - Nominees must be a member of the agency's governing body or full-time management employee (see SDRMA Election Policy 2015-01, Section 4.1) and be an active member agency of **both** SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:



From the SDRMA homepage, click on the "2015 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2016 and expire December 31, 2019.

Nomination Filing Deadline - Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Friday, May 1, 2015.**

Please do not hesitate to contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2015 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority


Gregory S. Hall, ARM
Chief Executive Officer

2015 Nomination Packet Checklist



SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 8, 2015, marked the official commencement of nominations for the SDRMA Board of Directors. Three seats on the Board of Directors are up for election in August 2015.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All document contained in this packet, as well as additional information regarding SDRMA Board elections are available on our website www.sdrma.org and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

____ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** SDRMA Board of Directors has established a policy that requires candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or full-time management employee (per SDRMA Election Policy 2015-01, Section 4.1) of their respective member agency that is currently participating in **both** SDRMA's Property/Liability and Workers' Compensation Programs, and 2) nominated by resolution of the Board of Directors of their respective member agency. This document also reviews the Board of Directors' Role and Responsibilities along with additional information.

____ **Attachment Two:** **SDRMA Board of Directors 2015 Nomination/Election Schedule:** Please review this document for important deadlines.

____ **Attachment Three:** **SDRMA Election Policy No. 2015-01:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

____ **Attachment Four:** **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

____ **Attachment Five:** **Candidate Statement of Qualifications:** Please be advised that no statements are endorsed by SDRMA. Candidate statements of qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, COO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS
FACT SHEET

SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker’s compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies and providers of municipal services throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs’ members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven Board Members, who are elected at-large from members participating in either program.
Board of Directors’ Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, <i>setting direction based on SDRMA’s mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.</i>
Board of Directors’ Responsibilities	<i>Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors’ policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.</i>
Three (3) Seats For this Election	3-Seats: Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	4-Year Terms: Directors are elected for 4-year terms. Terms for directors elected this election begin January 1, 2016 and end on December 31, 2019.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2014-06 and applicable laws and are allowed to claim a stipend of \$100 per meeting day.
Number of Meetings per Year	8-Board Meetings Annually: Generally not more than one meeting per month, with an average of eight board meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first Wednesday afternoon and Thursday morning of the month.
Meeting Starting Times	4:00 p.m. and 8:00 a.m.: Meetings are from 4:00 p.m. on Wednesday afternoon until 5:30 p.m. and Thursday from 8:00 a.m. to noon.
Meeting Length	6 - 8 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

“The mission of Special District Risk Management Authority is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member districts, delivered in a timely, cost efficient manner, responsive to the needs of the districts.”
Special District Risk Management Authority `A Property/Liability, Workers’ Compensation and Health Benefits Program

**SDRMA BOARD OF DIRECTORS
2015 NOMINATION/ELECTION SCHEDULE**

2015 Nomination/Election Schedule

JANUARY						
S	M	T	W	T	F	S
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FEBRUARY						
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MARCH						
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MAY						
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JUNE						
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NOVEMBER						
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DECEMBER						
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27	28	29	30	31		

TASK TIMELINE

1/8 Board approved Election Schedule

1/22-23 Mail Notification of Election and
Nomination Procedure to Members in January
90 days prior to mailing Ballots (97 actual days)

5/1 Deadline to return Nominations
5/7 Tentative Election Comm. Reviews
Nominations

5/13-14 Mail Ballots 60 days prior to
ballot receipt deadline (104 actual days)

8/25 Deadline to Receive Ballots

8/27 Tentative Election Committee
Counts Ballots

8/28 Election Committee Notifies Successful
Candidates and Provides Them With
Upcoming Board Meeting Schedule

9/23 Directors' Elect Invited to CSDA Annual
Conf/SDRMA Breakfast/Super Session

10/28-29 Directors' Elect Invited to SDRMA
Board Meeting

1/2016 Newly Elected Directors Seated and
Election of Officers

SDRMA BOARD OF DIRECTORS
ELECTION POLICY NO. 2015-01

Policy No. 2015-01

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and

WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and

WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and

WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and

WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a full-time management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "full-time management employee,"

the candidate must be a full-time, management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]

- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by: (1) personal delivery; (2) U.S. mail; or (3) courier. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.
- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.

- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Pcr Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency (sample Resolution enclosed) and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.
- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.
- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

- 11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:
 - a) notify all then member entities that a vacancy has occurred; and
 - b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
 - c) the SDRMA Board shall establish the closing date for the receipt of applications; and
 - d) candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
 - e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
 - f) upon verification or rejection of each application by the Election Committee, staff will mail

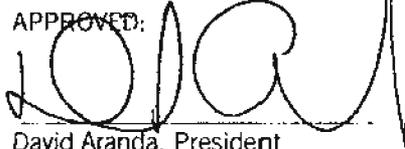
- acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
 - h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

Revised and adopted this 7th day of January 2015, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This Policy No. 2015-01 supercedes Policy No. 2013-05 and all other policies inconsistent herewith.

APPROVED:

A handwritten signature in black ink, appearing to read "DAVID ARANDA", written over a horizontal line.

David Aranda, President
Board of Directors

ATTEST:

A handwritten signature in black ink, appearing to read "GREGORY S. HALL", written over a horizontal line.

Gregory S. Hall, ARM
Chief Executive Officer

**SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION**

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

**[AGENCY NAME]
RESOLUTION NO.**

**A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING
[CANDIDATE'S NAME] AS A
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT
AUTHORITY BOARD OF DIRECTORS**

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or full-time management employee per SDRMA Election Policy 2015-01, Section 4.1 and be an active member agency of **both** SDRMA's property/liability and workers' compensation programs, and 2) be nominated by resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Statement of Qualifications" on or before the May 1 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of **[AGENCY NAME]** nominates **[CANDIDATE'S NAME]**, its **[POSITION TITLE]**, as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. **[ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a full-time management employee for purposes of SDRMA Election Policy 2015-01, Section 4.1].**

3. The governing body of **[AGENCY NAME]** further directs that a copy of this resolution be delivered to SDRMA on or before the May 1, 2015 filing deadline.

ADOPTED this **[DATE]** of **[MONTH/YEAR]** by the Governing Body of **[AGENCY NAME]** by the following roll call votes:

AYES:	[LIST NAMES of GOVERNING BOARD VOTES]
NAYES:	“
ABSTAIN:	“
ABSENT:	“

APPROVED

ATTEST

President – Governing Body

Secretary

CANDIDATE'S STATEMENT
OF
QUALIFICATIONS

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

Property & Liability Program
Liability Loss Control Program Review and Hazard Identification Survey: 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Report Completion, Distribution and Special Notes

1. Report written by:
Jim Emerson
SDRMA Safety Management Consultant
Phone: 530-209-1500
Email: Emerson@4fast.net
- Report peer-reviewed by:
Bob Lapidus, CSP, CSMS
SDRMA Safety Management Consultant
Phone: 830-456-1502
Email: Bob@LapidusSafety.com
2. Report Distribution – Email (February 1, 2015) to:
Karl Drexel, District Administrator
Dennis Timoney, SDRMA Chief Risk Officer
3. Reference Distribution – Upload to Districts computer on October 17, 2014:
Karl Drexel, District Administrator
4. Special Notes:
 - a. For Information Regarding this Report, Please Contact:
Dennis Timoney, Telephone: 800-537-7790
Jim Emerson, Telephone: 530-209-1500
 - b. The Program Review results are based on the Organization's answers to the questions and discussion of these answers with the Consultant during the site visit.
 - c. Where answers to questions were Yes or Does Not Apply, the detail portion of the questions has been deleted to reduce the size of the report unless a Suggestion is included for clarification purposes. Where the answers were Partly, No, or Do Not Know, the detail portions of the questions have been kept in place so management can readily see what needs to be done based upon the questions being asked.
 - d. Notes in the Comments column (column #4) are generally provided by the member unless otherwise specified.
 - e. The Program Review process does not normally include a review of the written liability loss control related programs, policies and procedures.
 - f. All observations and suggestions noted during the hazard identification survey are based upon conditions and practices observed and information available to the involved consultant. The hazard identification survey results do not purport to include the identification of all hazards or unsafe practices or to indicate other hazards or unsafe practices do not exist.
 - g. SDRMA and LAPIDUS Safety Consulting and its subcontractors assume no responsibility for the control or correction of conditions or practices existing within the Organization.



Property & Liability Program
Liability Loss Control Program Review and Hazard Identification Survey: 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TABLE OF CONTENTS

Subject	Page
Report Completion, Distribution and Special Notes	1
Table of Contents	2
Purpose	3
Introduction	3
A Three-Step Approach	4
General Liability Loss Control Program Review	5
General Liability Hazard Identification Survey	13
Parks, Recreation & Playgrounds Liability Loss Control Program Review	16



Property & Liability Program
Liability Loss Control Program Review and Hazard Identification Survey: 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

PURPOSE

The goal of the on-site liability loss control program review and hazard identification visitation is to seek continuous improvement in the area of loss control for the Tomales Village Community Services District.

INTRODUCTION

1. This report is provided to you to help you in your efforts to prevent liability claims and reduce exposures to such problems. No grades or ratings are given, only encouraging and practical suggestions.
2. The report is the result of a visitation on Friday, October 17, 2014, by Mr. Jim Emerson, SDRMA Safety Management Consultant.
3. Mr. Karl Drexel, District Administrator, was interviewed, participated in the completion of the SDRMA Liability Loss Control Program Questionnaires and accompanied Mr. Emerson during the hazard identification survey.
4. The Organization provides the following services:
 - a. Administration
 - b. Wastewater system maintenance and operation (contracted out)
 - c. Recreation and park facility maintenance – (part contract and part volunteers)
5. The District has five members of the Board of Directors, one employee and 10 – 15 volunteers throughout the year. All District personnel, including volunteers, are part of the Workers' Compensation Program.
6. The organization has a:
 - a. Community park, including play structures, two restrooms, one well and pump house
 - b. Wastewater treatment system
 - 1) 1.5 miles of collection lines
 - 2) 20+ manholes
 - 3) 1 lift station
 - 4) 1 treatment building
 - 5) 3 treatment and 2 storage ponds
 - 6) 1 chlorination and pump building
 - 7) 23 acre irrigation field
7. The District does not have any vehicles or equipment.
8. The Organization did not sustain any liability losses within the last two years.
9. The report contains a program review and a hazard identification survey for General Liability, and a program review for Parks, Recreation & Playgrounds.



Property & Liability Program
Liability Loss Control Program Review and Hazard Identification Survey: 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

LIFE-THREATENING HAZARDS

The SDRMA Board of Directors requires all identified Life-Threatening (LT) hazards be corrected. All identified hazards not being done are important, but the LT hazards are critical.

Below is a list of those hazards that have been identified in this report as LT and must be corrected:

Action #	
<u>Yr-#</u>	<u>Identified LT Hazards</u>
GL-14-04	Lack of an Illuminated Exit Signs and Flood Lights
GL-14-02	Lack of or Defective Ground Fault Circuit Interrupter (GFCI) Protection

A THREE-STEP APPROACH

Implementing Suggested Actions

Take one-step at a time building your liability loss control program, and implement those actions you, your fellow employees, and the Board of Directors believe are most crucial.

- Step 1 Correct the suggested actions for Priority LT questions/observations since the SDRMA Board of Directors expects these suggested actions to be implemented.**

- Step 2 Correct the suggested actions for Priority I questions since these actions are related to identified unsafe practices, conditions, and/or lack of programs that could cause a truly serious liability claim or are very important to correct.**

- Step 3 Take a look at all other suggestions and implement them as soon as possible.**



Property & Liability Program
Liability Loss Control Program Review and Hazard Identification Survey: 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

GENERAL LIABILITY LOSS CONTROL PROGRAM REVIEW

KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary, III = Desirable)							
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* = To be Completed by the SDRMA Member				XC = Check (X) This Column When The Action Is Completed			
				Consider the Following Suggested Actions for Enhancing the Organization's Liability Loss Control Program			
	1	2	3	4	5	6	7
#	Questions	PR	Answers	Comments (1.2.3.)	Suggestions (a.b.c.)	Current Status*	XC*
1.	Liability Loss Control Program (LLCP) Is there a written liability loss control program for the purpose implementing liability loss control activities and reducing losses?	II	No		Write a Liability Loss Control Program (LLCP). See the Model LLCP in the provided SDRMA reference materials.		
2.	Designated In-house Liability Loss Control Person	I	Yes	Mr. Drexel is assigned this responsibility.	None		
3.	Premises Supervision	III	Yes	Either Mr. Drexel or a designated contractor is assigned this responsibility.	None		
4.	Bilingual Employees to Assist Non-English Speaking Third Parties Are bilingual employees available to assist non-English speaking third parties?	III	No		Consider finding a volunteer or a member of the local community with bilingual capabilities to ensure there is someone who can communicate in the language of those third parties using Organization facilities.		



Property & Liability Program
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TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

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#	Questions	PR	Answers	Comments (1.2.3.)	Suggestions (a.b.c.)	Current Status*	XC*
If management needs legal and appropriate employment practices-related policies and procedures, consider contacting the California Special Districts Association (CSDA) to review their CSDA-Sample Policy Handbook.							
5.	Employment Practices Liability Issues (ADA Policy) Does the Organization have <u>written</u> policies and procedures for complying with the Americans with Disabilities Act standards as they relate to employment practices?	I	No		a. Create written employment practices that comply with the Americans with Disabilities Act. b. Have the Organization's attorney review and approve the practices.		
6.	Employment Practices Liability Issues (Harassment and Discrimination) Does the Organization have a <u>written</u> anti-harassment & anti-discrimination policy?	I	No		Create an Organization anti-harassment anti-discrimination policy that meets the requirements of the most current legislation.		



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#	Questions	PR	Answers	Comments (1.2.3.)	Suggestions (a.b.c.)	Current Status*	XC*
7.	Employment Practices Liability Training Have managers and supervisors (including members of the Board of Directors) received <u>documented</u> initial training and refresher training on the following subjects every two years: a. AB 1825 - Anti-Discrimination and Anti-Harassment Training b. AB 1234 - Mandatory Ethics Training c. AB 2503 - Anti-Bullying and Anti-Abusive Conduct Training	I	No		Have affected employees and members of the Board of Directors take initial training and refresher training every two years on how to adhere to the Organization's following policies: a. Anti-Discrimination and Anti-Harassment in compliance with AB 1825 b. Ethics in compliance with AB 1234 c. Anti-Bullying/Anti-Abusive Conduct in compliance with AB 2503 Note: SDRMA provides training for all three compliance requirements through TargetSolutions and webinars through CSDA (free to SDRMA members) as well as sometimes at its annual Claims & Education Day training.		



Property & Liability Program
Liability Loss Control Program Review and Hazard Identification Survey: 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

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#	Questions	PR	Answers	Comments (1.2.3.)	Suggestions (a.b.c.)	Current Status*	XC*
8.	Employment Practices Liability Issues (Professional Counsel Prior to Taking Disciplinary Action) Prior to a manager or supervisor taking disciplinary action regarding an employee, does the Organization encourage the manager or supervisor to obtain professional counsel from either an internal or external human resource or legal counsel?	II	No		Ensure all employees who supervise (including members of the Board of Directors, if appropriate) obtain professional counsel prior to taking disciplinary action regarding an employee.		



Property & Liability Program
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TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

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				Consider the Following Suggested Actions for Enhancing the Organization's Liability Loss Control Program			
	1	2	3	4	5	6	7
#	Questions	PR	Answers	Comments (1.2.3.)	Suggestions (a.b.c.)	Current Status*	XC*
9.	<p>Employment Practices Liability Issues (Written Progressive Discipline to Prevent Wrongful Termination)</p> <p>Does the Organization have a <u>written</u> system of progressive discipline to establish an objective standard to assure compliance with Organizational standards?</p>	I	No		<p>Create a written progressive disciplinary procedure that establishes fair and objective standards. Perhaps use something like the following:</p> <p><i>Violation of this organization's policies and rules may warrant disciplinary action. The Company has established a system of employee discipline that includes verbal warnings, written warnings, and suspension. The system is not formal and the organization may, in its sole discretion, utilize whatever form of discipline that is deemed appropriate under the circumstances, up to and including termination of employment. The Company's policy of employee discipline in no way limits or alters the at-will employment relationship.</i></p> <p>The above statement is used with permission of: Human Resource Advisors 3744 Mt. Diablo Blvd., Suite 300 Lafayette, CA 94549 925-310-4824</p>		



Property & Liability Program
Liability Loss Control Program Review and Hazard Identification Survey: 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

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				Consider the Following Suggested Actions for Enhancing the Organization's Liability Loss Control Program			
	1	2	3	4	5	6	7
#	Questions	PR	Answers	Comments (1.2.3.)	Suggestions (a.b.c.)	Current Status*	XC*
10.	Employment Practices Liability Issues (Confidential Reporting of EPL Issues) Does the Organization have a system in place that provides employees with the ability to report, in confidence, problems relating to employment practices?	I	No		Create a written procedure, which includes maintaining an open door policy, ensuring: a. The employee has the option to report a problem in confidence. b. The employee's report will remain confidential unless they agree otherwise.		
11.	Employment Practices Liability Issues (Maintaining Confidential Records) Are confidential records maintained on the frequency and type of such reports?	I	No		a. Maintain reported problems in confidence. b. Keep confidential records in a locked filing cabinet or safe. c. Control access to this information.		
12.	Employment Practices Liability Issues (ADA Compliance for Third Parties)	I	Yes	The Board had the entire park rebuilt based on a certified playground safety inspector's recommendations.	None		



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Liability Loss Control Program Review and Hazard Identification Survey: 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

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	1	2	3	4	5	6	7
#	Questions	PR	Answers	Comments (1.2.3.)	Suggestions (a.b.c.)	Current Status*	XC*
13.	Risk Transfer (Incorporation of SDRMA Procedures for Risk Transfer into Organizational Contracts) If the Organization contracts out for services, personnel, facilities, and/or equipment, does the Organization incorporate into its contracts SDRMA's procedures for contractual transfer of risk?	I	Do not know		a. Conduct a comprehensive review of all contracts to ensure each contract is: <ol style="list-style-type: none"> 1) Properly documented. 2) Completely defines the tasks to be performed. 3) Designed to transfer risk effectively to the agencies and businesses with which the Organization is doing business. 		
					b. Consider taking advantage of SDRMA's contract review services to ensure adequate transfer of risk procedures are included in all of the Organization's contracts. Discuss this subject with SDRMA's Dennis Timoney at: 1-800-537-7790		
14.	Insurance for Special Events	II	Yes		None		
15.	Notification of Street Closure and Blockage	I	Does not apply	The District does not obstruct or close roads.	None		
16.	Vehicle Security (Locking Vehicles)	I	Does not apply	The District does not own any vehicles.	None		

End of General Liability Loss Control Program Review Report



Property & Liability Program
Liability Loss Control Program Review and Hazard Identification Survey: 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

GENERAL LIABILITY (GL) HAZARD IDENTIFICATION SURVEY

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1	2	3	4	5	6	7
Action # Yr-#	Observations (a.b.c.)	Consider the Following Suggested Actions for Mitigating Current Potential Hazards (1.2.3.)	PR	\$	Current Status *	XC *
GL-14-01	Fire Extinguishers Not Serviced or Inspected – A Cal-OSHA Requirement. <ul style="list-style-type: none"> ○ Treatment plant ○ Inception building 	<ol style="list-style-type: none"> 1. Have a fire extinguisher service company conduct a documented annual service of all fire extinguishers installed in organizational facilities. 2. Conduct documented monthly inspections of the fire extinguishers. See suggested actions for Question 24 of the Program Review. 	II	L		
GL-14-02	Lack of Ground Fault Circuit Interrupter (GFCI) Protection: GFCI electrical outlets were not installed in outlets near water sources, an electrical shock hazard. <ul style="list-style-type: none"> ○ Treatment plant ○ Inception building 	<ol style="list-style-type: none"> 1. Ensure all electrical outlets near water sources are GFCI protected. 2. Install single GFCI outlets or connect outlets to GFCI circuit breakers and post GFCI labels on the outlets. 	LT	L		



Property & Liability Program
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* = To be Completed by the SDRMA Member				XC = Check (X) This Column When The Action Is Completed		
1	2	3	4	5	6	7
Action # Yr-#	Observations (a.b.c.)	Consider the Following Suggested Actions for Mitigating Current Potential Hazards (1.2.3.)	PR	\$	Current Status *	XC *
GL-14-03	<p>Hazardous Chemical Exposure: Hazardous chemicals were mixed, used and/or stored. There was/were no:</p> <ul style="list-style-type: none"> a. Current MSDSs/SDSs. (Contractors responsibility) b. Plumbed emergency eye wash/shower station. (District's responsibility) c. Personal protective equipment. (Contractors responsibility) d. Written procedures on how to handle each chemical. (Contractors responsibility) e. Warning signs posted at the outside entrance doors about the presence of hazardous chemicals in this location. (District's responsibility) <ul style="list-style-type: none"> o Treatment plant – RoundUp o Inception building – Sodium hypochlorite. 	<ol style="list-style-type: none"> 1. Install a plumbed emergency eye wash/shower station. Ensure: <ol style="list-style-type: none"> a. This station is located within 10 seconds of where the chemicals are mixed or used, and the path to the station is not obstructed. b. The station complies with Cal-OSHA standards, Title 8 Section 5162. c. The station is cleaned, tested and inspected monthly. d. Record this inspection on a tag attached to the eye wash/shower station. 2. Post warning signs on the outside of the entry doors about the presence of hazardous chemicals. 	I	M		
GL-14-04	<p>Lack of an Illuminated Exit Sign and Flood Light: The exit lacked an illuminated exit sign and flood light to provide illumination for a safe exit, a life safety hazard.</p> <ul style="list-style-type: none"> o Treatment plant o Inception building 	<p>Install an AC-powered illuminated exit sign with attached flood light with a battery backup (see below example) that will stay on long enough to evacuate the premises in the event of a power outage. Bulbs and batteries require replacement.</p>	LT	L		

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* = To be Completed by the SDRMA Member				XC = Check (X) This Column When The Action Is Completed		
1	2	3	4	5	6	7
Action # Yr-#	Observations (a.b.c.)	Consider the Following Suggested Actions for Mitigating Current Potential Hazards (1.2.3.)	PR	\$	Current Status *	XC *
		Example of an illuminated exit sign with attached flood lights and battery backup: 				

End of General Liability Hazard Identification Report



Property & Liability Program
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TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

PARKS, RECREATION, AND PLAYGROUNDS LIABILITY LOSS CONTROL PROGRAM REVIEW

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* = To be Completed by the SDRMA Member					XC = Check (X) This Column When The Action Is Completed		
					Consider the Following Suggested Actions for Enhancing the Organization's Liability Loss Control Program For Parks, Recreation and Playgrounds		
	1	2	3	4	5	6	7
#	Questions	Pr	Answers	Comments (1.2.3.)	Suggestions (a.b.c.)	Current Status *	XC*
1.	<u>Parks and Recreation Facilities</u> (Including swimming pools, athletic fields, tennis or other courts, parking lots, picnic areas, walkways, trails, etc.)						
1.a.	Designed with Safety in Mind	I	Yes		None		
1.b.	Documented Inspection, Repair and Maintenance Are there <u>documented</u> inspection, repair, and maintenance of the facilities and equipment to prevent safety problems, especially as it relates to third parties?	I	Partly	The park and its equipment initially received a documented inspection.	a. Conduct ongoing documented inspection, repair, and maintenance of the facilities and equipment to prevent safety problems, especially as it relates to third parties.		
					b. Conduct monthly in-house hazard inspections of all recreational facilities.		
					c. Make the correction of identified problems a high priority.		



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					Consider the Following Suggested Actions for Enhancing the Organization's Liability Loss Control Program For Parks, Recreation and Playgrounds		
	1	2	3	4	5	6	7
#	Questions	Pr	Answers	Comments (1.2.3.)	Suggestions (a.b.c.)	Current Status *	XC*
					d. The Model LLCPP establishes the requirement for <u>documented</u> inspection, repair, and maintenance of these facilities and equipment. A form is provided to support this documentation.		
2.	<u>Playgrounds</u>						
2.a.	Written Standards consistent with U.S. Consumer Product Safety Commission (CPSC) Guidelines	I	Yes	These standards were required during construction.	If not already being done, use updated guidelines as the basis for updating equipment, purchasing new equipment, maintaining playgrounds, and conducting inspections.		
2.b.	Initial Inspection by Certified Playground Safety Inspector	I	Yes		None		
2.c.	Regular Inspections	II	Yes	A contractor performs these inspections.	None		
3.	<u>Postings at Public-Recreational Facilities</u>						
3.a.	Use at Own Risk Postings	III	Yes		None		



Property & Liability Program
Liability Loss Control Program Review and Hazard Identification Survey: 10/17/14
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* = To be Completed by the SDRMA Member					XC = Check (X) This Column When The Action Is Completed		
					Consider the Following Suggested Actions for Enhancing the Organization's Liability Loss Control Program For Parks, Recreation and Playgrounds		
	1	2	3	4	5	6	7
#	Questions	Pr	Answers	Comments (1.2.3.)	Suggestions (a.b.c.)	Current Status *	XC*
3.b.	Hazards Posted Has the Organization posted signs at the entrances to all of its public-recreational facilities stating what hazards or dangers exist in each specific facility?	III	No		Post signs at the entrances to all public-recreational facilities stating what hazards or dangers (if any) exist in each specific facility.		
3.c.	Correct Usage Postings Has the Organization posted signs at the entrances to all of its public-recreational facilities giving instructions on correct usage of the facilities?	III	No		Post signs at the entrances to all public-recreational facilities giving instructions on correct usage of the facilities.		
3.d.	Emergency Services Available Postings Has the Organization posted signs at the entrances to all of its public-recreational facilities stating what emergency services are available (if any) and how to contact them, if possible?	III	No		Post signs at the entrances to all public-recreational facilities stating what emergency services are available (if any) and how to contact them, if possible.		



Property & Liability Program
Liability Loss Control Program Review and Hazard Identification Survey: 10/17/14
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				Consider the Following Suggested Actions for Enhancing the Organization's Liability Loss Control Program For Parks, Recreation and Playgrounds			
	1	2	3	4	5	6	7
#	Questions	Pr	Answers	Comments (1.2.3.)	Suggestions (a.b.c.)	Current Status *	XC*
4.	<u>Security at Public-Recreational Facilities</u>						
	Security Issues Resolved	I	Does not apply	There are no security issues at the park.	None		

End of Liability Loss Control Program Review Report for Parks, Recreation, and Playgrounds

SDRMA-PL-ProgramReview-TomalesVillageCSD1014v2.doc



Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Report Completion, Distribution and Special Notes

1. Report written by:
Jim Emerson
SDRMA Safety Management Consultant
Phone: 530-209-1500
Email: Emerson@4fast.net
- Report peer-reviewed by:
Bob Lapidus, CSP, CSMS
SDRMA Safety Management Consultant
Phone: 830-456-1502
Email: Bob@LapidusSafety.com
2. Report Distribution – Email (February 1, 2015) to:
Karl Drexel, District Administrator
Dennis Timoney, SDRMA Chief Risk Officer
3. Reference Distribution – Upload to Districts computer on October 17, 2014:
Karl Drexel, District Administrator
4. Special Notes:
 - a. For Information Regarding this Report, Contact:
Dennis Timoney, Telephone: 800-537-7790
Jim Emerson, Telephone: 530-209-1500
 - b. The Program Review results are based on the Organization's answers to the questions and discussion of these answers with the Consultant during the site visit.
 - c. Where answers to questions were Yes, or Does Not Apply, the detail portion of the questions have been deleted to reduce the size of the report unless a Suggestion is included for clarification purposes. Where the answers were Partly, No, or Do Not Know, the detail portions of the questions have been kept in place so management can readily see what needs to be done based upon the questions being asked.
 - d. Notes in the Comments column (column #4) are generally provided by the member unless otherwise specified.
 - e. The Program Review process does not normally include a review of the written occupational safety & health related programs, policies and procedures.
 - f. All observations and suggestions noted during the hazard identification survey are based upon conditions and practices observed and information available to the involved consultant. The hazard identification survey results do not purport to include the identification of all hazards or unsafe practices or to indicate other hazards or unsafe practices do not exist.
 - g. SDRMA and LAPIDUS Safety Consulting and its subcontractors assume no responsibility for the control or correction of conditions or practices existing within the Organization.



Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TABLE OF CONTENTS

Subject	Page
Report Completion, Distribution and Special Notes	1
Table of Contents	2
Executive Summary	3
A Three-Step Approach	4
Purpose	5
Introduction	5
Program Review	6
Hazard Identification Survey	36
SDRMA Reference Materials - Table of Contents	37
Exposure Limits for Noise	40



**Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

**EXECUTIVE SUMMARY
(Life-Threatening Hazards)**

The Consultant

LAPIDUS Safety Consulting has been the safety management consulting firm for the Special District Risk Management Authority (SDRMA) since 2000. Consultants provide a variety of services that include creating and disseminating monthly safety meeting packets to members of the SDRMA Workers' Compensation Program, solving safety-related problems, customizing safety programs, and conducting the on-site occupational safety & health program reviews and hazard identification surveys for members of this Program.

The SDRMA visit and this follow-up report are an attempt to provide an objective review of the SDRMA member's safety programs, identified hazards, and what is being done to remedy safety problems.

Life-Threatening Hazards

The SDRMA Board of Directors requires all identified Life-Threatening (LT) hazards or lack of programs that could pose a life-threatening hazard to be corrected. All identified hazards or programs are important, but the LT hazards are critical.

Below is a list of those programs that have been identified in this report as LT and must be corrected:

<u>Ques. #</u>	<u>Identified Problem - Lack of:</u>
86.	Identifying Asbestos-Related Issues (It is unknown if the landlord for the building where the office is located has had an asbestos study done)
87.	Correction of Identified Asbestos Problems (If any are identified)

A THREE-STEP APPROACH

Implementing Suggested Actions

Take one step at a time building your safety program, and implement those actions that you, your fellow employees, and the Board of Directors believe are most crucial.

- Step 1 Correct the suggested actions for Priority LT questions/observations since the SDRMA Board of Directors expects these suggested actions to be implemented.**

- Step 2 Correct the suggested actions for Priority I questions since these actions are related to identified unsafe practices, conditions, and/or lack of programs that could cause a truly serious occupational injury or illness or are simply very important to correct.**

- Step 3 Take a look at all other suggestions and implement them as soon as possible.**



Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

PURPOSE

This report is provided to you for the purpose of helping you in your efforts to prevent occupational injuries and illnesses, reduce exposures to such problems and make you more aware of safety issues.

INTRODUCTION

1. The report is the result of a visitation on Friday, October 17, 2014, by Mr. Jim Emerson, SDRMA Safety Management Consultant. No grades or ratings are given, only encouraging and practical suggestions.
2. Mr. Karl Drexel, District Administrator, was interviewed, participated in the completion of the SDRMA Occupational Safety & Health Program Questionnaire and accompanied Mr. Emerson during the hazard identification survey.
3. The Organization provides the following services:
 - a. Administration
 - b. Wastewater system maintenance and operation (contracted out)
 - c. Recreation and park facility maintenance – (part contract and part volunteers)
4. The District has five members of the Board of Directors, one employee and 10 – 15 volunteers throughout the year. All District personnel, including volunteers, are part of the Workers' Compensation Program.
5. The District has:
 - a. A community park, including play structures, two restrooms, one well and pump house
 - b. Wastewater treatment system
 - 1) 1.5 miles of collection lines
 - 2) 20+ manholes
 - 3) 1 lift station
 - 4) 1 treatment building
 - 5) 3 treatment and 2 storage ponds
 - 6) 1 chlorination and pump building
 - 7) 23 acre irrigation field
6. The District does not have any vehicles or equipment
7. In the last two years, management reports the Organization did not sustain any injuries.
8. In a discussion between Mr. Drexel and Mr. Emerson, they came to the conclusion that the most common types of major organizational safety hazards are:
 - a. Driving
 - b. Exposures to chlorine and open water at the wastewater treatment plant (operation contracted out)
 - c. Exposures to confined spaces – manholes & lift station (operation contracted out)
 - d. Exposures to Bloodborne Pathogens at the park (added by the consultant)



**Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
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PROGRAM REVIEW

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					Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program		
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	QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *
1.	<u>Injury & Illness Prevention Program (IIPP)</u> Has a written, effective IIPP been implemented?	I	No	Consultant: Cal-OSHA expects a written and implemented IIPP to be active.	Required by Cal-OSHA: <u>Written IIPP</u> a. Write an IIPP as soon as possible. Follow the IIPP format provided on the SDRMA reference document since it includes all required sections, and is written in the present tense. b. <u>Do not include anything in the IIPP that the Organization is not going to do.</u> Cal-OSHA holds the employer accountable for what the employer says it is doing. c. Ensure all personnel, including the District Administrator and volunteers are included in the Organization's safety program. d. Provide a copy of the IIPP to each employee/volunteer initially and whenever the IIPP receives a major update.		



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QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *
				e. <u>IIPP Training</u> Ensure all Organization personnel: 1) Receive documented initial training on the IIPP. 2) Indicate by their signature and date they received this training. 3) Receive documented refresher training on the IIPP when a major update is done. 4) Receive documented training on occupational hazards that pose a risk of an occupational injury or illness.		
				f. Use the Model IIPP forms to document implementation.		
				g. Annually, review the IIPP and all other major District safety programs to ensure they are still current and compliant. Document that the reviews took place by noting the date and the person(s) doing the reviews.		



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QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *
2.	I	No		Required by Cal-OSHA: a. Ensure the IIPP describes completely what each level in the Organization is supposed to do to ensure a safe and healthy work environment.		
				b. Appoint one person as the IIPP administrator and ensure this person keeps the IIPP current and all aspects of the program are implemented.		
3.	I	No		Required by Cal-OSHA: a. Define compliance in the IIPP by defining the consequences (recognition, reward, correction, discipline) for meeting or not meeting management's expectations regarding workplace safety. b. Ensure all Organization personnel are covered under this section on compliance.		



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QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *
4. Communications Are the activities that are in place to ensure ongoing communication on the subject of safety between management and employees included in the IIPP?	I	No		Required by Cal-OSHA: <u>IIPP Requirements</u> Identify in this section of the IIPP: a. How personnel communicate their concerns/ideas about safety to management. b. How an employee can report hazardous conditions to management. c. All the ways management communicates safety to District personnel.		
5. Inspections: Identification & Evaluation of Workplace Hazards Do you conduct at least documented <u>quarterly</u> safety inspections of shops, field facilities, storage rooms and warehouses AND/OR documented <u>annual</u> safety inspections for offices?	I	No		Required by Cal-OSHA: a. <u>IIPP Requirements</u> Identify in this section of the IIPP what the Organization is doing with regard to its inspection program.		
				Good Safety Practice: b. <u>Hazard Inspections</u> Conduct documented hazard inspections of all Organization facilities at least: 1) Monthly for the Community Park. 2) Quarterly for the wastewater treatment plant 3) Annually for the office.		



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QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *
6. <u>Injury/illness Investigation</u> Are established procedures to ensure quick, thorough and objective investigations are conducted after an occupational injury or illness is reported included in the IIPP?	I	No		Required by Cal-OSHA: a. Create in the IIPP policies and procedures to ensure immediate, thorough and objective investigations are conducted after an occupational injury or illness. b. Ensure this section of the IIPP: 1) Is written specifically for occupational injuries and illnesses. 2) Includes a specific requirement to report and conduct the investigations immediately. 3) Complies with Cal-OSHA requirements to report to the Division of Occupational Safety & Health (DOSH) all serious injuries within 8 hours in accordance with Title 8 Sections 330(h) and 342.		
7. <u>Correction</u> Is the fixing of unsafe or unhealthy conditions, work practices and procedures (the establishment of a system to correct items identified via inspections, investigations and/or reporting by employees) included in the IIPP?	I	No		Required by Cal-OSHA: a. Include this topic in the IIPP, and describe how the Organization ensures correction of safety problems.		



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QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *
				Good Safety Practice: b. Review the idea of tracking identified hazards using a format for inspections similar to this report's <i>Hazard Identification Survey</i> .		
8.	<u>IIPP-Associated Training</u> Are organizational-wide safety training programs included in the IIPP?	I	No		Required by Cal-OSHA: Identify in this section of the IIPP the <u>Organizational-wide</u> safety training programs given to Organization personnel.	
9.	<u>IIPP-Associated Recordkeeping</u> If there is an IIPP, are all associated activities properly documented to display they are being completed?	I	No		Required by Cal-OSHA: Document all safety-related activities that are conducted.	
10.	<u>Injury/Illness Tracking</u>	II	Does not apply	There have not been any injuries in the last two years.	None	
11.	<u>Actual Injury/Illness Frequency</u>				None	
12.	<u>Essential Physical Functions</u>	III	Yes		None	



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QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *
13. <u>Return-To-Work Medical Exams Using the Essential Physical Functions</u> Does the Organization require return-to-work medical exams that track with the essential physical functions? The return-to-work medical exams would include a review of the employee's job description with the essential functions for <u>both on- and off-the-job return-to-work situations</u> .	III	No		Good Safety Practice: a. Ensure personnel are provided with a <u>written</u> return-to-work physician's release or physical examination <u>based</u> on the essential physical functions for each position. b. Provide to the return-to-work examining physician a copy of the job description, including the essential physical functions. This provision should be for <u>both on- and off-the-job return-to-work situations</u> to ensure physicians know exactly what their patient's job functions are.		
14. <u>Drug Screening – Prior to Placement</u> Does the Organization have an attorney-approved <u>written</u> program for conducting drug testing for all employees prior to placement ?	II	No		Good Safety Practice: Find out if such tests are permitted in the District's locale. If they are, consider creating an attorney-approved drug policy for pre-placement testing, and implement this drug screening requirement for new incoming personnel.		
15. <u>Drug Screening – At Any Other Time</u> Does the Organization provide <i>drug and alcohol screening at any other time</i> , such as for reasonable cause?	II	No		Good Safety Practice: a. If permitted by local governmental jurisdictions, consider testing at least for reasonable cause such as erratic behavior.		



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QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *
				b. If permitted, include drug and alcohol testing in the Organization's attorney-approved policy for an employee once they are hired.		
16. Volunteers in Safety Program Are volunteers who assist the Organization included in the Organization's overall safety program efforts?	II	Partly		Good Safety Practice: See suggested actions for Question #1, which includes creating an Injury and Illness Prevention Program that is consistent and provides protection for <u>everyone</u> (including volunteers) who does work for the Organization.		
17. New Employee Orientation Do new employees receive a safety <u>orientation</u> within the first two days of being on-the-job?	II	No		Required by Cal-OSHA: a. Include in the IIPP (under Training) the requirement to conduct this <u>documented</u> orientation for new personnel, including volunteers. The Model IIPP in the SDRMA reference documents includes this activity.		
				Good Safety Practice: b. Complete this orientation within two days of employment and/or arrival for duty.		



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QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *
				c. Ensure the general safety orientation for new employees/volunteers includes instruction on subjects such as: 1) The IIPP 2) Emergency Preparedness 3) Bloodborne Pathogens 4) Personal safety topics such as: (a) Lifting, pushing, pulling safety (b) Slip, trip and fall prevention (c) Safe use of manual and portable power tools (d) Electrical safety		
				d. Provide specific on-the-job safety orientations for each employee/volunteer.		
				e. Ensure all this training is documented for each person.		



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QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *	
18. Fire Prevention Plan Is there a written Fire Prevention Plan detailing what you do to prevent and suppress fires in accordance with the required elements stated in Cal-OSHA, Title 8, Section 3221?	I	No		Required by Cal-OSHA: Work together with the existing contractors at the wastewater treatment plant and the park to create a written Fire Prevention Plan in accordance with Cal-OSHA, Title 8, Section 3221, that establishes what the Organization has in place to <u>prevent</u> fires from starting and to <u>suppress</u> fires at its facilities. See the Model Fire Prevention Plan in the SDRMA reference documents.			
19. Emergency Action Plan Is there a written Emergency Action Plan for your employee-related emergencies in accordance with the required elements stated in Cal-OSHA, Title 8, Section 3220?	I	No	.	Required by Cal-OSHA: Create an Emergency Action Plan for employee- and volunteer-related emergencies in accordance with the elements required for such a plan as detailed in Cal-OSHA, Title 8, Section 3220. See the Model Emergency Action Plan in the SDRMA reference documents.			
20. Doing Hazardous Work (Two or More Employees)	I	Does not apply	Neither the employee nor the volunteers do hazardous work.	None			
21. Doing Hazardous Work (First-aid Kit)	I	Does not apply		None			
22. Reliable Means to Call for Assistance	I	Yes		None			



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QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *	
23.	<u>Timely Emergency Response</u>	I	Yes		None		
24.	<u>Fire Extinguishers-Monthly Inspections</u> Does the Organization conduct documented monthly inspections of all fire extinguishers installed in its facilities and vehicles in accordance with Cal-OSHA requirements?	II	No		Required by Cal-OSHA: <u>Fire Extinguishers</u> a. Inspect all fire extinguishers monthly. b. When inspecting a fire extinguisher, ensure: 1) It is the correct type of extinguisher for the type of fire that may occur. 2) It is in its proper place. 3) It is fully charged. 4) The seal is in place. 5) Nothing is covering the unit. 6) Nothing is blocking access to the unit.		
					Good Safety Practice: c. Document the inspection on a tag attached to or near each unit.		
25.	<u>Fire Extinguishers-Annual Service</u> Does the Organization have a fire extinguisher service company conduct a documented annual service of all fire extinguishers installed in its facilities and vehicles in accordance with Cal-OSHA requirements?	II	No		Required by Cal-OSHA: Have a fire extinguisher service company conduct a documented annual service of all fire extinguishers installed in organizational facilities and vehicles.		



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QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *
26. <u>Instructions on How to Use Fire Extinguishers</u>	II	Does not apply	District personnel are not expected to use fire extinguishers.	Good Safety Practice: Since life safety is #1 in a fire, evacuate the premises or a vehicle. Let professional fire fighters put out the fire.		
27. <u>Emergency Eyewash and/or Shower Units</u> If the Organization has any emergency eyewash and/or shower units, are documented inspections, tests and cleanings completed of all such units at least monthly in accordance with Cal-OSHA requirements to ensure the units properly operate, the units are clean, and the water flows clear from them?	II	Currently does not apply	Consultant: Units are recommended at the water treatment plant and chlorination building.	Required by Cal-OSHA: <u>Plumbed Eye Wash/Shower Stations:</u> Ensure these units are inspected, cleaned and tested each month, and these activities are documented. Good Safety Practice: Document the inspection on a waterproof tag attached to or near each unit.		
28. <u>Automatic Emergency Lighting Units (Powered by Batteries) – Tests</u> If the Organization has any automatic emergency lighting units (with backup batteries installed), are documented tests of all such units completed during the conducting of the Organization's hazard identification inspections or at least annually ?	II	Currently does not apply	Consultant: Units are recommended at the office and water treatment plant.	Good Safety Practice: <u>Automatic Emergency Lighting Units</u> During the Organization's hazard inspections, conduct a <u>documented</u> test of automatic emergency lighting units to ensure they operate during a power outage. Such a test should be done at least annually.		



**Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

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29. <u>Exit Lights (Illuminated) with Battery Backup – Tests</u> If the Organization has any illuminated exit lights with battery backup, are documented tests completed during the conducting of the Organization's hazard identification inspections or at least annually ?	II	Currently does not apply	Consultant: Units are recommended at the office and water treatment plant.	Good Safety Practice: <u>Illuminated Exit Lights</u> a. Include in hazard inspections a <u>documented</u> check to ensure all illuminated exit lights are lit. b. Test any such units having battery-backup power to ensure they will work in a power outage. Such a test should be completed at least annually.		
30. <u>Sufficient Number of Employees to Work Safely</u>	II	Yes		None		
31. <u>Written Authority to Take Action</u> Has the Organization given <u>in writing</u> to first-line employees the authority to take action to prevent mishaps?	II	No		Good Safety Practice: a. Provide all employees/volunteers with the authority to take positive action to prevent accidents. The Model IIPP includes the written authority. b. Teach them what actions they can take in this regard.		
32. <u>Assigned Safety Responsibilities – Designated Accountable Safety Person</u>	I	Yes	Mr. Drexel is assigned this responsibility.	None		
33. <u>Bilingual – Ability to Communicate Between Employees</u>	III	Does not apply	The employee and volunteers speak English.	None		



**Workers' Compensation Program
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TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

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34.	<u>Contractors Accountability for Compliance with Cal-OSHA in Contracts</u>	I	Yes		None		
35.	<u>Instructions on Multi-Employer Worksite Compliance</u> Have managers and/or supervisors received instructions on how to comply with Cal-OSHA's standards for working in a facility or on a site where more than one employer are currently present?	II	No		Good Safety Practice: a. The Board and Administrator should consider the ramifications of having more than one employer, such as a contractor, working in a facility or on site and what must be done to protect all involved organizations and personnel. b. See the details regarding this subject in the SDRMA reference documents.		
36.	<u>Documented Monthly Safety Meetings</u>	II	Yes		None		
37.	<u>Documented Tailgate Safety Meetings Every Ten Working Days</u> Do you conduct documented tailgate safety meetings every ten working days for all employees who perform construction and/or maintenance activities or tasks?	II	Does not apply	The employee does not perform construction – type tasks. However, volunteers perform maintenance tasks at the Park.	Good Safety Practice: If possible, consider conducting a brief safety session with volunteers concerning specific safety hazards and practices related to a maintenance task prior to conducting the work. Document the session.		
38.	<u>Valid Operators Licenses</u>	II	Yes		None		



Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

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39. <u>Prior-to-Hire Driving Records</u> Have you established a system to check with the Department of Motor Vehicles for driving records prior to placement?	II	No		Good Safety Practice: a. Ensure the Organization has a <u>written</u> requirement to check DMV records of personnel who will drive on Organization business prior to driving for the Organization <u>to ensure the Organization is not using a driver with a poor record.</u> This requirement is already integrated into the SDRMA Liability Loss Control Program (LLCP) model provided to the District. b. This check should be for drivers who drive personal vehicles on Organization business.		
40. <u>Department of Transportation (DOT) Drug & Alcohol Testing Program</u>	I	Does not apply	The District does not come under Commercial Driver's License (CDL) requirements.	None		



Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

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41.	<u>Participation in the DMV Pull-Notice Program via SDRMA</u> Does the organization participate in the DMV Pull-Notice Program or does the organization provide a list to SDRMA of ALL employees who drive on organizational business for the purpose of receiving DMV driver's license status reports from SDRMA (specifically information regarding license revocation or suspension)? Organizational business applies to both driving organization and personal vehicles.	II	No		Good Safety Practice: Provide SDRMA with a list of ALL District personnel who drive on organizational business in their personal vehicles for the purpose of receiving DMV driver's license status reports from SDRMA. Such reports are limited to specific information regarding license revocation or suspension.		
42.	<u>Substandard Driving Corrective Actions</u> Is corrective action taken for employees who have substandard driving records (citations, accidents, complaints)?	I	No		Good Safety Practice: Take assertive corrective action whenever District personnel driving records become substandard due to citations, accidents and/or complaints.		
43.	<u>Defensive Driving</u> Do you teach defensive driving to your drivers? Note: SDRMA, through www.targetolutions.com, provides member credit incentive points.	I	No		Good Safety Practice: a. Ensure Organization personnel who drive personal vehicles on Organization business are given information on the subject of defensive driving. b. Document the receipt of the transmission of this information. c. SDRMA's TargetSolutions has online driving courses available.		



**Workers' Compensation Program
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TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

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44. <u>Prior-to-Use Vehicle Safety Inspection</u> (such as sedans, pickup trucks, SUVs, tractor-trailer combinations, bobtail trucks) – whether rented, leased or owned.	II	Does not apply	The District does not own any vehicles	None			
45. <u>Report of Vehicle Defects to Supervisor</u>	II	Does not apply		None			
46. <u>Correcting Priority Vehicle-Related Problems</u>	II	Does not apply		None			
47. <u>Documented Vehicle Preventive Maintenance (PM) Program</u>	II	Does not apply		None			
48. <u>Traffic Control Program or Policy</u>	LT	Does not apply	Neither the employee nor volunteers work in or around traffic.	None			
49. <u>Instruction on Traffic Control</u>	LT	Does not apply		None			
50. <u>Permit-Required Confined Space Safety Written Program</u>	LT	Does not apply	Neither the employee nor volunteers enter into confined spaces.	None			
51. <u>Instruction on Permit-Required Confined Space Safety</u>	LT	Does not apply		None			



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52. <u>Permit-Required Confined Space Rescue</u>	LT	Does not apply		None			
53. <u>Instruction on Permit-Required Confined Space Rescue</u>	LT	Does not apply		None			
54. <u>Permit-Required Confined Space Rescue Drills</u>	LT	Does not apply		None			
55. <u>Lockout, Blockout, Tagout Program</u>	LT	Does not apply	Neither the employee nor volunteers perform this type of work.	None			
56. <u>Instruction on Lockout, Blockout, Tagout</u>	LT	Does not apply		None			
57. <u>Arc Flash Safety Program, Policies and Procedures</u>	LT	Does not apply	Neither the employee nor volunteers do electrical work.	None			
58. <u>Instruction Arc Flash Safety</u>	LT	Does not apply		None			
59. <u>Hazard Communication Program</u>	I	Does not apply	Neither the employee nor volunteers use hazardous chemicals.	None			



Workers' Compensation Program
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TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

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60.	<u>Safety Data Sheets (SDSs) Formerly Material Safety Data Sheets (MSDSs)</u>	I	Does not apply		None		
61.	<u>Instruction on Hazard Communication Program</u>	I	Does not apply		None		
62.	<u>Hearing Conservation Program</u> Do you have a written Hearing Conservation Program?	II	No	Consultant: It is unknown if District volunteers use equipment, such as mowers or weed eaters that could exceed acceptable noise limits.	Required by Cal-OSHA: a. Determine if there is a need for a Hearing Conservation Program. See the <i>Exposure Limits for Noise</i> in the SDRMA reference documents provided to you and the last page of this report.		
					Good Safety Practice: b. To make this determination, management may need to hire a certified industrial hygienist, or other expert in this subject area, to conduct sound level (and possibly dosimeter) measurements to determine if noise levels are above the 85 dBA 8-hour time-weighted average.		



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				c. If professional assistance is wanted, one such expert is John Sacco, CIH, who can be reached at 916-769-1434. He is the author of the SDRMA Model Hearing Conservation Program (see paragraph d. below). Mr. Sacco is an independent consultant.		
				Required by Cal-OSHA: d. If a Hearing Conservation Program is required, create the program. See the Model Hearing Conservation Program, part of the SDRMA reference documents.		
63.	<u>Prohibition of Split-Rim Wheels</u>	LT	Does not apply	The District does not own any equipment.	None	
64.	<u>Hoists/Cranes Written Procedures</u>	I	Does not apply	The District does not use this type of equipment.	None	
65.	<u>Instruction on Hoists/Cranes</u>	I	Does not apply		None	
66.	<u>Excavations</u>	I	Does not apply	The District does not do excavations.	None	



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67. <u>Instruction on Excavation Safety Procedures</u>	I	Does not apply		None		
68. <u>Hot Work Permit Program</u>	II	Does not apply	The District does not do hot work.	None		
69. <u>Personal Protective Equipment (PPE)</u> Have you completed a documented and certified hazard assessment as to when and where personal protective equipment must be worn and have you established a written policy based upon this assessment?	II	No	District volunteers do maintenance work at the Park.	Required by Cal-OSHA: a. Comply with the Cal-OSHA requirements for a hazard assessment to be completed to establish exactly where and when PPE is required to be worn. See Title 8, Section 3380(f) (1) thru (8). See the SDRMA model PPE hazard assessment form. b. Initiate a written policy on when and where various types of personal protective equipment are required to be worn by all Organization personnel.		
				Good Safety Practice: c. Try a matrix format as a simple and easy method to use. See the example of a personal protective equipment matrix in the provided SDRMA model documents.		



Workers' Compensation Program
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				Required by Cal-OSHA: d. The PPE Hazard Assessment must be signed off, certified by an employee/volunteer/consultant doing the assessment.		
70.	<u>Instruction on Personal Protective Equipment (PPE)</u> Do you provide documented initial and annual refresher instruction to your affected employees on the subject of PPE use, care and maintenance?	II	No		Good Safety Practice (annual): Ensure documented initial instruction and annual refresher instruction is provided to affected personnel on the subject of PPE use, care and maintenance AFTER the hazard assessment is completed. Ensure the information from the assessment is included in the training.	
71.	<u>Respirator Protection Program</u>	I	Does not apply	District personnel do not use respirators.	None	
72.	<u>Instruction on Respiratory Protection</u>	I	Does not apply		None	



Workers' Compensation Program
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73.	<u>Manual and Power Portable Tools</u> Do you have a written policy or procedure on the safe inspection, use, and maintenance of manual and power portable tools?	II	No		Good Safety Practice: a. Create a code of safe practice for the safe <u>use and inspection</u> of each type of manual and power portable tool. b. Include pre-use inspections of these tools. c. See the general code of safe practice on this subject in the SDRMA reference documents.		
74.	<u>Instruction on Manual and Power Portable Tool Safety</u> Do you provide documented initial and annual refresher instruction to your affected employees on the subject of the inspection, use and maintenance of manual and power portable tools?	II	No		Good Safety Practice: Based on the general code of safe practice conduct documented initial instruction to District volunteers on the subject of the safe use of manual and power portable tools just prior to using such tools on a District project.		
75.	<u>Illumination – Inspection</u>	III	Yes		None		
76.	<u>Back Injury Prevention – Material Handling Equipment</u>	II	Yes		None		
77.	<u>Instruction on Back Injury Prevention</u> Does the Organization conduct both documented initial and annual refresher instruction to all employees on the subject of back injury prevention?	II	Partly	District volunteers do not receive this training.	Good Safety Practice: Provide documented back injury prevention instruction to volunteers just prior to performing maintenance activities.		



Workers' Compensation Program
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78. <u>Ergonomic Assessments-Cal-OSHA Compliance</u>	II	Does not apply	The Organization has <u>not</u> sustained more than one repetitive motion reportable injury in the same task classification in the last twelve months.	None			
79. <u>Instruction on Ergonomics – Initial and Annual Refresher (Prevention of Overexertion and Repetitive Motion Injuries)</u> Do you provide documented initial and annual refresher instruction to all your employees on the subject of ergonomics?	II	No		Good Safety Practice: Prior to volunteers performing maintenance activities at the Park, provide brief and documented instruction on how to avoid overexertion while performing manual tasks.			
80. <u>Slip, Trip and Fall Code of Safe Practices</u> Does the Organization have a written slip, trip and fall prevention code of safe practice (CSP)?	II	No		Good Safety Practice: Write a code of safe practice on the subject of slips, trips and falls. See the general code of safe practice on this topic included in the SDRMA reference documents.			



**Workers' Compensation Program
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81. <u>Instruction on Slip, Trip and Fall Prevention</u> Do you provide documented initial and annual refresher instruction to all your employees on the subject of slip, trip, and fall prevention?	II	Partly	District volunteers do not receive this training.	Good Safety Practice: Based on the general code of safe practice conduct documented initial instruction to District volunteers on the subject of slip, trip and fall prevention just prior to working on a District project.		
82. <u>Ladder Code of Safe Practice</u>	II	Does not apply	District personnel do not use ladders.	None		
83. <u>Instruction on Ladder Safety</u>	II	Does not apply		None		
84. <u>Fall Protection (Cal-OSHA Compliance)</u>	LT	Does not apply	District personnel do not work at heights.	None		
85. <u>Instruction on Fall Protection</u>	LT	Does not apply		None		
86. <u>Asbestos-Related Issues</u> Have you checked organizational facilities and/or operations to see if you have any asbestos-related issues?	LT	Do not know	Consultant: The leased office is located in a 100 year old building.	Required by Cal-OSHA: a. Check with the landlord to determine if the building has any asbestos problems.		



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				b. If a study has not been done, recommend to the landlord to consult with a certified industrial hygienist or other expert in the field of asbestos safety to determine what actions the landlord needs to take. One such expert is John Sacco, CIH, who can be reached at 916-769-1434. Mr. Sacco is an independent consultant.		
87.	<u>Correction of Identified Asbestos Problems</u> If you have identified any asbestos-related issues in organizational facilities and/or operations, have the asbestos problems been corrected?	LT	Do not know		Required by Cal-OSHA: Identified asbestos-related issues need to be abated and the correction effort documented.	
88.	<u>First-Aid Training</u> To comply with Cal-OSHA's requirements, do you provide your employees with documented initial and refresher first-aid training in accordance with the requirements of the sponsoring first-aid course agency?	II	Yes	The District Administrator has this training and the fire department with EMTs is very close to the park.	None	



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89.	Cardiopulmonary Resuscitation (CPR) Training To provide your employees with the ability to save a life due to a heart attack, do you provide selected employees with documented initial and refresher CPR training in accordance with the requirements of the sponsoring CPR course agency?	III	Partly	The District Administrator has this training.	None		
90.	Bloodborne Pathogen Exposure Control Plan If your employees have a potential occupational exposure to bloodborne pathogens, do you have a Bloodborne Pathogen Exposure Control Plan in accordance with the requirements of Cal-OSHA, Section 5193(c)(1)?	I	No	Park maintenance volunteers have this potential exposure from drug paraphernalia, trash and restrooms.	Required by Cal-OSHA: Write and implement a Bloodborne Pathogen Exposure Control Plan. See the Model Bloodborne Pathogen Exposure Control Plan in the provided reference materials authored by Mary Beth O'Connell, RN, COHN, ARM-P. Ms. O'Connell is an independent consultant, who can be reached at 925-200-6336 if additional consulting on this subject is wanted.		
91.	Bloodborne Pathogen (BBP) Training If your employees have a potential occupational exposure to bloodborne pathogens, do you provide affected employees with documented initial and annual refresher BBP training in accordance with the requirements of Cal-OSHA, Section 5193(g)(2)?	II	No		Good Safety Practice: Provide affected District volunteers with documented initial and annual refresher BBP training in accordance with the requirements of Cal-OSHA, Section 5193(g)(2).		



**Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary/Compliance, III = Desirable)						
For Identified Hazards: \$ = Estimated Amount to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only)						
* = To be Completed by the SDRMA Member				XC = Check (X) This Column When The Action Is Completed		
					Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program	
1	2	3	4	5	6	7
QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *
92. <u>First-Aid Kits</u> Are first-aid kits available within all facilities, including Organizational vehicles?	II	No		Required by Cal-OSHA: a. In accordance with Title 8, Section 3400 provide a sufficient number of first-aid kits to ensure kits are available in all areas where employees and District volunteers work.		
				Good Safety Practice: b. Consider not purchasing latex gloves for first-aid kits due to the possibility of an allergic reaction. Provide only vinyl, nitrile, or other comparable gloves.		
93. <u>Documented First-Aid Kit Check</u> If first-aid kits are available, do the kits receive a regular documented check for contents and for restocking ?	II	No		Good Safety Practice: Include the inspection of all kits in hazard inspections. Restock as necessary. Maintain documentation of these inspections.		
94. <u>Bloodborne Pathogen (BBP) Kits or Supplies</u> Are BBP kits or supplies available where needed?	II	No		Good Safety Practice: a. Review Organization facilities to see if there are any facilities or areas where BBP kits or supplies might be needed. b. BBP supplies could be universal-precaution first-aid devices to prevent contamination while administering first aid or CPR. c. Such supplies could also be materials used to clean up body fluids.		



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					Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program	
1	2	3	4	5	6	7
QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *
				Good Safety Practice: d. Consider not purchasing latex gloves for BBP kits due to the possibility of an allergic reaction. Provide only vinyl or other comparable gloves.		
95. Documented BBP Kit Check If BBP kits are available, do they receive a regular documented check for contents and restocking?	II	No		Good Safety Practice: Include the inspection of all kits in hazard inspections. Restock as necessary. Maintain documentation of these inspections.		
96. Correction of Cal-OSHA Citations	I	Does not apply	Cal-OSHA has not inspected this District.	None		
97. Violence in the Workplace (or Security Program)	I	Does not apply	There are no such issues for this District.	None		
98. Instruction in Preventing Violence in the Workplace and Protecting Personnel	I	Does not apply		None		
99. Heat Illness Prevention Program	LT	Does not apply	High heat is not an exposure for this District.	None		
100. Instruction on Heat Illness Prevention	LT	Does not apply		None		



Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

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* = To be Completed by the SDRMA Member				XC = Check (X) This Column When The Action Is Completed			
					Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program		
	1	2	3	4	5	6	7
	QUESTIONS	PR	ANSWERS	COMMENTS (1.2.3.)	SUGGESTIONS (a.b.c.)	CURRENT STATUS*	XC *
101.	<u>Water Safety Program/Standard Operating Procedure</u>	LT	Does not apply	District personnel do not work on or around water.	None		
102.	<u>Instruction on Water Safety</u>	LT	Does not apply		None		

End of Occupational Safety and Health Program Review Report



**Workers' Compensation Program
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TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

HAZARD IDENTIFICATION SURVEY

KEY: PR = Priority (LT = Life Threatening, I = Urgent, II = Necessary/Compliance, III = Desirable)						
For Identified Hazards: \$ = Estimated Amount to Correct (L = \$0 to \$500, M = \$501 to \$1000, H = \$1001 +, T = Time Only)						
* = To be Completed by the SDRMA Member				XC = Check (X) This Column When The Action Is Completed		
1	2	3	4	5	6	7
Action # Yr-#	Observations (a.b.c.)	Consider the Following Suggested Actions for Mitigating Current Potential Hazards (1.2.3.)	PR	\$	Current Status *	XC *
14-01	Lack of Fire Extinguisher: <ul style="list-style-type: none"> ○ Office 	Mount a fire extinguisher per the National Fire Protection Association (NFPA 10) guidelines: <ol style="list-style-type: none"> 1. The minimum height of the <u>bottom</u> of each fire extinguisher may not be less than 4 inches off the floor. 2. The maximum height of the <u>top</u> for units <u>less than 40 pounds in weight</u> shall be no higher than five feet from the ground. 3. The maximum height of the <u>top</u> for units <u>heavier than 40 pounds</u> shall be no higher than 3.5 feet from the ground. 	II	L		

End of Hazard Identification Report



**Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

SDRMA Reference Materials - Table of Contents

a. For general information regarding Cal-OSHA, go to: www.dir.ca.gov

b. If you need to find a specific section of Title 8 use the following web site: www.dir.ca.gov/samples/search/query.htm

The following SDRMA model programs and reference documents have been provided to the Member by the involved SDRMA Safety Management Consultant:

1.	Arc Flash - OSHA Handout	
2.	Arc Flash - Practical Solution Guide & Promotional Materials	
3.	Arc Flash - Ten Steps & Promotional Materials	
4.	BBPP-Bloodborne Pathogen Exposure Control Plan	
5.	BBPP-Bloodborne Pathogen Exposure Control Plan-Safe Steps for Removing Gloves	
6.	California Code of Regulations (CCR), Title 8, Section 1540 Excavations-080714	
7.	California Code of Regulations (CCR), Title 8, Section 1541 Excavations-General Requirements-080714	
8.	California Code of Regulations (CCR), Title 8, Multi-Employer Worksite Inspections - DOSH P&P-120800	
9.	Confined Space Entry Program	
10.	CPSC-Public Playground Safety Handbook	
11.	CSDA-Sample Policy Handbook – Table of Contents – 5 th Edition	
12.	Emergency Action Plan	
13.	Emergency Action Plan – Working with the Press & Media	
14.	Fire Prevention Plan	
15.	General Code of Safe Practices	Cal-OSHA Injury Reporting Requirements
		Cal-OSHA Inspection Procedures
		Driving Safety
		Electrical Safety
		Excavations
		Eye and Face Protection (Personal Protective Equipment)
		Fire Safety
		General Safety Practices (Top 10)
		Guarding
		Hand Tools
		Housekeeping
		Illumination
		Office Safety
		Portable Ladder Safety
		Portable Power Tools and Equipment



**Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

SDRMA Reference Materials - Table of Contents

		Safety Responsibilities for Managers and Supervisors (Top 10)
		Slips, Trips and Falls
		Traffic Control Policy
16.	Hazard Communication Program	
17.	Hearing Conservation Program	
18.	Hearing Conservation Program - Permissible Noise Exposures	
19.	Heat Illness Prevention Program	
20.	Hot Work Permit Form	
21.	Hot Work Permit Program	
22.	Hot Work Permit Program Warning Sign	
23.	IIPP – AAA – Injury & Illness Prevention Program	
24.	IIPP – Form – Employee Report Form	
25.	IIPP – Form – Employee Training & Meeting Report Form	
26.	IIPP – Form – GCSP Receipt	
27.	IIPP – Form – IIPP Receipt	
28.	IIPP – Form – Inspection Form	
29.	IIPP – Form – Investigation Form	
30.	IIPP – Form – New Employee Safety Orientation Checklist	
31.	IIPP – Form – Record of Training Form	
32.	Insurance Requirements for Contractors	
33.	LLCP – AAA – Liability Loss Control Program	
34.	LLCP – Form – Inspection Form & Action Plan	
35.	LLCP – Form – Investigation Form	
36.	LLCP – Form – LLCP Receipt Form	
37.	LLCP – Form – New Employee Liability Loss Control Program Orientation Form	
38.	Lockout Blockout Tagout Program	
39.	PPE Hazard Assessment Form	
40.	PPE Matrix	
41.	Pre-Trip Vehicle Inspection Checklist	
42.	Respirator Protection Programs - Mandatory and Voluntary	
43.	Safety Committee	
44.	Safety Task Force	
45.	SDRMA - DMV - Employer Pull Notice Information	



Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

SDRMA Reference Materials - Table of Contents

46.	SDRMA - Policy 2008-01 - Members' Driver Policy
47.	Target Solutions Course Catalog
48.	Welding, Cutting & Allied Processes - ANSI Z49.1-2012
End of SDRMA Reference Materials	
reports\sdrma-WC-ProgramReview-TomalesVillageCSD1014.doc	



Workers' Compensation Program
Occupational Safety & Health Program Review and Hazard Identification Survey Report – 10/17/14
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Compare your sound level measurements to the following chart that provides you with the *permitted duration per workday* for the level of noise that an employee is exposed to.

Section 5096 Exposure Limits for Noise
Table N-1 Permissible Noise Exposures (1)
(Samples from this Table)

Permitted Duration Per Workday (Hours)	Sound Level dBA Slow Response
8.00	90
6.06	92
4.00	95
3.03	97
2.00	100
1.52	102
1.00	105
0.50	110
0.25	115

Footnote (1):

When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. . . . Exposure to impulsive/impact noise should not exceed 140 dB peak sound pressure level.

KARL W. DREXEL
Management Consultant

Administrators Report 2-11-15

1. Work closely with Phillips & Associates regarding irrigation guns, actuator valve, flow meters and load measurements and costs.
2. Correspond with Shoreline Unified School District re: annual billing and their internal payment requests.
3. Communicate with County Counsel regarding District options for SUSD non-payment.
4. Contacted Phillips and Telstar regarding SCADA proposals for updating SCADA system and computer.
5. Work with auditor regarding management letter, audit explanation letter, Journal Entries and audit report.
6. Met with Tomales property owner and LAFCO Executive Officer regarding annexation and hookups. Work with County Administrator re Ad Valorum tax and annexation fees. Investigate private lift station requirements.
7. Contacted Dan and Lee Erickson regarding Park Site Survey and drawings. Final map to be forwarded to architect and engineer.
8. Contact CSDA, CWEA, CRWA, Brown and Caldwell regarding posting RFPs. Posted RFPs on CSDA's RFP Clearinghouse, CSDA's Job Center, CRWA's job board
9. Research and review Revenue and other policies
10. Review and respond to Matrix report. Review other responses to report. Research other District best practices. Research and review statewide rates, operational budgets and staffing for small districts
11. Review and work on Grand Jury Association follow up letter and request
12. Review SDRMA Insurance Program Review.
13. Research Election and Government Codes regarding board Member appointments. Contacted County Elections Department for clarification.
14. File Monthly SSO report to State, enter and pay bills, reconcile bank accounts, receive and post Measure A funds, work on Board Packets, financials, agenda and minutes, and other regular administrative duties.