

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting
WEDNESDAY March 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. **Certificate of Appointment and Oath of Office for Hope Sturges**
3. **Approve March 11, 2015 Board Meeting Agenda**
4. **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)
5. **Additions, Corrections and Approval of the February 11, 2014 Regular Board Meeting Minutes** Page 1
6. **Financial Report**
(This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)
 - A. **Accept Check Registers and Approve Expenditures – Action Item** Page 5
 - B. **Review and Accept New and QuickBooks Financial Statements – Action Item** Page 13
 - C. **2013-2014 Audited Financials – Review Only**
 1. Review and Discuss Annual Audit and Audit letter. Presentation by Robert Johnson CPA
 - D. **SUSD Billing – Review and Action by Motion** Page 25
 1. Report on Meeting between Bill & Deborah and Bruce Abbott and Tom Stubbs
 2. Review correspondence with State Controller's Office
 3. Discuss and approve future course of action with SUSD
 4. Schedule Special Meeting Closed Session to meet with County Counsel
7. **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** Page 32
 - B. **New Actuator Valve and Winter Irrigation – Review Only** Page 39
 - C. **Telstar new SCADA Proposal – Action Item** Page 41
 - D. **Video the Collection Lines – Action Item** Page 44

8. 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

1. Review February Minutes – Did not receive

B. Park Advisory Committee Report

1. Review February PAC Minutes
2. Review Measure A Cash and Commitments
3. Update Water Tower Roof Repairs
4. Update on Park Gate
5. Update on Gazebo Design & Water Faucet
6. Trees and Fence Bids – **Action Item**

C. Newsletter Committee

1. Review and approve Newsletter – **Action Item**

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9. 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

1. Review and adopt New Proposed Policy(ies)

C. District Documents in Secretary's Possession

1. Minute Book with signed and approved Board Meeting Minutes to be completed and returned to Tomales Office

D. Matrix Efficiency Study

1. Final report to be presented by Gary Goelitz in April.

E. Administrator's Evaluation – Action Item

1. Review and discuss possible revisions

F. Update on Standard Contracts

1. Report on Status

G. Board Member Stipends

1. Discuss Stipends for board members attending meetings

H. Derbes/Hodges Annexation – Review Only

1. Report on Status

I. Board Yearly Agenda – Action Item (if updated)

1. Review and Update

J. Grand Jury Follow up – Review Only

1. Response to Grand Jury Association follow up

K. Emerson OSHA Review Report

1. Update on Status

L. RWQCB Waste Discharge Permit Update – Review Only

1. Review Dischargers Transmittal
2. Review Public Notice
3. Review Tentative WDR Order

M. LAFCO Budget for Special Districts – Review Only

1. Review Budget Notice and Work Plan

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10. New Business

No New Business

11. Administrator's Report – Review Only

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

Inaugural SWRCB Small Community Newsletter, March 2015

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**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held February 11, 2015

Board Members Present: Bill Bonini, Patty Oku, Brian Lamoreaux

Board Members Absent: Deborah Parrish and Sue Sims

Also Present: Karl Drexel, Administrator

Donna Clavaud
David Judd

Ted Anderson

Hope Sturges

Board President Bill Bonini called the meeting to order at 7:12 p.m.

Approval of February 11, 2015 Board Meeting Agenda

The Chair recommended moving Agenda Items 7B (the PAC Report) forward on the Agenda to accommodate David Judd. 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.

Open Communication

No open communication

Approval of Minutes:

The Chair asked for additions or corrections of the January 14, 2014 board meeting minutes.

Being none:

<p>Bill Bonini made a motion to approve the minutes of the January 14, 2014 Regular Board Meeting. Motion seconded by Brian Lamoreaux. M/S/U</p>

Financial Report:

- A. &B.** The Administrator submitted the financial reports for January and a list of payables for the months of January and February along with copies of the check registers for the month of January. He also submitted copies of the financials for the month and year to date for review.

<p>Bill Bonini made a motion to accept the check registers and approve expenditures. Motion seconded by Patty Oku. M/S/U</p>

C. 2013-2014 Audited Financials

The Administrator submitted copies of the 2013-2014 Audited Financial Statements and the Report on Accounting Controls. He noted the auditor recommended that monthly financials be reviewed and approved by vote every month rather than just reviewed. The Administrator explained that the District is in the black in net income before depreciation expense, but that after depreciation is expensed, the District is in the red.

D. SUSD Billing

1. The Administrator reported that SUSD made a payment for the current Fiscal Year Preliminary bill after deducting what was estimated to be their share of the depreciation expense for the year. They also declined to pay the net bill for the previous fiscal year. He reported that they are approximately \$25,000 in arrears.
2. President Bill Bonini reported that he and Deborah Parrish are going to be meeting with Bruce Abbott, the SUSD's new Business Manager to discuss the issue.
3. The President noted that the next course of action is for him and Deborah to meet with the school and see where it goes.
4. The Administrator advised the Board that if there is no action reported from the meeting, they should consider meeting with County Counsel to discuss their options.

Phillips & Associates Report:

- A. The Administrator submitted a copy of the Self Monitoring Report and had nothing to add to it.
- B. The Administrator reported that the problem with the irrigation guns might be an actuator that was not opening fully so Phillips is going to purchase and install a new actuator valve that might remedy the irrigation gun issues. Also, during the recent rains, the flows increased immediately indicating possible connection issues to drains and possible pipe issues in the collection system. Phillips is recommending videoing the lines and doing some emergency irrigation to reduce the storage levels.
- C. The Administrator reported the results of the flow meter research the Board asked Phillips to do. He noted that the flow meter would just measure flow and does not measure the load, i.e. TSS, BOD, chemicals used in the school, etc. He also reminded the Board that no other connection is based on flow.

Committee Reports:

A. Financial Advisory Committee

- 1. Donna reported that there was a meeting in January and submitted copies of their minutes. Highlights included discussion regarding questions to ask other districts regarding the RFPs, a response to Matrix Draft report and, inviting Jim Lino to be on the FAC.

B. Park Advisory Committee

- 1. Brian reviewed the PAC meeting minutes from January. The PAC recommended not to include a cupola on the top of the gazebo. The PAC discussed roofing materials and David is going to get estimates on shingles, copper or other metal roofing. It was also decided that the support posts would be metal poles powder coated, but no color was determined.
- 2. David reported that Joe Hodges was still out of town and would not be available to help on the water tower. He and Bill with other volunteers would be working on it in March. He mentioned that Walter and Kristopher would be cleaning up the tree above the water tower.
- 3. It was noted that the Park gate had been tentatively approved by design review, and that he would be running it by the engineer for specs on the posts, if any.
- 4. David reported that he had contacted the engineer and architect regarding the gazebo and that they were ready to go. Also he noted he would be presenting the drawings at design review at their next meeting. David presented the preliminary drawings and had positive reception.

Patty Oku made a motion that the Board accept the recommendations from the PAC as presented and have David move it on to design review and engineering and architectural design. Motion seconded by Brian Lamoreaux. M/SU

- 5. The Administrator presented the invoice for services by Dan Erickson for the Park survey.
- 6. Discussion was held regarding a Certified Playground Inspector. The Administrator noted that we had a CPI advising David throughout the construction of the Park equipment. He also indicated one final inspection needs to be made and then annual maintenance inspections can be done by David. David and The Administrator will work on an inspection check list.
- 7. The Administrator reported he got the final '14-'15 Measure A disbursement in January.

Pending Business:

A. RFP Updates

- 1. The Administrator reported that the new revised RFPs are posted on the CSDA RFP Clearing House Board; the CSDA jobs Board; the CRWA job Board; and the TVCSD website. Hope Sturges described the CalOpps website for government jobs.

2. The Administrator noted that previous discussion recommended the Board send out letters to other CSDs for outreach. He noted that the questions the FAC came up with for calling other districts could take the place of a letter. Donna will work on a prospective list and if no new responses come in before the next Board meeting, the Board will revisit this issue.
3. The Administrator noted that previous discussion recommended that Board members develop a prospect list and call them individually.

Bill Bonini made a motion that the Administrator check into CalOpps to post the RFPs for Administrative Services and O&M Services with a budget of \$450. Motion seconded by Patty Oku. M/S/U

4. Developing standard interview questions for RFP respondents was discussed and no action taken.

B. Board Policy Manual

1. The Administrator submitted a Draft policy on Use of District Office and Document Management as requested. Item postponed from January meeting.

Bill Bonini made a motion to adopt Policy 3400 – Use of District Office and Document Management Policy. Motion seconded by Patty Oku. M/S/U.

C. District Documents in Secretary’s Possession

1. Bill Bonini reported that he had a discussion about the minute book and the minutes will be signed and place in the minute book soon.

D. Matrix Draft “Diagnostic Appraisal” Report

1. Discussion was held regarding non-response by Matrix to suggestions and questions from Patty and from the FAC.

E. Administrator’s Evaluation

1. Brian submitted some recommendations for updating the Administrator’s Evaluation. He was asked if he was willing to take on revising it. He agreed and requested the Board review it and make comments and recommendations and send them to him so he can submit them for the next Board packet.

F. Board Training

1. The Administrator noted the mandatory Ethics and Harassment courses are past due.

G. Update on Standard Contracts

1. Item postponed to March meeting

H. Office Update

1. Bill reported that he paid Kristin Lawson for rent through February and got a rental agreement. The Board decided to pay for three months at a time from now on.

I. Board Member Stipends

1. No action at this time. Discussion to continue through budget discussions.

J. Derbes/Hodges Annexation

1. Nothing new to report

K. Board Yearly Agenda

1. Item postponed to March meeting.

L. Grand Jury Follow Up

1. The Administrator submitted copies of a letter from the Grand Jury Association following up on the District’s response to the last Grand Jury Report. He noted he was working on a response.

New Business

A. Board Member Appointment per Government Code 1780

1. The Administrator reported that Brian has resigned from the Board effective after this Board meeting. Per Government Code the Board can appoint a replacement to serve until December 2015 when a newly elected member will be seated. Announcements were

TVCS D Sewer Enterprise

3/3/2015 1:27 PM

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

From 01/28/2015 through 02/28/2015

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>
01/30/2015		Shoreline Unified Sc...	137.00 · Accounts Rec...			X	83,821.00	205,887.63
01/31/2015			311.00 · Interest Income	Interest		X	4.87	205,892.50
02/03/2015			315.00 · Intergovernme...	Deposit		X	1.76	205,894.26
02/13/2015			131.00 · Cash:131.44 · ...	Funds Transfer	22,000.00	X		183,894.26
02/19/2015			131.00 · Cash:131.44 · ...	Transfer Funds ...	70,000.00	X		113,894.26
02/27/2015			311.00 · Interest Income	Interest		X	5.31	113,899.57

TVCS D Sewer Enterprise

3/3/2015 8:33 PM

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

From 01/30/2015 through 02/28/2015

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>
01/30/2015		Tomales Regional Hi...	137.00 · Accounts Rec...			X	63.00	8,394.48
01/31/2015			311.00 · Interest Income	Interest		X	0.04	8,394.52
02/03/2015	4102	KD Management	222.00 · Accounts Pay...		7,229.98	X		1,164.54
02/11/2015	4084	Kristin Lawson	222.00 · Accounts Pay...		600.00	X		564.54
02/13/2015	Bill Pay	AT&T	222.00 · Accounts Pay...		103.05	X		461.49
02/13/2015	Bill Pay	Capital One Bank	222.00 · Accounts Pay...		563.22	X		-101.73
02/13/2015	Bill Pay	CRWA	222.00 · Accounts Pay...		174.00	X		-275.73
02/13/2015	Bill Pay	CWEA	222.00 · Accounts Pay...		272.00	X		-547.73
02/13/2015	Bill Pay	PGE	222.00 · Accounts Pay...		79.89	X		-627.62
02/13/2015	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...		5,332.65	X		-5,960.27
02/13/2015	Bill Pay	Matrix Consulting Gr...	222.00 · Accounts Pay...		3,678.00	X		-9,638.27
02/13/2015	Bill Pay	Robert Johnson, CPA	222.00 · Accounts Pay...		4,500.00	X		-14,138.27
02/13/2015	Bill Pay	Telstar Instruments	222.00 · Accounts Pay...		812.00	X		-14,950.27
02/13/2015			131.00 · Cash:131.42 · ...	Funds Transfer		X	22,000.00	7,049.73
02/19/2015	Bill Pay	Redwood Credit Union	131.00 · Cash:131.31 · ...		25,000.00	X		-17,950.27
02/19/2015			131.00 · Cash:131.42 · ...	Transfer Funds ...		X	70,000.00	52,049.73
02/20/2015	Bill Pay	Redwood Credit Union	131.00 · Cash:131.31 · ...		25,000.00	X		27,049.73
02/27/2015			311.00 · Interest Income	Interest		X	0.05	27,049.78

TVCS D Sewer Enterprise

3/3/2015 5:25 PM

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

From 01/29/2015 through 02/28/2015

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>
01/30/2015			315.00 · Intergovernme...	Interest		X	0.05	12,790.36
02/21/2015			316.00 · CSI Solar Reb...	Deposit		X	865.93	13,656.29
02/27/2015			315.00 · Intergovernme...	Interest		X	0.05	13,656.34

TVCS D Sewer Enterprise

3/3/2015 8:10 PM

Register: 131.00 · Cash:131.31 · Redwood Credit Union

From 01/29/2015 through 02/28/2015

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>
01/31/2015			311.00 · Interest Income	Interest		X	7.26	85,611.63
02/19/2015	Bill Pay	Redwood Credit Union	131.00 · Cash:131.44 · ...	Transfer Funds ...		X	25,000.00	110,611.63
02/20/2015	Bill Pay	Redwood Credit Union	131.00 · Cash:131.44 · ...	Transfer Funds ...		X	25,000.00	135,611.63
02/28/2015			311.00 · Interest Income	Interest		X	7.87	135,619.50

TVCS D Park

3/3/2015 5:24 PM

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

From 01/30/2015 through 02/28/2015

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>
01/30/2015			311.00 · Interest Income	Interest		X	0.27	79,195.62
02/13/2015	Bill Pay	PGE	222.00 · Accounta Pay...		111.67	X		79,083.95
02/13/2015	1095	USPS	222.00 · Accounta Pay...		220.00	X		78,863.95
02/13/2015	1096	Dan Erickson Constr...	222.00 · Accounta Pay...		1,920.00	X		76,943.95
02/21/2015		Henry Elfstrom	137.00 · Accounts Rec...				70.00	77,013.95
02/27/2015			311.00 · Interest Income	Interest		X	0.30	77,014.25

Tomales Village Community Service District

Payables Feb 2015 - Mar 2015

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense</u>
25-Feb	Phillips & Assoc.	\$ 5,332.65	March O&M Services
27-Feb	PGE	\$ 81.08	WWTP PGE
10-Feb	AT&T Uverse	\$ 172.88	Office ATT Service
20-Feb	AT&T	\$ 113.99	Plant ATT Service
24-Feb	Capital One	\$ 60.00	BHI - Good Board Work
		\$ 19.95	Web Hosting
		\$ 37.28	Staples - Office Supplies
		\$ 150.00	CSDA Job Board
		\$ 115.00	Computer Repairs
		\$ 211.90	Gift Cards
		\$ 50.22	Park Prints - Kinko's
1-Apr	Karl Drexel	\$ 400.00	Health Ins Allowance
1-Apr	Karl Drexel	\$ 6,754.00	March Admin Services
	Feb - Mar	\$ 13,498.95	
PARK EXPENSES			
25-Feb	PGE	\$ 97.76	Park PGE
	Feb - Mar	\$ 97.76	
RESTRICTED FUNDS			
		\$ -	
	Total	\$ 13,596.71	

Phillips & Associates
 Management & Technical Resources

General
 Engineering
 Contractor
 #A-751807

SWRCB
 Operations
 Management
 Maintenance
 Contractor
 #CO-0021

PhillipsOnSite.com

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

Invoice

Date	Invoice #
2/25/2015	5238

P.O. No.	Terms	Project
	Upon Receipt	

Description	Qty	Rate	Amount
Professional Management of Water and/or Wastewater Treatment System for Month of March 2015.		5,332.65	5,332.65
Thank you. We appreciate your business!		Total	\$5,332.65



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

Invoice

Date	Invoice #
3/1/2015	15-03

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

Terms
Due on receipt

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

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

**GENERAL FUND
FINANCIAL STATEMENT
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
1/30/15 - 2/28/15**

I. BEGINNING BALANCES

A. Checking	
1. Redwood Credit Union.....	85,611.63
2. BoM - Money Market.....	122,071.50
3. BoM - Sewer Account.....	8,331.52
4. BoM - Park Account.....	79,125.62
Total Beginning Balances	<u>295,140.27</u>

II. INCOME

A. Interest Earned	
1. Redwood Credit Union.....	7.87
2. BoM - Money Market.....	5.31
3. BoM - Sewer.....	0.05
4. BoM - Park.....	0.30
Total Interest Earned.....	13.53
B. County Collected Rates.....	0.00
C. Levy 4.....	1.76
D. Monthly Sewer Rates.....	63.00
E. Annual Sewer Rates.....	83,821.00
F. Misc.....	0.00
G. Park PGE Fees.....	70.00
H. Misc Income - SB 90 Reimbursements.....	0.00
I. HOPTR.....	0.00
J. Measure A Funds.....	0.00
K. Park Rental and Deposit Fees.....	0.00
Total Income.....	<u>83,969.29</u>

Total Amount Available..... **379,109.56**

III. EXPENDITURES

A. KD Management 2/3/15.....	7,229.98
B. Kristin Lawson 2/11/15.....	600.00
C. AT&T Plant 2/13/15.....	103.05
D. AT&T - Office Service 2/13/15.....	191.09
E. Capital One Bank 2/13/15.....	372.13
F. CRWA 2/13/15	174.00
G. CWEA 2/13/15.....	272.00
H. PGE 2/13/15.....	79.89
I. Phillips & Assoc. 2/13/15	5,332.65
J. Matrix Consulting 2/13/15.....	3,678.00
K. Robert Johnson, CPA 2/13/15	4,500.00
L. Telstar Instruments 2/13/15.....	812.00
M. PGE - Park 2/13/15.....	111.67
N. USPS 2/12/15.....	220.00
O. Dan Erickson Const 2/13/15.....	1,920.00
Total Expenditures	<u>25,596.46</u>

Fund Balance as of 2/28/2015..... **353,513.10**

**DEBT SERVICE
FINANCIAL STATEMENT
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
1/31/15 - 2/28/15**

I. BEGINNING BALANCES

A. BoM - Solar Account.....	12,790.36	
Total Beginning Balances.....		12,790.36

II. INCOME

A. Interest Earned.....	0.05	
B. Itemized Receipts		
1. CSI Rebate 2/21/15	865.93	
Total Income.....		865.98

Total Amount Available.....		13,656.34
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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 2/28/2015.....		13,656.34
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TVCS D Sewer Enterprise
Balance Sheet
As of February 28, 2015

	Feb 28, 15
ASSETS	
Current Assets	
Checking/Savings	
131.00 - Cash	
131.31 - Redwood Credit Union	135,619.50
131.42 - Bank of Marin - Money Market	113,899.57
131.44 - Bank of Marin - Sewer	27,049.78
131.48 - Bank of Marin - Solar	13,656.34
Total 131.00 - Cash	290,225.19
Total Checking/Savings	290,225.19
Accounts Receivable	
137.00 - Accounts Receivable	44,257.64
Total Accounts Receivable	44,257.64
Other Current Assets	
138.00 - Receivable - TVCS D Park	3,211.00
Total Other Current Assets	3,211.00
Total Current Assets	337,693.83
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	-459,712.01
Total Fixed Assets	1,611,328.48
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	1,980,891.17

TVCS D Sewer Enterprise
Balance Sheet
As of February 28, 2015

Feb 28, 15

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

222.00 · Accounts Payable 6,082.83

Total Accounts Payable 6,082.83

Total Current Liabilities 6,082.83

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 396,218.29

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 -1,462.47

Total Equity 1,584,672.88

TOTAL LIABILITIES & EQUITY 1,980,891.17

TVCS D Sewer Enterprise

Profit & Loss

February 2015

	<u>Feb 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	13.23
315.00 · Intergovernmental Revenues	
315.50 · Levy 4	1.76
315.00 · Intergovernmental Revenues - Other	0.05
Total 315.00 · Intergovernmental Revenues	<u>1.81</u>
316.00 · CSI Solar Rebate	865.93
Total Income	<u>9,943.97</u>
Expense	
410.00 · Sewage Collection	28.74
411.00 · Sewage Treatment	26.60
412.00 · Sewage Disposal	25.74
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	37.28
414.44 · Sonic - Web Hosting	19.95
414.48 · Office Rent	600.00
Total 414.40 · Office Expense	<u>657.23</u>
414.50 · O&M Contractual Services	5,332.65
414.55 · Professional Fees	
414.58 · Consulting	3,678.00
Total 414.55 · Professional Fees	<u>3,678.00</u>
414.60 · Publication and Notices	150.00
414.70 · Repairs and Maintenance	
414.72 · Computer Repairs	927.00
Total 414.70 · Repairs and Maintenance	<u>927.00</u>
414.80 · Travel and Meetings	
414.81 · Travel	75.98
414.83 · Meetings and Seminars	60.00
Total 414.80 · Travel and Meetings	<u>135.98</u>
414.90 · Telephone and Internet Services	286.87
Total 414.00 · Administration and General	<u>18,321.73</u>
415.50 · Depreciation Expense	4,300.00
Total Expense	<u>22,702.81</u>
Net Income	<u><u>-12,758.84</u></u>

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

	<u>Jul '14 - Feb 15</u>	<u>Jul '13 - Feb 14</u>
Income		
301.00 · Service Charges		
301.10 · Service Charges - Monthly	567.00	1,008.00
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	71,898.13	71,999.08
Total 301.00 · Service Charges	<u>173,025.13</u>	<u>138,273.08</u>
305.00 · SUSD Sinking Fund	8,062.00	8,062.00
311.00 · Interest Income	1,447.37	1,585.40
315.00 · Intergovernmental Revenues		
315.50 · Levy 4	3,943.43	4,484.21
315.00 · Intergovernmental Revenues - Other	0.65	0.07
Total 315.00 · Intergovernmental Revenues	<u>3,944.08</u>	<u>4,484.28</u>
316.00 · CSI Solar Rebate	8,369.10	9,526.53
Total Income	<u>194,847.68</u>	<u>161,931.29</u>
Expense		
410.00 · Sewage Collection	263.02	238.60
411.00 · Sewage Treatment	1,606.22	207.68
412.00 · Sewage Disposal	962.59	210.23
414.00 · Administration and General		
414.05 · Administrator's Fees	54,032.00	54,032.00
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	609.00
414.35 · Health Insurance Allowance	3,200.00	3,200.00
Total 414.30 · Insurance	<u>9,076.82</u>	<u>9,078.54</u>
414.40 · Office Expense		
414.49 · Other Office Expense	80.56	0.00
414.41 · Postage and Delivery	51.38	182.58
414.42 · Printing and Copies	0.00	735.15
414.43 · Office Supplies	1,393.48	711.13
414.44 · Sonic - Web Hosting	159.60	139.35
414.45 · Equipment Expense	293.19	0.00
414.46 · Board Meeting Expense	209.19	902.72
414.48 · Office Rent	600.00	0.00
Total 414.40 · Office Expense	<u>2,787.40</u>	<u>2,670.93</u>
414.50 · O&M Contractual Services	42,510.91	41,352.55

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

	<u>Jul '14 - Feb 15</u>	<u>Jul '13 - Feb 14</u>
414.55 - Professional Fees		
414.57 - Accounting	4,500.00	0.00
414.58 - Consulting	11,568.00	0.00
Total 414.55 - Professional Fees	<u>16,068.00</u>	<u>0.00</u>
414.60 - Publication and Notices		
414.61 - Newsletter Expense	0.00	200.16
414.60 - Publication and Notices - Other	405.00	0.00
Total 414.60 - Publication and Notices	<u>405.00</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	1,748.30	240.00
414.73 - Equipment Repairs	1,125.00	4,145.88
Total 414.70 - Repairs and Maintenance	<u>3,782.99</u>	<u>4,864.66</u>
414.80 - Travel and Meetings		
414.81 - Travel	969.76	814.56
414.83 - Meetings and Seminars	1,194.28	205.00
Total 414.80 - Travel and Meetings	<u>2,164.04</u>	<u>1,019.56</u>
414.90 - Telephone and Internet Services	1,586.39	749.82
414.95 - Miscellaneous Expenses	0.00	8.61
Total 414.00 - Administration and General	<u>153,861.17</u>	<u>135,227.30</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	34,400.00	34,400.00
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>196,310.15</u>	<u>176,159.62</u>
Net Income	<u><u>-1,462.47</u></u>	<u><u>-14,228.33</u></u>

TVCS D Sewer Enterprise
Statement of Cash Flows
February 2015

	<u>Feb 15</u>
OPERATING ACTIVITIES	
Net Income	-12,758.84
Adjustments to reconcile Net Income to net cash provided by operations:	
137.00 · Accounts Receivable	-9,063.00
222.00 · Accounts Payable	<u>-4,941.98</u>
Net cash provided by Operating Activities	-26,763.82
INVESTING ACTIVITIES	
105.00 · Less Accumulated Depreciation	<u>4,300.00</u>
Net cash provided by Investing Activities	<u>4,300.00</u>
Net cash increase for period	-22,463.82
Cash at beginning of period	<u>312,689.01</u>
Cash at end of period	<u><u>290,225.19</u></u>

TVCS D Park
Balance Sheet
As of February 28, 2015

	<u>Feb 28, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
131.00 · Cash	
131.46 · Bank of Marin - Park Account	77,014.25
Total 131.00 · Cash	<u>77,014.25</u>
Total Checking/Savings	<u>77,014.25</u>
Total Current Assets	77,014.25
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>472,480.25</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222.00 · Accounta Payable	359.88
Total Accounts Payable	<u>359.88</u>
Other Current Liabilities	
217.00 · Unearned Revenue	25,000.00
Total Other Current Liabilities	<u>25,000.00</u>
Total Current Liabilities	25,359.88
Long Term Liabilities	
216.00 · Loan Payable - TVCS D Sewer	3,211.00
Total Long Term Liabilities	<u>3,211.00</u>
Total Liabilities	28,570.88
Equity	
252.50 · Investment in Capital Assets	395,466.00
260.00 · Retained Earnings	17,233.69
Net Income	31,209.68
Total Equity	<u>443,909.37</u>
TOTAL LIABILITIES & EQUITY	<u><u>472,480.25</u></u>

TVCS D Park
Profit & Loss
February 2015

	<u>Feb 15</u>
Ordinary Income/Expense	
Income	
311.00 · Interest Income	0.30
322.60 · Water Tower PGE	70.00
Total Income	<u>70.30</u>
Expense	
414.20 · Office Expense	
414.22 · Printing and Copies	50.22
Total 414.20 · Office Expense	<u>50.22</u>
414.80 · Measure A	
414.81 · Measure A Project Expenses	1,920.00
414.83 · PGE Park	97.76
Total 414.80 · Measure A	<u>2,017.76</u>
423.20 · Awards and Gifts	211.90
Total Expense	<u>2,279.88</u>
Net Ordinary Income	<u>-2,209.58</u>
Net Income	<u><u>-2,209.58</u></u>

TVCS D Park
Profit & Loss Prev Year Comparison
 July 2014 through February 2015

	<u>Jul '14 - Feb 15</u>	<u>Jul '13 - Feb 14</u>
Ordinary Income/Expense		
Income		
311.00 · Interest Income	2.05	1.10
315.00 · Intergovernmental Revenues		
315.60 · HOPTR	29.96	29.40
315.65 · Property Tax Refund	0.00	28.24
315.70 · SB 90 Reimbursement	3,568.00	0.00
315.80 · Measure A Funds	32,151.64	17,374.91
Total 315.00 · Intergovernmental Revenues	<u>35,749.60</u>	<u>17,432.55</u>
320.00 · Contributions Income		
320.20 · Restricted	0.00	10,000.00
320.30 · Unrestricted		
320.32 · 2013 PitP	0.00	7,407.00
320.30 · Unrestricted - Other	95.00	100.00
Total 320.30 · Unrestricted	<u>95.00</u>	<u>7,507.00</u>
Total 320.00 · Contributions Income	95.00	17,507.00
322.00 · Park Use Rental		
322.50 · Cleaning and Security Deposit	-600.00	-400.00
322.00 · Park Use Rental - Other	550.00	0.00
Total 322.00 · Park Use Rental	<u>-50.00</u>	<u>-400.00</u>
322.60 · Water Tower PGE	560.00	560.00
323.00 · Founders' Day Committee	64.00	0.00
Total Income	<u>36,420.65</u>	<u>35,100.65</u>
Expense		
414.10 · Licenses and Permits	220.00	0.00
414.20 · Office Expense		
414.21 · Postage and Delivery	0.00	200.00
414.22 · Printing and Copies	50.22	1.50
Total 414.20 · Office Expense	<u>50.22</u>	<u>201.50</u>
414.55 · Professional Fees		
414.56 · Legal Fees	0.00	1,127.50
Total 414.55 · Professional Fees	<u>0.00</u>	<u>1,127.50</u>
414.70 · Repairs		
414.74 · Park Maintenance	8.93	-214.82
Total 414.70 · Repairs	<u>8.93</u>	<u>-214.82</u>
414.80 · Measure A		
414.81 · Measure A Project Expenses	3,385.42	24.84
414.82 · Measure A Maintenance Expenses	603.78	763.81
414.83 · PGE Park	730.72	893.26
Total 414.80 · Measure A	<u>4,719.92</u>	<u>1,681.91</u>
423.20 · Awards and Gifts	211.90	0.00
423.30 · Fundraising Expense		
423.31 · Party in the Park	0.00	1,007.63
Total 423.30 · Fundraising Expense	<u>0.00</u>	<u>1,007.63</u>
Total Expense	<u>5,210.97</u>	<u>3,803.72</u>
Net Income	<u><u>31,209.68</u></u>	<u><u>31,296.93</u></u>

TVCS D Park
Statement of Cash Flows
July 2014 through February 2015

	<u>Jul '14 - Feb 15</u>
OPERATING ACTIVITIES	
Net Income	31,209.68
Adjustments to reconcile Net Income to net cash provided by operations:	
222.00 · Accounta Payable	<u>254.15</u>
Net cash provided by Operating Activities	<u>31,463.83</u>
Net cash increase for period	31,463.83
Cash at beginning of period	<u>45,550.42</u>
Cash at end of period	<u><u>77,014.25</u></u>

February 13, 2015

Notes from Meeting with SUSD

TVCS D: Bill Bonini, Deborah Parrish

SUSD: Thomas Stubbs, Superintendent; Bruce Abbott, Chief Business Official

Discussion Points:

1. Current Situation: SUSD has not paid the most recent bill that included depreciation. They have an opinion from their auditor that is not in agreement with TVCS D auditor. TVCS D auditor seems unwilling to participate further in helping to resolve this.
2. Future: SUSD faces extreme financial hardship. They admit that there are problems they are addressing. How should we handle this situation going forward? It is not likely to turn around quickly.
3. What is the "Measuring Stick" – how do we bill and how should we bill?
 - a. SUSD claims that the current contract does not adequately reflect their current population or usage. In addition, student habits (such as taking showers) have also changed over the years. SUSD suggests this might be reviewed on an annual basis.
 - b. Discussed the cost of installing/monitoring a flow meter. Is this money well spent?
 - c. SUSD would be the only "rate payer" with a flow meter. How will this affect other rate payers?
4. Depreciation
 - a. Code: SUSD claims that the referenced code does not apply to TVCS D/Special Districts; it applies to another public body? This definitely needs to be addressed to sort out the confusion.
 - b. Reasonableness: SUSD claims that being charged Depreciation is the same as being "double charged."
 - i. This misunderstanding must be resolved to everyone's comfort level or the issue will not go away.
 - ii. What are next steps to sort out the confusion and move forward?
5. How do we consult with issues on billing?
 - a. SUSD requests that both parties commit to (at minimum) an annual discussion on billing before the final "true-up." With the amount they are paying, they want to weigh in on how TVCS D allocates funds, but most importantly doesn't want any more surprises going forward. They feel that there should have been a discussion about the additional billing, not just receiving the bill.
6. We discussed the role of the School District – they are a partner, under contract, which distinguishes them from other ratepayers.

What we agreed to:

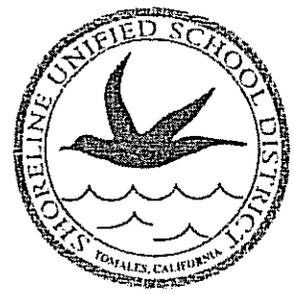
1. SUSD will attend/participate/perhaps join our FAC to participate in the budgeting process and register their voice. It's likely this will be Bruce, since he's the finance guy.
2. SUSD will prepare a letter to the Board with their specific requests before the next Board meeting. The TVCSD Board should expect that it will contain push-back on how they are billed. They will be asking for the Board to make a decision on this, so TVCSD should be prepared with professional opinions (legal **and** financial). Do we need to engage another auditor?
3. Create an ongoing dialog with SUSD going forward. SUSD contends that TVCSD (per the contract) should reach out to SUSD. While they take part of the responsibility for the breakdown in communication, they also state that these types of issues are best discussed in person, versus receiving a bill and letters/email. This is about building relationships and engaging stakeholders. As a small district, creating an ongoing dialog and participation could only help us creating budgets, policies, etc.
 - a. For example, they claim they haven't been notified of public budget discussions/meetings. Yes, these are posted publicly, but, as partners, perhaps we should reach out to them differently (since they don't live in the district).
 - b. To this point, we agreed to meet again March 19th @ 5pm.
4. Share and discuss the final Efficiency Audit results and findings/suggestions.

What is still unresolved:

1. Depreciation:
 - a. Is it mandated to charge depreciation?
 - b. Or is it a choice that the Board is allowed to make?
 - c. Is it true that TVCSD cannot change SUSD billing for this past fiscal year? Or are we able to make adjustments?
 - d. How will the Board address SUSD's request to "roll back" depreciation for the current fiscal year? SUSD asked if depreciation is a "need" or a "choice."
2. How TVCSD and SUSD will resolve the current unpaid bill?
3. What is the "Measuring Stick" going forward? What are fair billing practices?

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



February 17, 2015

Bill Bonini Via email: wmabonini@yahoo.com
Deborah Parrish Via email: deborahparrish@mac.com

Dear Bill and Deborah

The Shoreline Unified School District (SUSD) wishes to thank Tomales Village Community Services District (TVCS D) board president and vice president, Bill Bonini and Deborah Parrish for their time and open dialog about the current TVCS D billing. We feel we made significant progress in starting good ongoing communications between our organizations.

On the question of depreciation charges, SUSD according to our records has not paid the 2013-14 "true up bill" of \$10,384 which included depreciation charges. For 2014-15 SUSD has only paid the adjusted bill of \$83,821 which had deprecation removed. We do not feel the depreciation is an acceptable charge because the contract provision for a new charge was not followed and we don't agree on the nature of the charge.

Any change to the bill should be discussed with SUSD. Per the contract "Prior to charging any rate, North Marin will confer with Shoreline and will hold a public hearing where on." We do not believe this consultation ever occurred. We would recommend going forward an annual meeting to review current billing.

On the nature of the depreciation charge, we not agree it is an appropriate charge for SUSD. Based on our own research and a memo provided from our auditor there is no government code or accounting principle that "requires" the charging of depreciation. Also, in addition to a portion of the operating cost of TVCS D Shoreline also pays a portion of the capital costs. Depreciation is the allocation of the capital costs i.e. prior purchased assets or capital improvements and since SUSD is already paying a portion of the capital costs we have no way to determine if we are double paying depreciation and capital costs.

On the question of metering; SUSD has an interest in developing a metric to determine if the percent allocation of cost to SUSD is still appropriate after 33 years. We are very open to methods that are simple and cost effective but provide a meaningful analysis.

SUSD understands that TVCS D does need to make capital improvements and without adequate reserves will need to work with the rate payers on building the funds for those capital improvements. We would hope that these conversations include a discussion about the overall costs of running TVCS D which seem high. We are aware of the study of costs that should be finishing soon and look forward to the results and what may be learned.

We look forward to the working with TVCS D and establishing improved communication.

Bruce Abbott
Chief Business Official
Shoreline Unified School District

From: [Karl Drexel](#)
To: "Heston, Kristain"
Cc: "Dagan, Anita"; "Serafica, Edward"; "Hszieh, Renee"; "Apgar, Lillian"; [Jenna Brady, County Counsel](#)
Subject: RE: Depreciation Expense Inquiry
Date: Friday, February 27, 2015 2:33:00 PM
Attachments: [image001.png](#)

Hi Kristian,

Thanks for responding to my inquiry. In reviewing the Government Code section you refer to, it is my understanding that this is the Financial Powers of a County Board of Supervisors and not necessarily that of a Special District. Government Code Section 25261 also refers to County funds "specified as mandatory by the State Controller pursuant to regulations adopted under the provisions of Section 30200. The board may by resolution create enterprise funds in addition to those specified as mandatory." Both codes say "may" and refer to the County auditor or controller. My question relates to the enterprise activities of a Special District. As an enterprise activity we are required by the State Controller to account for depreciation as an operating cost in our annual report and audited financial statements. Because of this we have been expensing depreciation on Income and Expense Statements. However, this has created some consternation with one of our partners who is billed through an agreement between the District and the customer to pay a percentage of operating expenses. My question to the Controller's Office is:

"Where a special district is engaged in both enterprise activities and nonenterprise activities, and the accounting for each activity is separate, is the District required to account for depreciation of capital assets as an operating expense for the enterprise activity?" And if so, what is the governing regulation or law the Controller has adopted with regards to this? And if not, what happens if we leave it off of our annual report?

I do not have access to the GAAFR blue book, but it seems GASB 34 and again in 55, as a utility, we are mandated to expense depreciation. It also seems that school districts (the partner in this instance) is regulated by other standards. Is that a correct assumption?

Thank you in advance for looking into this.

Karl

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

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

 Please consider the environment before you print

From: Heston, Kristain [mailto:KHeston@sco.ca.gov]
Sent: Monday, November 03, 2014 3:45 PM
To: karl@tomalescsd.ca.gov
Cc: Dagan, Anita; Serafica, Edward; Hsieh, Renee; Apgar, Lilian
Subject: Depreciation Expense Inquiry

Good Afternoon,

This email is in response to your inquiry concerning the reporting requirements of depreciation expense.

Per Government Code 25260:

The board may provide for the fixing and collection of charges from the recipients of activities financed by the fund, and such charges may include all expense in providing the service activity, including operational cost and depreciation.

All funds created pursuant to this section shall be accounted for as prescribed by the county auditor or controller.

As the code states the county auditor or controller, shall prescribe how the funds are accounted for. Per general accounting procedures, GASB Statement 34 shows how depreciation expense should be reported. Methods of how to calculation out depreciation can be found in paragraphs 161 through 166.

In addition to GC 25260 and GASB Statement 34, the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) blue book also provides guidance on how, when, and when not to report depreciation expense.

In the GAAFR 2013 edition:

- Page 281 states: *Governmental funds do not report capital assets, and thus do not report depreciation expense*, and explains how to report adjustments accordingly.
- Page 307 explains depreciation in governmental activities.
- Pages 440 and 441 explain situations where depreciation is not recognized.

GASB Statement 55 provides the GAAP Hierarchy of resources used to assist accountants in determining what general accounting procedures should be followed. This hierarchy could change depending on the GASB Exposure Draft No. 33-ED.

I hope this information helps assist you in explaining to the board the guidance used in depreciation expense. If you have any additional questions, you can contact me at kheston@sco.ca.gov or (916) 322-4554.

Sincerely,

Kristain Heston (KH)

Fiscal Analyst, Local Government Policy Section

Division of Accounting & Reporting

Phone: (916) 322-4554

Fax: (916) 327-3162



Controller *John Chiang*
California State Controller's Office

From: [Karl Drexel](#)
To: [Margie Roberts](#)
Cc: [Roy Given](#)
Subject: Depreciation
Date: Sunday, March 01, 2015 4:20:00 PM

Hi Margie,

We have been recently informed that the Tomales Village Community Services District needs to report capital asset depreciation as an operating expense on the State Controller's Annual Report and subsequently in our annual audited financial statements. I have requested clarification from the State Controller's Office and was referred to Government Code 25260, as well as GASB 34, GASB 55 and the GAAFR blue book. However, in reviewing Government Code 25260 and 25261, it appears to refer to the Financial Powers of a County Board of Supervisors and not necessarily that of a Special District. Government Code Section 25261 also refers to County funds "specified as mandatory by the State Controller pursuant to regulations adopted under the provisions of Section 30200. The board may by resolution create enterprise funds in addition to those specified as mandatory." Both codes say "may" and refer to the County auditor or controller.

My question relates to the enterprise activities of a Special District. As an enterprise activity we are required by the State Controller to account for depreciation as an operating cost in our annual report and audited financial statements. Because of this we have been expensing depreciation on Income and Expense Statements. However, this has created some consternation with one of our partners who is billed through an agreement between the District and the customer to pay a percentage of operating expenses. I have requested further clarification from the State Controller and have not heard back. My question to the Department of Finance is:

"Where a special district is engaged in both enterprise activities and nonenterprise activities, and the accounting for each activity is separate, is the District required to account for depreciation of capital assets as an operating expense for the enterprise activity?" And if so, what is the governing regulation or law the County Controller has adopted with regards to this? And if not, what happens if we leave it off of our audit? I do not have access to the GAAFR blue book, but it seems GASB 34 and again in 55, as a utility, we are mandated to expense depreciation. It also seems that school districts (the partner in this instance) is regulated by other standards. Is that a correct assumption?

Thank you in advance for looking into this.

Karl

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

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

February 15, 2015

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

PhillipsOnSite.com

RE: Self-Monitoring Report
Tomales, Marin County
January, 2015

Mr. Allen

Enclosed please find the Self-Monitoring Report.

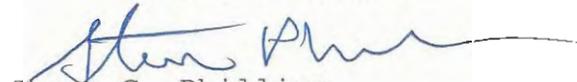
Spray irrigation is off.

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

SELF MONITORING REPORT																						
Date	INFLUENT				TREATMENT POND NO.1				WEST STORAGE POND				EAST STORAGE POND				EFFLUENT DISPOSAL					
	Daily (KGALS)	Weekly (KGALS)	COD (mg/l)	TSS (mg/l)	pH Units	D.O. (mg/l)	Temp. C	Free-board	pH Units	D.O. (mg/l)	Temp C	Free-Board	pH Units	D.O. (mg/l)	Temp C	Free-Board	Daily (KGALS)	Weekly (KGALS)	pH Units	D.O. (mg/l)	COD (mg/l)	Cl2 (mg/l)
1/1/2015	17.0							3.2									0.0					
1/2/2015	17.0							3.3									0.0					
1/3/2015	16.0							3.2									0.0					
1/4/2015	17.0							3.3									0.0					
1/5/2015	16.0							3.2									0.0					
1/6/2015	17.0		460.0	240.0	8.0	5.1	11.0	3.3				6.7			6.0	0.0						
1/7/2015	16.0	116.0						3.2								0.0	0.0					
1/8/2015	17.0							3.3								0.0						
1/9/2015	14.0							3.2								0.0						
1/10/2015	14.0							3.2								0.0						
1/11/2015	16.0							3.2								0.0						
1/12/2015	16.0							3.1								0.0						
1/13/2015	15.0				7.9	2.6	11.6	3.1				6.6			6.0	0.0						
1/14/2015	15.0	107.0						3.0								0.0	0.0					
1/15/2015	15.0							3.0								0.0						
1/16/2015	17.0							2.9								0.0						
1/17/2015	17.0							2.9								0.0						
1/18/2015	17.0							2.9								0.0						
1/19/2015	19.0				7.7	2.1	14.2	2.9				6.6			6.0	0.0						
1/20/2015	15.0							2.9								0.0						
1/21/2015	16.0	116.0						2.9								0.0	0.0					
1/22/2015	18.0							2.9								0.0						
1/23/2015	16.0							2.9								0.0						
1/24/2015	16.0							2.9								0.0						
1/25/2015	18.0							2.9								0.0						
1/26/2015	17.0							2.9								0.0						
1/27/2015	16.0				8.2	5.4	12.2	2.9				6.7			6.8	0.0						
1/28/2015	17.0	118.0						2.9								0.0	0.0					
1/29/2015	17.0							2.9								0.0						
1/30/2015	16.0							2.9								0.0						
1/31/2015	16.0							2.9								0.0						
Max	19.0	118.0	460.0	240.0	8.2	5.4	14.2	3.3	0.0	0.0	0.0	6.7	0.0	0.0	0.0	6.8	0.0	0.0	0.0	0.0	0.0	0.0
Min	14.0	107.0	460.0	240.0	7.7	2.1	11.0	2.9	0.0	0.0	0.0	6.6	0.0	0.0	0.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0
Mean	16.3	114.3	460.0	240.0	8.0	3.8	12.3	3.0	#DIV/0!	#DIV/0!	#DIV/0!	6.6	#DIV/0!	#DIV/0!	#DIV/0!	6.2	0.0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total	506.0															0.0						

Month	Treatment Pond # 2				Treatment Pond # 3			
Jan-15	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1								
2								
3								
4								
5								
6	3.7	8.2	9.6	7.2	3.8	8.9	10.0	7.4
7								
8								
9								
10								
11								
12								
13	3.4	8.7	7.8	11.0	3.6	9.3	10.0	11.0
14								
15								
16								
17								
18								
19	3.2	7.7	4.5	13.3	3.2	8.9	6.4	13.2
20								
21								
22								
23								
24								
25								
26								
27	3.2	7.9	5.9	12.0	3.3	9.1	9.4	11.8
28								
29								
30								
31								

Month	Treatment Pond # 2				Treatment Pond # 3			
Jan-15	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1								
2								
3								
4								
5								
6	3.7	8.2	9.6	7.2	3.8	8.9	10.0	7.4
7								
8								
9								
10								
11								
12								
13	3.4	8.7	7.8	11.0	3.6	9.3	10.0	11.0
14								
15								
16								
17								
18								
19	3.2	7.7	4.5	13.3	3.2	8.9	6.4	13.2
20								
21								
22								
23								
24								
25								
26								
27	3.2	7.9	5.9	12.0	3.3	9.1	9.4	11.8
28								
29								
30								
31								

**TOMALES EFFLUENT STORAGE POND
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) January 2015

2. Pond Standard Observation required every week

INSPECTION					
Date	1-6	1-13	1-19	1-27	
Day	Tu	Tu	Mon	Tues.	
Time	0830	1120	0945	1000	
Tech	PC	SC	E.C	DE/SC	
* Evidence of seepage from ponds	N	N	N	N	
* Nuisance odors from ponds	N	N	N	N	
* Warning signs improperly posted	N	N	N	N	
* Public contact with pond water	N	N	N	N	

*

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

Temperature			1-19		
Weather- Calm, Oc, Rain, etc.			Mon		
Wind direction & speed, mph			South 5-10		
Number of waterfowl			30		

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

* 1-19: irrigation tested with Steve Phillips,

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) January 2015

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

INSPECTION					
Date	1/6	1-13	1-19	1-27	
Day	Tues	Tues	MON	Tues.	
Time	0830	1130	0910	1025	
Tech	EC	X	EC	DE/S	
* Evident of any leaks	N	N	N	N	
Tank level, inches	42	42	42	41.5	
Cl2 gallons added	0	0	0	0	
New tank level after adding Cl2, inches	42	42	42	41.5	
Gallons used for treatment since last check	0	0	0	0	
Warning Signs Improperly Posted	N	N	N	N	

3. * Any Yes responses please report immediately to supervisor

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

**TOMALES TREATMENT POND
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) January 2015

2. Pond Standard Observation required every week year round.

INSPECTION					
Date	1/6	1-13	1-19	1-27	
Day	Tues	TUES	Mon.	Tues.	
Time	EC	1220 SC	0750	0955	
Tech	EC	SC	EC	SC/EC	
Rain, Inches	0	0	0.15	0	
Number of waterfowl	0	0	5	5	
* Evidence of seepage from ponds	N	N	N	N	
* Nuisance odors from ponds	N	N	N	N	
* Warning signs improperly posted	N	N	N	N	
* Public contact with pond water	N	N	N	N	

3. * Report Yes or No and any Yes response s please report immediately to supervisor

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

From: STEVENPSI@aol.com
To: karl@tomalescsd.ca.gov
Subject: Re: Spray field
Date: Thursday, February 19, 2015 4:39:29 PM

Karl,

Got the new valve in, but its the wrong one and did not come with the valve. I took it back to Grainger for them to reorder the correct one.

I will keep you posted.

Steve Phillips

PHILLIPS & ASSOCIATES

2201 Jefferson Street
Napa, CA. 94559

Office 707-254-1931
Cell: 707-888-4018
<http://www.phillipswaterservices.com/>

[In a message dated 1/28/2015 1:19:45 P.M. Pacific Standard Time, karl@tomalescsd.ca.gov writes:](#)

[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](#)

-

[TOMALES VILLAGE COMMUNITY SERVICES DISTRICT](#)
[CWEA Redwood Empire Section 2010 and 2011 Small WWTP Plant of the Year](#)

-

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

-

 [Please consider the environment before you print](#)

-

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

-

[Karl.](#)

-

[NSW150127ActuatedValve](#)

-

[Finally got the quote for the new actuator valve](#)

-

[The estimated cost to remove the old actuated valve and install a new one is \\$ 1,950](#)

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

-

Thanks

-

Steve Phillips

PHILLIPS & ASSOCIATE

Management & Technical Resources

707-254-1931



C10 Contractor License #422364

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

February 20, 2015

Tomales Village CSD

Sent via email: tvcd@pacbell.net

Attn: Karl Drexel

Subj: SCADA/Server Upgrade/Reports

Ref: SR# 26642

Dear Karl,

Telstar is pleased to provide a quote on the above referenced project. We propose the following:

Option 1 – Server UPgrade

1. Furnish and install (1) one each – Dell PowerEdge T110 II Server, (2) 1TBCHD Hard drives, 4GB Memory (2X2GB), Intel Xeon E3-1220 3.10 GHz, 8m Cache, Turbo, Quad Core/4T Processor. 3 Year Basic hardware warranty repair, not – on-site.
2. Set-up and test.
3. Provide labor to migrate existing software files and to set-up new server. This applies to programs with current and transferable licenses only. Does not include any OEM Software that came with the existing CPU.

The price for this as outlined is\$4,854.00

Option 2 SCADA Upgrade

4. Provide Factory Talk View SE Station 25 display Software. This is a runtime only license.
5. Provide labor to migrate existing software files to match functionality/Screens of existing RS View 32 RT System.
6. Start-up and test.

The price for this as outlined is\$11,311.00

RSView32 RT License Trade-in Credit - \$ 1,445.00

Option 2 Cost (with approved credit applied)\$9,866.00



Option #3 – Combine #1 and 2 above

1. Perform items 1-6 as outlined above in options 1 & 2

The price for this as outlined is\$14,323.00
RSView32 RT License Trade-in Credit - \$ 1,445.00
Option 2 Cost (with approved credit applied)\$12,878.00

Option #4 – Annual SCADA PM/Calibrations

1. Provide 2 semi-annual site visits to perform SCADAworks PM as outlined in attached datasheet.
2. Provide 1 day of a technician to calibrate the following instruments.
 - a. Pond 1 Level
 - b. Pond 2 Level
 - c. Pond 3 Level
 - d. Wet Well Level

The price for this as outlined is\$3,479.00

Note: Pricing of all options does not include applicable sales tax and freight.

We can proceed with this at your notice and look forward to working on this project. If you have any questions please do not hesitate to contact me at 925-671-2888.

Sincerely,

Phillip Maffei
Sales/Project Coordinator
P. 925 671-2888 x138
C. 925 787-3979
pmaffei@telstarinc.com

Terms and Conditions: For your convenience, we now accept all major credit cards. We can commence with this at your direction. This quote is valid for thirty days. This quote is based on information provided to Telstar and may or may not be correct or complete. Please review this proposal for compliance with the complete and final specifications and drawings before acceptance. Our terms are due and payable 30 days from date of invoice. Payments must be made on a minimum of a monthly basis. If payment is not received by the 30th day, a .05% daily service charge (18-3/4% per annum) will be charged on all accounts past due. Rates quoted herein will automatically be increased for overhead, and cost of living at a minimum of every year, or at contract renewal, whichever is less. Attorney's fees, court costs and costs of collection will be paid to prevailing party. Permits and bonding



are excluded unless otherwise noted herein. Our standard insurance applies unless otherwise, agreed to in writing by Telstar. We accept no responsibility for consequential damages and our standard warranty applies. Telstar does not warranty OEM equipment; the standard manufacturer's warranty applies. Any labor performed by Telstar due to equipment warranty claims, is due and payable as an extra and/or additional charge to the quote noted herein. Please reference the above stated quote number in all correspondence and purchase orders. Unless otherwise noted, this quote is based on standard straight time hours and does not include any prevailing wage rates unless agreed in writing by Telstar. Vehicle expense will be in addition to the price quote, unless specifically included within the body of this quote. The price quoted herein is for the labor and materials specifically listed within the body of this quote. Service calls and time and materials rates carry a 4-hour minimum per person, any time over 4 hours is charged as 8 hours. Cancellation charges apply including engineering, labor, materials, quote and estimating time, markup, % of profit, return goods fees, etc. at the time of written cancellation notice to Telstar.

K:\SHARE\QUOTES\Customer Name S-Z 09-current\Tomales Village CSD 26642 SCADA-Server-PM REV 2.docm



dba Rapid Rooter
 P.O. Box 591-I, Healdsburg, CA 95448-0590
 1-888-UNPLUGU (707) 433-8053 FAX (707) 433-8085
www.unplugu.com
 Contractors License 544530, A, C-36, Haz

February 17, 2015

Tomales Village Community
 Services District
 10 Irwin Rd.
 Tomales, CA 94971
 707.527.5688

Attention: Karl Drexel
karl@tomalescsd.ca.gov

**Quote: 1310-Video of 6" & 8" SS
 Tomales Village Community
 Services District
 Tomales, CA 94971**

Scope:

- Video 2,605' of 6" Sewer Main & 9,294' of 8" Sewer Main
- There have been substantial increases in flow noted by the Tomales CSD immediately after significant rain events. Work will be scheduled during and immediately after rain events in an attempt to discover the cause.

Price:

Hourly Option

• Jet Truck (4 Hr. min.)	\$195.00/hr. x 8 hr.=	\$1,560.00	
• Video Van (4 Hr. min.)	\$195.00/hr. x 8 hr.=		\$1,560.00
• Technician	\$ 95.00/hr. x 8 hr.=		\$ 760.00

- Since the service district wants to only release sections, to be done after rainfall, MSI has bid this as hourly.
- With the recent rain, there was a substantial increase in flow. The district wants to find the cause.
- If only the video van is requested, it will be sent with an additional technician in order to assure proper manpower at the site.
- If the jet truck is requested along with the video van, only equipment charges will apply as both technicians will be operators.

By the Foot Option**Street Accessible Manholes**

\$1.00/ft. Televis Only
 \$2.00/ft. Clean & TV

Easement Accessible Manholes

\$1.50/ft. Televis Only
 \$2.50/ft. Clean & TV

- A minimum release of 3,000' is required for this pricing by the foot

Assumptions/Conditions:

- MSI will be allowed unlimited access to the jobsite
- If cleaning is requested, water for the cleaning operation will be provided by the customer at a location in close proximity to the worksite
- Customer will provide dumpsite for any debris removed from the pipe during the cleaning operation
- Standard traffic control will consist of cones & signage. If flagging is necessary, and additional charge of \$95.00/hour per flagger will be charged
- No plans, drawings or specifications are included
- This quote excludes all permits, licenses & bonds
- This project is bid according to **Non-Prevailing Wage** rates

Thank you for the opportunity to present our proposal for this project. Please contact us if you have any questions or comments. This quote will remain valid for 30 days.

Gary Miksis
 President
 Miksis Services Inc.

Authorized Signature for Bid Acceptance

Date

Tomales Park Committee meeting minutes
February 23, 2015
Meeting began @ 6:35pm

Margaret Gramh chaired the meeting.

Brian Lamoreaux served as secretary.

Present were: Patty Oku, Walter Earle, Donna Clavaud, Eric Knudsen, and David Judd.

Absent: Beth Koelker

Agenda:

- Open Communication
- Review Minutes
- Park Work Day
- Water Tower Repairs
- Gazebo/Park Gate Update
- North Fence in need of repair
- New Work Plan ideas

1. Park Work Day will be April 11th, 10am-2pm. Patty will coordinate posting invitation signage.
2. Water Tower repair - David Judd reports roof repair will be scheduled some weekend in March or April.
3. If/when we do further repairs to the building, PAC agrees to notify Henry 6 months prior so he can move spiders out.
4. Gazebo: David Judd's preliminary presentation to Design Review Board of Gazebo concept and gate entrance went encouragingly well, with no major concerns. The design process will continue. In response to Design Review chair Bruce Bramson's inquiry about a public presentation of the new gazebo design, PAC decided to post the gazebo plans on the TVCSD website when the plans are complete.
5. Gazebo items still to be determined:
 - Roof material: options are composition shingle, copper and standing seam metal. Estimates need to be gathered for PAC to review.
 - Columns to be metal & powder coated - but no column color has been voted on yet, to be discussed later.
 - Any lighting details to be determined later.
 - Any more specifics around using children's tile from town inset into the stairs.
6. Fence needs repairs on north side of park - to be looked at by Eric and David.
7. A suggestion from Eric for an outdoor concrete ping pong table in the park was welcomed by all.
8. Playground inspector, to be scheduled for sometime in May, once mulch can be tilled up and softened.
9. Next PAC meeting will be in April.

Tomales Community Park
Current Cash Position and Commitments
February 18, 2015

Cash in Bank of Marin - Park Account		\$76,943
Commitments:		
Measure A Funds		34,929
Disbursement #1 1-7-14	17,375	
Disbursement #2 7-14-14	15,508	
Disbursement #3 1-24-15	16,644	
Regulatory (Permits, signage, etc)	-395	
Maintenance (PGE, Garbage, Paper Products)	-2,711	
Equipment (tables)	-1,253	
Capital Improvement (Gutters, Play Surface)	-5,511	
Wyatt Irrigation (Sprinkler System)	-665	
Furlong Const (Sprinkler System)	-800	
Dan Erickson (Park Survey)	-1,920	
Maintenance (Garbage, Paper Products)	-604	
PGE	<u>-739</u>	
Balance 2015 Funds	34,929	
Gazebo & Irrigation Project		28,535
Board of Supervisors Grant	15,000	
Dean Witter Grant	10,000	
Park Account Allotment (Party in the Park)	5,000	
Wyatt Irrigation (Sprinkler System)	-665	
Furlong Const (Sprinkler System)	<u>-800</u>	
Balance Project Funds	28,535	
Farm and Flea Market Grant		1,500
Set Aside for Random Expenses not covered by Measure A		<u>2,000</u>
Total Commitments		66,964
Uncommitted Cash Balance		<u><u>9,979</u></u>

Tomales Community Park
Current Cash Position and Commitments
February 18, 2015

2013-14 Measure A Income			17,375
2013-14 Measure A Expenses			
Regulatory	Compliance Signs - Trash and Recycle signs	139	
	Marin County - Encroachment Permit	256	395
Maintenance	Arollo - Pump and Filter Maintenance	147	
	Capital One - Weed Spray and Paper Products	244	
	Fishman Supply - Paper Products	370	
	Friedmans - Materials and Maint. Tools	271	
	PGE	1,229	
	Baudellio Martinez - Trash and Recycle	306	
	Nicole Vigeant - Maint Tools	27	
	Walter Earle - Rototiller Rental	117	2,711
Equipment	Sonoma County Probation Dept - Tables	1,253	1,253
Capital Improvement	MF Felice - Play Service	5,036	
	Dunn Seamless Gutters - Bathroom Gutters	475	<u>5,511</u>
Total Expenses			9,870
Net 2014 Measure A Balance			<u><u>7,505</u></u>
 2014-15 Measure A Income			 32,152
2014-15 Measure A Expenses			
Regulatory	None	0	0
Maintenance	Fishman Supply - Paper Products	272	
	Baudellio Martinez - Trash and Recycle	307	
	Alex Marcotte	25	
	PGE	739	1,343
Equipment	None	0	0
Capital Improvement	Wyatt Irrigation - Sprinkler System	665	
	Furlong Construction - Sprinkler System	800	
	Dan Erickson Const - Park Map and Survey	1,920	<u>3,385</u>
Total Expenses			4,728
Net 2014-15 Measure A Balance			<u><u>27,424</u></u>
Net Total Measure A Fund Balance			34,929

Estimated 2015-16 Measure A Funds ~ \$27,000 - Gazebo, Permits, Water Faucet, Water Tower, BBQ's, Fence, Retaining Wall, Maintenance

Swift Tree Care

P.O. Box 416
 Forest Knolls, CA 94933
 415-488-0522 PHONE
 415-488-1966 FAX

CA Lic # 596473

Proposal

Date	Proposal #
2/25/2015	8236

Name / Address

Tomales Village Community Services
 Karl Drexel
 P.O. Box 303
 Tomales, CA
 707-527-5688

P.O. No.

Description	Total
1. Trim 4 Cypress in parking lot at William Tell. Trim both sides of trees. Remove hangers. \$3800.00	
2. Trim 4 Cypress in parking lot at William Tell over park only. \$2800.00	
3. Safety trim 4 Cypress in parking lot, remove hangers trim to reduce wind sail. \$4400.00	0.00
4. Trim 6 Cypress along fence line, remove hangers over park. \$4800.00	0.00
5. Safety trim 6 Cypress along fence line, both sides. Remove hangers reduce wind sail. \$5600.00	0.00
Total	\$0.00

Note: The above proposal is based upon Craig Swift's best appraisal of the treatment required to correct the problems cited. Unforeseen conditions may require additional treatment and cost. Swift Tree Care will not be held responsible for any damage to unmarked underground structures. **CUSTOMER WILL BE HELD RESPONSIBLE FOR THE EXTERMINATION COSTS OF STINGING INSECTS.** The cutting, splitting, or hauling of wood will be performed only if specifically stated in the agreement. **A PERMIT MAY BE NECESSARY TO CUT TREES ON YOUR PROPERTY.** Customer must obtain any required local permits. Customer warrants that all trees upon which work is to be performed are owned by him/her or that authorization for the work has been obtained from the property owner. This is a valid contract agreement when signed or authorized by phone. **PAYMENT IS DUE IN FULL ON DAY WORK IS COMPLETED. CONTRACTOR WILL TAKE FULL ADVANTAGE OF CALIFORNIA STATE LIEN**



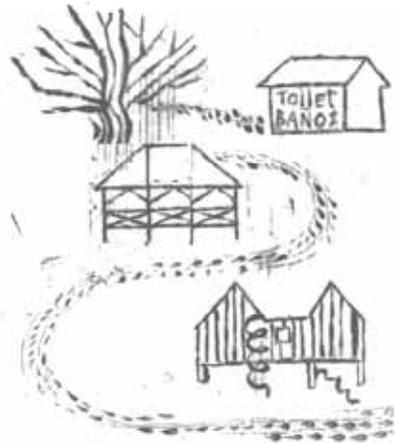
Non-Profit Org.
U.S. Postage
PAID
Tomasles, CA 94971
PERMIT NO. 7

PO BOX 303 : Tomales, CA 94971

BOARD of DIRECTORS for 2015
BILL BONINI : President
DEBORAH PARRISH : Vice President
HOPE STURGES
PATTY OKU
SUE SIMS

ADMINISTRATOR : Karl Drexel
DISTRICT OFFICE : 707 . 878 . 2767
OPERATOR : Phillips and Associates
WEBSITE : www.tomalescsd.ca.gov

POSTAL PATRON
TOMALES, CA
94971



PARK CLEAN UP DAY : ALWAYS FUN

April 11 : SAT from 10:00 to 2:00

Lunch provided. : Bring tools, a hat, a smile.

Sunblock + gloves?

TVCS D WEBSITE www.tomalescsd.ca.gov

The website www.tomalescsd.ca.gov has been up and running for a few years. This is a way for the District to easily reach community members; in addition to anyone else interested in our local Service District. On this easily navigated site are pages devoted to all aspects of the District. The index page has upcoming meetings, as well as announcements of other community events. Since last year, we have been publishing the entire board packet for everyone to read. This is in a portable document form (pdf) that can be read on line or downloaded if so desired. Another important part of the website is the archives page. Here one can access agendas and minutes dating back to 2009. Additional pages cover the basics of the District, operation of the sewer plant, Board of Directors, the Tomales Community Park, and local resources. The site is updated to reflect the meeting schedules and new information.

by Walter Earle webmaster
walter@mostlynatives.com



NEWSLETTER

SPRING 2015 Number 38

BRIAN LAMOREAUX SPEAKS : OF HIS RESIGNATION FROM TVCS D BOARD

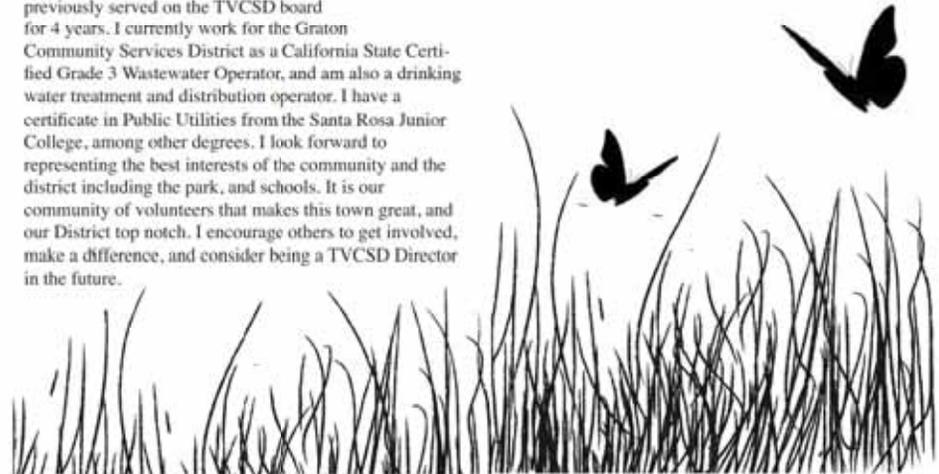
It has been an honor to serve th Community, but after 14 months on the TVCS D Board, I am stepping down to focus on some big events in my life; wedding planning, some travel and my business. Because these things are excitingly engrossing and a little overwhelming, it feels right for me to step down now. I appreciate Hope Sturges stepping into my position and applaud all the directors (past, current and future) for their service and all the time, energy and expertise they contribute to our community services district. You are all a benefit to our community, your service is something to be proud of, and we are lucky to have you! I will continue participating with the Park Advisory Committee.

HOPE STURGES REMARKS : ON HER ELECTION TO THE TVCS D BOARD

I am happy to volunteer for the community and finish out Director Brian Lamoreauxs' term. I wish him well on his future endeavors. I have lived in the Tomales area my whole life (45 years), and graduated from Tomales High School. I previously served on the TVCS D board for 4 years. I currently work for the Graton Community Services District as a California State Certified Grade 3 Wastewater Operator, and am also a drinking water treatment and distribution operator. I have a certificate in Public Utilities from the Santa Rosa Junior College, among other degrees. I look forward to representing the best interests of the community and the district including the park, and schools. It is our community of volunteers that makes this town great, and our District top notch. I encourage others to get involved, make a difference, and consider being a TVCS D Director in the future.

UPCOMING TVCS D BOARD MEMBER ELECTIONS COMING ON NOV 3

2015 is an odd numbered year and that means Special District Elections on November 3rd. This year the TVCS D has two four-year seats coming open and one two-year seat because of the recent resignation of Brian Lamoreaux. The seats are now being held by Patty Oku, Sue Sims and Hope Sturges. Candidates for the TVCS D Board of Directors must be registered voters residing within the District boundaries. Candidates can pick-up nomination papers beginning July 13 thru August 7, 2015. Although not necessary, candidates may schedule an appointment with the elections office to ask questions and/or file their papers. This is especially helpful for those that are new to the process. You can call (415) 473-6437 to schedule an appointment. August 7, 2015 is the deadline for all candidates and incumbents to file all required and optional documents, or withdraw as a candidate. The TVCS D welcomes all interested qualified parties.



TVCS D AUDIT REPORT :

The TVCS D recently had the District's financial records audited by a government agency auditing firm out of Sacramento, the Robert W Johnson CPA firm. The results were very positive. The District had a reduction in operating revenues primarily due to reduced costs and subsequent reduction in revenue from the Shoreline Unified School District under the Memorandum of Agreement that has been in effect since 1982. However, even with the reduction in the school's service charge revenue, the District was able to show a net positive income prior to depreciation expense. Unfortunately, as a government agency charging fees for service, the District is mandated to consider depreciation as an operating expense and therefore put the District in the red.

However, The District is in fine financial condition as reported by the auditor. The District's cash balance at 2014 year end was \$363,350, an increase of \$57,199 over the last five years; Capital Assets for the Sewer Enterprise totals \$2,071,040 including a \$300,000 solar system that will pay for itself and save the District an additional \$100,000 over its lifetime. The Park assets have increased over \$166,000 over the last five years to \$431,899, and the District has positioned itself to participate in Measure A funds for Park upgrades and maintenance for the next 8 years, currently bringing in about \$30,000 per year. On the other side of the balance sheet, the District's Park Improvement project was funded entirely with grants and donations and has no measurable debt. Additionally, the District has reduced long term debt by \$144,312 since 2010 and is in a position to pay off the Sewer Improvement loan in 8 years and the Solar System Bonds in 10, at which time the District will save over \$42,000 per year in debt service and over \$6,000+ per year in reduced PGE cost over the next 15 years.

by **KARL DREXEL** administrator

THE VISION of the TOMALES COMMUNITY

SERVICE DISTRICT : is to strive to be a sustainable model district, environmentally conscious, safe and reliable with long-term goals of achieving financial stability, and fostering cohesive community partnerships.

PARK ADVISORY COMMITTEE NEWS :

Thanks to the passage of Marin County's Measure A sales tax, we have a chance to repair and replace some of the aging structures in our Park. Our energy is focused on the gazebo which has been repaired, propped up and re-roofed in the past, but now needs a complete redo.

Termites are the bane of Tomales so we're going with a cement floor and steel supports while still keeping the open wooden framed roof supports for country aesthetics. There will be lots of handicap accessibility, a larger floor plan with bench seats on two sides and room for two picnic tables inside. The Tomales Farm and Flea group are donating an ornamental, historically significant, pedestrian gate entrance facing Highway One that was designed by locals. Metal letters will be fabricated and then assembled by the Tomales High School welding class. Labor and some materials, such as fencing, will be generously donated by volunteers.

We will soon be making some repairs to the Water Tower (aka Henry's spider house), shoring up a collapsing dirt wall on the north side of the Park and replacing the northern fence, which took a beating from storms this winter. We'll be adding a drinking fountain by the bathrooms and maybe a dog bowl down the road. We're still looking for someone to build a moveable grate for the barbecue pit. If you know anyone that does this type of work please contact Karl Drexel at 707-878-2767.

And we are also talking about installing a permanent outdoor ping pong table, at the east end of the Park. A game for all ages to enjoy.

Lots of exciting changes, but the Park will still be our Park when everything's done.

Our PARK CLEANUP DAY is Saturday, April 11th from 10 to 2, with sandwich makings provided for all volunteers! Please come and share your thoughts about the upgrades as well as pull some weeds.

And you're always welcome to attend the scintillating Park Advisory Committee meetings the 4th Monday of the month, 6:30 pm at the Presbyterian Church - notices of dates and times are posted at the Park, on the TVCS D office door next to K & A Take Away, in the post office and on our website at www.tomalesscd.ca.gov

by **MARGARET GRAHAM** chairperson

ADMINISTRATOR'S REPORT :

After several years of uncertainty regarding the old Hulbert properties, there is new life coming forth. Alex Derbes and Rebecca Hodges have applied with the Marin County Local Agency Formation Commission (LAFCo) to annex their four small parcels along Second St. into the TVCS D.

All four parcels are within the guidelines of the Tomales Community Plan for annexation, within the TVCS D's Sphere of Influence, and would be a welcome addition to the District. Negotiations are ongoing and if annexed, the properties would be connected to the town's sewer, protecting the community's drinking water supply from possible contamination from old septic systems.

According to LAFCo, this process could take up to one year to be completed. An adjacent parcel owned by Dr. David Kitts is also in the District's Sphere of Influence and talks are under way between the District, Dr. Kitts and Mr. Derbes/Ms Hodges to secure a utility easement to eliminate the need for private lift pumps to move water to the Second St. main.

LAST STORM QUITE REVEALING :

On another sewer related issue, the last storms revealed some major infiltration into the collection system lines. Although the District completed a major renovation and rehabilitation of the infiltration problems several years ago, new portions of the old asbestos cement pipe from the 1970's are allowing water to seep into the pipes once again. The District is investigating the option of videoing the lines to determine the extent and location of the added flows to our system. There could also be the possibility of cleanout caps being missing or broken, downspouts connected to the system, private laterals in need of repair or any number of other possibilities. The research is ongoing and the District will be moving forward to try and resolve the issue.

by **KARL DREXEL** administrator

FINANCE ADVISORY COMMITTEE NEWS :

The TVCS D Board tasked the FAC with four projects last year :

1. Create RFP's for Financial Management Services, Plant Operator, Administrative Services. An RFP is a Request For Proposal offering information for contractors to bid specific jobs.
2. Locating an Efficiency Auditor. Efficiency Audits measure how well a business is doing and require an industry specialist.
3. Assisting the Administrator during the Budget process
4. Creating new policies to present to the Board.

Deborah Parrish Chairs the FAC. Donna Clavaud, Chick Petersen and Venta Leon are current committee members. They are looking for people who would like to serve our small village by serving on the FAC. Committee members are not required to live within the Services District boundaries. If you're interested in becoming a member contact Karl Drexel at 707-878-2767 for more information. The FAC meetings are on the third Monday of the month at 6:30pm in the Tomales Town Hall.

by **PATTY OKU** TVCS D board member

TVCS D CALENDAR :

MONTHLY TVCS D BOARD MEETINGS

are held the 2nd Wednesday of the month at 7pm at the Tomales Town Hall

FINANCE ADVISORY COMMITTEE

meets the 3rd Monday of the month at 6:30pm at the Tomales Town Hall

PARK ADVISORY COMMITTEE

meets the 4th Monday of the month at 6:30pm at the Tomales Presbyterian Church

MARCH

- 3/11 Matrix final report- efficiency audit
- 3/20 RFP for Financial Management Services applications due by 4pm

APRIL

- 4/8 Draft Budget review
- 4/11 Park Clean-up Day 10am - 2pm
- 4/24 RFP for Administrative Management Services applications due by 4pm

MAY

- 5/8 Amended Draft Budget review
- 5/20 Public Hearing on proposed 2015 -16 Budget
- 5/22 RFP for Operations & Maintenance Services applications due by 4pm

JUNE

- 6/4 10am TES 5th grade class tour of TVCS D Waste Water Treatment Plant on Irvin Road
- 6/10 Amended Draft Budget review

JULY

- 7/13 Nomination Period for TVCS D Board Opens Refer to article on front page

AUGUST

- 8/7 Nomination Period for TVCS D Board closes Refer to article on front page

SEPTEMBER

- 9/12 11am Public welcome to tour the TVCS D Waste Water Treatment Plant on Irvin Road

NOVEMBER

- 11/3 Election Day - Vote for three of the five TVCS D Board Member positions at Tomales History Center from 8am - 8pm

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 -->)

<u>WE</u>	<u>PO</u>	<u>HS</u>	<u>JC</u>	<u>EK</u>	<u>Avg.</u>

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="152 569 826 625" 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="129 1654 802 1711" style="border: 1px solid red; padding: 2px;">See comment from page 1</div>						

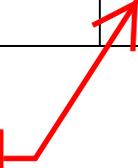
4. Financial Management – Does the budget show planned effort and thought? Are expenditures within available resources? Is the financial data presented to the Board in a clear and concise manner? Is the budget prepared in time to allow the Board necessary time to review and make comments?

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> 						

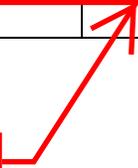
5. Professional Growth & Development – Is the Administrator committed to continuous personal professional development? Does he attend appropriate seminars and courses to maintain a high level of personal knowledge and ability in the leadership and management of the District? Are lessons learned and brought 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> 						

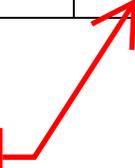
6. Relationship with the Board – Is the Administrator providing the Board with adequate information to make decisions? Is the Board provided with sufficient alternatives to avoid being forced into a decision? Is technical data presented in an understandable manner? Does he make budgetary impacts known 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="280 617 956 674" 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="297 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. –

STATE CONTROLLER'S OFFICE
 GOVERNMENT COMPENSATION OF CALIFORNIA
 2012 REPORT - MARIN COUNTY SPECIAL DISTRICTS WITH 35 OR FEWER EMPLOYEES

District	Employees Incl. Bd Mem.	Annual Budget	Bd Members	Yr. Stipend Per Bd. Mem.	Yr. Benefits Per Bd. Mem.
Belvedere-Tiburon Joint Recreation	35		9	\$0	\$0
Marin City Community Services District	30	\$734,000	5	\$0	\$0
Novato Sanitary District	29	\$9,312,285	5	\$8,415	\$0
Las Gallinas Valley Sanitary District	28	\$11,275,640	5	\$10,458	\$2,142
Marin Energy Authority	28		13	\$0	\$0
Marin Schools Insurance Authority	21		21	\$0	\$0
Sanitary District No. 5	19	\$5,059,770	5	\$0	\$0
Stinson Beach Fire Protection	19	\$584,000	5	\$0	\$0
Bolinas Community Public Utility	18	\$1,389,967	5	\$3,000	\$0
Sausalito-Marin City Sanitary	17	\$3,707,569	5	\$0	\$0
Transportation Authority of Marin	16		16	\$0	\$0
Stinson Beach County Water	13	\$1,826,365	5	\$0	\$0
Muir Beach Community Services	13	\$348,000	5	\$0	\$0
Marin Hazardous and Solid Waste JPA	12		12	\$0	\$0
Inverness Public Utility District	11	\$882,759	5	\$0	\$0
Marin General Services Authority	11		7	\$0	\$0
Marin Telecommunications Agency	11		11	\$0	\$0
Marin County Resource Conservation	10	\$1,854,945	5	\$0	\$0
Richardson Bay Sanitary	9	\$2,524,463	5	\$0	\$2,039
Bolinas Fire Protection	9	\$649,772	5	\$0	\$0
Marinet Consortium JPA	8		8	\$0	\$0
Bel Marin Keys Community Services	7	\$425,867	5	\$1,400	\$0
Alto Sanitary District	7	\$324,000	6	\$991	\$0
Ross Valley Paramedic Authority	7		7	\$0	\$0
Marin County Transit	7		7	\$0	\$0
Almonte Sanitary District	6	\$427,550	5	\$0	\$0
Homestead Valley Sanitary	6	\$831,000	5	\$1,375	\$0
Sewerage Agency of Southern Marin	6	\$3,035,415	6	\$0	\$0
Southern Marin EMP System	6		6	\$0	\$0
Tomales Village CSD	5	\$221,987	5	\$0	\$0
Sanitary District No. 2	5	\$5,378,000	5	\$0	\$0
Marin Healthcare District	5	\$2,055,000	5	\$1,680	\$0
Fire House Community Park Agency	5		5	\$0	\$0
San Rafael Sanitation District	5	\$14,535,000	3	\$0	\$0
Next 10 Agencies				\$0	\$0
Average		\$3,062,880		17%	5%
Marin Municipal		\$61,957,837	5	\$0	\$15,000
Marinwood CSD		\$4,555,000	5	\$0	\$0
Marin County Open Space Financing Auth			7	\$0	\$0
Novato Fire Protection Dist		\$23,175,789	5	\$2,900	\$0
North Marin Water		\$26,803,000	5	\$3,000	\$0
Mosquito and Vector District		\$7,581,177	24	\$100 to \$1000 ea	\$0
Ross Valley Fire			8	\$1,000	\$0
Strawberry Recreation		\$1,200,000	5	\$1,000	\$0
Southern Marin Fire		\$12,273,890	7	\$0	\$0
Central Marin Sanitation Agency			6	\$0	\$0
Tamalpais CSD		\$5,063,488	5	\$3,000	\$0
Sanitary District #1		\$20,586,367	5	\$0	\$0
Belvedere-Tiburon Library Agency				\$0	\$0
Tiburon Fire Protection		\$5,895,186	5	\$0	\$0
Kentfield Fire Protection		\$488,043	5	\$1,000	\$6,000
SMART				\$0	\$0

February 13, 2015

DELIVERED BY E-MAIL

Mr. Alex Derbes and Ms. Rebecca Hodges
263 2nd Street
Tomales, California 94971
alex@gghc.com

**SUBJECT: Status Letter / LAFCO File No. 1321
Proposed Annexation of Unincorporated Territory to the Tomales
Village Community Services District**

Mr. Derbes and Ms. Hodges:

This letter confirms the Marin Local Agency Formation Commission (LAFCO) is in receipt of your application requesting the annexation of four unincorporated legal parcels totaling 0.82 acres to the Tomales Village Community Services District. As provided in your application, one of the subject parcels – 102-041-42 – is developed with a single-family residence located at 263 Second Street while the other three subject parcels – 102-041-40, 41, and 43 – are undeveloped and unimproved with no current projects on file with the County of Marin. It is the understanding of LAFCO the immediate purpose of the proposal is to abandon the aging septic system serving 263 Second Street in favor of connection to the District's public sewer system. The addition of the other three subject parcels to the proposal serves to economize application costs and to facilitate future development of these lands at a later date.

An administrative review of the proposal relative to the factors required under local policy and State law remains underway. This includes providing notice of the proposal to all local agencies for review and comment through the end of this month. The application is considered incomplete while this administrative review of the proposal proceeds and therefore no hearing date has been scheduled. Additionally, the following supplemental information is needed to complete the application:

- Confirmation from the Tomales Village Community Services District that they consent to waiving the District's right to protest hearings for the proposal and requests for any approval terms or conditions.
- Confirmation on a service plan with respect to how the four subject lots would establish connections to the Tomales Village Community Services District's sewer main; i.e., would service be established through private laterals or necessitate the extension of the public sewer main.

Chairperson: Jeffrey Blanchfield / *Vice Chairperson:* Dennis J. Rodoni
Regulars: Judy Arnold, Carla Condon, Damon Connolly, Craig K. Murray, Gary Phillips
Alternates: Jack Baker, Christopher Burdick, Kathrin Sears, Herb Weiner
Executive Officer: Keene Simonds

Marin Local Agency Formation Commission

555 Northgate Drive, Suite 230 ● San Rafael, California 94903
Telephone (415) 446-4409 ● Facsimile (415) 446-4410 ● General E-Mail: staff@marinlafco.org
<http://lafco.marin.org>

*Status Letter to Alex Derbes / Rebecca Hodges
LAFCO File No. 1321 / Annexation to the Tomales Village Community Services District
February 13, 2015*

LAFCO staff will keep you updated on the progress of the proposal review and will ultimately provide you formal notice when the application is deemed complete and a hearing date is scheduled. In the interim, you are welcome to contact me with any questions by telephone at (415) 446-4409 or by e-mail at ksimonds@marinlafco.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Keene Simonds".

Keene Simonds
Executive Officer

cc: Karl Drexel, Tomales Village CSD / karl@tomalescsd.ca.gov
Dan Eilerman, County of Marin / deilerman@marincounty.org

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. **R3 has not been implemented. Laterals are not in the legal purview of the District.**
- Assuming implementation of R5, please provide a summary describing the implemented actions as requested in the report form.

We are in constant contact with other Districts and are ready and willing to cooperate with other Districts to reduce costs, but have not had occasion to do so. We are contracted with a Contract Operator that operates multiple sites, reducing operating costs by sharing staff and resources.

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.

R1 The TVCSD has not completed the Capital Improvement Plan.

R2 The TVCSD has not completed a Financial Reserve Policy.

R4 The TVCSD completed the mandatory SSMP self audit within the required time frame.

R5 The TVCSD's SSMP is posted on the District's website.

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.

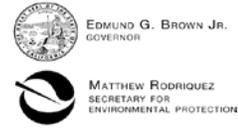
Response: The RWQCB requires agencies to complete self audits every two years. The TVCSD SSMP was filed on September 26, 2012 and therefore is required to complete the audit by September 26, 2014. The audit will be completed on schedule.

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.



San Francisco Bay Regional Water Quality Control Board

Sent via email -- confirmation of receipt requested

March 3, 2015
CIWQS Place ID: 264662

Tomales Village Community Services District
Attn.: Karl Drexel
10 Irvin Road
Tomales, CA 94971

Notice: Tentative Order for Tomales Village Community Services District, Tomales Village Community Services District Wastewater Treatment Plant, Marin County

Dear Mr. Drexel:

The Regional Water Board intends to consider reissuance of the Waste Discharge Requirements for the facility noted above during a meeting that will commence at the time and place indicated below:

DATE/TIME: May 13, 2015, 9:00 a.m.
PLACE: First Floor Auditorium, Elihu Harris State Building
1515 Clay Street, Oakland CA 94612

Please send any comments in writing to the attention of **Dawning Wu**. In order to be considered, we must receive comments no later than **5 p.m. on April 3, 2015**. Our response to comments will be posted on our website one week prior to the meeting.

A copy of the Tentative Order and Notice of Public Hearing are enclosed. If you have any questions regarding this letter, please contact Dawning Wu of my staff at (510) 622-5676 or via email to Dawning.Wu@waterboards.ca.gov.

Sincerely,

Keith H. Lichten, P.E.
Division Chief
Watershed Management Division

Enclosure: Notice of Public Hearing
Tentative Order

Copy to (via email only): California Department of Public Health - Preharvest Shellfish Unit,
Vanessa.Zubkousky@cdph.ca.gov

California Regional Water Quality Control Board
San Francisco Bay Region
1515 Clay Street, Suite 1400, Oakland, CA 94612

**NOTICE OF APPLICATION, OPPORTUNITY TO COMMENT, AND PUBLIC HEARING
FOR
WASTE DISCHARGE REQUIREMENTS**

**Tomales Village Community Services District, Tomales Village Community Services District
Wastewater Treatment Plant
10 Irvin Road, Tomales, Marin County**

The above discharger has filed an application for order reissuance. Water Board staff has prepared a draft order in accordance with the Porter-Cologne Water Quality Control Act.

This Waste Discharge Requirements order authorizes the Tomales Village Community Services District Wastewater Treatment Plant (Facility) to operate a wastewater treatment plant and discharge treated wastewater to a 21-acre irrigation field located 1 mile from the southern border of Tomales, in northwestern Marin County. The Facility is located northeast of the intersection of State Route 1 and Tomales-Petaluma Road.

The deadline for receipt of comments on the draft order is 5:00 p.m. on April 3, 2015. Comments must be sent to the **attention of Dawning Wu**. Persons wishing to file written comments on any aspect of this matter must do so no later than this deadline so that such comments may be considered.

The Board will consider adopting the draft order during a meeting to commence at 9:00 a.m. on **May 13, 2015**, in the Auditorium at 1515 Clay Street, Oakland. Interested persons are invited to express their views at this hearing.

Pursuant to California Code of Regulations Title 23 section 2050(c), any party who challenges the Board's action through a petition to the State Water Resources Control Board under Water Code section 13320 will be limited to raising only those substantive issues that were raised before the Board at the hearing or in timely submitted correspondence.

All documents related to the draft order may be inspected at the Board office. The draft order and developments on this matter are available at www.waterboards.ca.gov/sanfranciscobay. Board staff responses to comments will be posted on that website a week prior to the hearing. Contact **Dawning Wu** at **(510) 622-5676** or **Dawning.Wu@waterboards.ca.gov**, if you have questions.

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD SAN FRANCISCO BAY REGION

ORDER NO. R2-2015-00XX

WASTE DISCHARGE REQUIREMENTS FOR:

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT and the TOMALES VILLAGE
COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT PLANT
10 IRVIN ROAD, TOMALES, MARIN COUNTY**

The California Regional Water Quality Control Board, San Francisco Bay Region
(Water Board or Board), finds that:

1. **Discharger.** Tomales Village Community Services District (the Discharger) is a government agency dedicated to operating and maintaining the Tomales Village Community Services District Wastewater Treatment Plant (Facility) that serves approximately 100 residences in Tomales, California, less than ten commercial businesses and restaurants within the community, and the Shoreline Unified School District located in Tomales. The Discharger is legally responsible for the wastewater system and the discharges of wastewater to land regulated by this Order, and for compliance with this Order. The wastewater system is managed and operated by wastewater treatment operators employed by the Discharger.
2. **Purpose of Order.** The purpose of this Order is to update Waste Discharge Requirements (WDRs) to reflect current conditions at the Facility, including, but not limited to, the following:
 - a) Updated regulatory requirements;
 - b) Facility improvements, including conversion into a three-stage pond treatment system, installation of a sand and grease interceptor, and upgrade of the discharge system;
 - c) Permitted change from seasonal to conditional discharge to the discharge area (by this Order);
 - d) Discontinued discharge of wastewater to the school district irrigation ponds; and
 - e) Changes to the self-monitoring program since the WDRs were last issued in 1986.

This Order also rescinds previous Water Board Order No. 86-086.

3. **History of the Order.** The Discharger previously treated and discharged wastewater pursuant to Board Order No. 86-086, Water Reclamation Requirements for North Marin County Water District - Tomales Sewage Treatment Plant, Town of Tomales, Marin County, adopted on November 19, 1986. The previous owner and operator of the Facility, the North Marin County Water District, transferred ownership of the Facility to the Discharger on April 20, 1999.
4. **Report of Waste Discharge.** The Discharger submitted a renewed Report of Waste Discharge (ROWD) for the Facility, dated September 28, 2001, to apply for reissuance of the WDRs to reflect the operational changes in the Facility's wastewater system. The Facility operated in compliance with the renewed ROWD under California Water Code (CWC) section 13264. This Order addresses the changes described in the 2001 ROWD and subsequent changes and upgrades to the original system. This Order authorizes waste discharge requirements for the system that is in place and operating at the time of this Order.
5. **Waste Discharge Requirements.** This Order prescribes waste discharge requirements for the current, upgraded Facility and supersedes Order No. 86-086.

Site Description and Location

6. Discharge Origin and Facility Location.

- a. **Tomales.** The 0.33 square-mile town of Tomales (Tomales), including the Shoreline Unified School District, is situated in the Coast Range of northwest Marin County, approximately three miles northeast of Tomales Bay. Tomales is located in between Stemple Creek, approximately 1.5 miles to the north, and Keys Creek immediately to the south.
- b. **Facility Location.** The Facility is located northeast of the intersection of State Route 1 and Tomales-Petaluma Road, in northwestern Marin County, within Tomales.

Attachment A of this Order is a plan view drawing depicting the location and boundaries of the Facility.

Wastewater System Design, Construction, and Operation

7. **Wastewater System Overview.** For purposes of this Order, the wastewater system is comprised of all equipment, control, and monitoring systems located on the Facility that provide collection, conveyance, treatment, storage, and discharge of wastewater entering the Facility.

Attachment B of this Order is a flow diagram illustrating the current wastewater treatment and discharge processes and flows.

8. **Wastewater Sources and Flows.** Wastewater is generated from the Tomales residences and the Shoreline Unified School District as sanitary wastewater. The design flow capacity of the three-stage treatment pond system, and maximum inflow rate authorized by this Order, is 43,000 gallons per day.
9. **Collection System.** The collection system consists of approximately 2.6 miles of six- and eight-inch-diameter gravity sewer mains. The collection system includes one lift station, equipped with two grinder sewage pumps capable of delivering 22 gallons per minute of influent. One pump acts as a standby unit and is used in the event that the primary pump becomes inoperable. The collection system is permitted not under this Order, but under the General Order for Sanitary Sewer Systems (see Finding 37).

Attachment C of this Order is a map of the district boundaries and collection system.

10. **Comminutor.** Collected wastewater influent flows first into the comminutor for screening of larger solids as primary treatment. The comminutor cuts and shreds particles in the influent, reducing the material to a size that will pass through ¼-inch wide slots. On a weekly basis, operators manually remove the larger solids screened out by the comminutor (see Discharge Specification 11).
11. **Fats, Oils, and Grease (FOG) Interceptor.** Wastewater is conveyed downstream for further primary treatment in a 2000-gallon Selvage three-chamber sand and grease separation unit, after the comminutor and in line before the three-stage treatment pond system influent pipe. The interceptor unit screens and detains solids and fats, oils, and grease, before the influent goes to the first pond of the three-stage treatment pond system. The fats, oils, and grease interceptor is serviced quarterly: a licensed septic waste hauler removes accumulated solids and takes them off-site for disposal (see Discharge Specification 11).
12. **Three-stage Treatment Pond System.**
 - a. **Facility Upgrade.** In spring 2010, the Discharger completed improvements to the treatment facilities, resulting in three lined and mechanically-aerated ponds. The Discharger converted the original sand filter in existence in 2010 into the first treatment pond. The treatment lagoon in existence in 2010 was divided into two additional treatment ponds, plumbed in series with the first pond. All three ponds were lined with a 30-year Hypalon (chlorosulfonated polyethylene synthetic rubber) liner. The combined capacity of the three ponds is approximately 1.3 million

gallons, with two feet of freeboard.

- b. **Pond Order.** The first pond receives the primary influent from the FOG interceptor. The first pond is the first stage of the treatment pond system and provides secondary treatment through aeration and settling. The second pond increases the secondary treatment through further aeration and settling. The third pond, though also equipped with an aerator, is usually not aerated: it passively functions as the settling and polishing pond before conveyance of the secondary effluent to the storage ponds.
- c. **Back-up Aeration System.** The three ponds of the new three-stage treatment pond system are each equipped with an aerator. The system incorporates a back-up aeration system: in the event that an aerator becomes inoperable, the order of the ponds may be reconfigured such that the remaining functioning aerators in the pond can provide optimal mixing characteristics and oxygen to prevent the pond from becoming anaerobic and causing an odor problem. Further, the stage order of all three ponds may be reconfigured according to attachment D to accommodate for any temporal dysfunctions or non-operation in any part of the system.

Attachment D of this Order is an illustration of the components and specifications, and an overview of the permitted configurations of the three-stage treatment pond system.

13. **Lift Station.** The Facility has one lift station, located at the intersection of State Route 1 and Tomales-Petaluma Road. The lift station pumps secondary wastewater effluent from the three-stage treatment pond system to the storage ponds. The Facility uses two Gould 5CLC 15 horsepower pumps, which are set to operate on a rotating basis for equal wear and redundancy, and can be used in tandem if necessary.
14. **Storage Ponds.** The Facility pumps treated secondary effluent from the three-stage treatment pond system to the two storage ponds: West Pond and East Pond. The effluent may be directed into either or both ponds at any time. The two storage ponds are both clay-lined ponds, with a combined maximum storage capacity of 10.1 million gallons. They occupy a 10-acre site south of the Tomales-Petaluma Road, south of the three-stage treatment pond system, directly north of the discharge area.
15. **Disinfection.** A diffuser located in the discharge pipe mixes liquid sodium hypochlorite into the secondary effluent, conveyed from the storage pond(s), for disinfection before discharge. The secondary effluent and chlorine solution are mixed in the discharge pipe for a contact period of approximately twenty-seven minutes. The disinfected secondary effluent is then pumped onto the discharge area via spray irrigation.
16. **Discharge Area.** Disinfected wastewater is discharged to land via spray irrigation onto a 21-acre vegetated gently sloping hillside field, fenced and gated, located downhill of the storage ponds, and about 3,600 feet south of the wastewater treatment ponds. This irrigation field is also known as the discharge area for the Facility. The irrigation field is occasionally grazed by neighboring steers.
17. **Collection Ditch.** A runoff collection ditch surrounding the irrigation field prevents effluent runoff from discharging off-site and also intercepts the rainfall run-on from adjacent fields. A collection sump at the base of the irrigation field will send an alarm to the programmable logic controller to automatically shut off the irrigation pumps if the water level reaches a level predefined by the operators. As a result of these operational controls, the ditch has never overflowed, even during a 50-year storm in 2006.
18. **Discharge System.** The irrigation system has eight zones fitted with seven large nozzle type guns, with one converted to two lines with an array of 35 Rain Bird sprinklers. Each of the eight zones is rated to deliver 80-100 gallons per minute, spreading the effluent over a large area. Each zone can be programmed to run multiple cycles. The entire irrigation system is integrated into the system-wide Supervisory Control

and Data Acquisition (SCADA) system with predefined alarm call-out points and remote access for emergency shut-down or reconfiguration of irrigation time and cycles.

19. Discharge Operations.

- a. **Past Seasonal Operation.** Board Order No. 86-086 authorized seasonal operation of the Facility irrigation field. Under that Order, reclaimed water cannot be applied during the wet weather season (November 15 through April 15, as defined by that Order), when the ground is saturated, or during periods when rainfall or runoff from adjacent land can occur. The irrigation system at the time of the issuance of this Order is operated under Order 86-086 via an automatic timer during the dry season and discharges approximately 25,000 gallons per day on average, for the months when discharge occurred, based on 2012-2013 daily and weekly effluent discharge data.
- b. **“1998 Winter Irrigation Plan” for Emergency Discharges.** In 1998, Water Board staff approved the Facility’s “1998 Winter Irrigation Plan,” which allowed for the release of emergency discharges via spray irrigation from the storage ponds to the irrigation field during the wet weather season (November 15 through April 15). These releases have allowed for the maintenance of safe water levels in the storage ponds from 1998 until the time of this Order.
- c. **Change from Seasonal to Conditional Discharge.** This Order rescinds the Winter Irrigation Plan (and Order 86-086) and authorizes a change in the discharge system operation from seasonal discharge to conditional discharge to preclude uncontrolled runoff and the need for emergency discharge during rainfall periods, and maintain appropriate holding capacity for the storage ponds. The conditional discharge operation allows the Discharger to manage discharges of treated wastewater in accordance with prevailing environmental conditions instead of the former fixed-calendar basis. This Order includes requirements for control of all discharges, including complete treatment, final effluent quality in compliance with the Order, and assessment of soil, weather and discharge conditions to prevent ponding or runoff. Discharge from the storage ponds to the irrigation field is not authorized if it is determined that ponding or runoff from the site would occur (see Discharge Specification 3).

20. Recycled Water Feasibility Study. In 2009, the Discharger conducted a Wastewater Treatment Plant Water Reclamation & Reuse Tertiary Treatment Feasibility Study. The study was initiated to assess the feasibility for a proposed Tertiary Treatment and Recycling Project, a joint plan with the Shoreline Unified School District to construct a filtration and disinfection system to produce tertiary treated water for recycling and reuse to supplement the school’s water needs and to help replenish the groundwater in the Tomales Bay Watershed. The Discharger concluded, based on the results of the study, that the project is infeasible, given the project capital outlay.

Surrounding Environment of the Facility

21. Facility Characteristics. The Facility is located on property that is primarily characterized by agricultural or rural land use, consisting of chaparral, Oak and Bay woodland, and coastal scrub vegetation types. The geology of the 0.33 square-mile Tomales area is referred to as the “Franciscan Complex,” which is generally described as an overlying 10- to 15 foot-thick layer of unconsolidated materials and soil with colluvium accumulation in the valleys and hillsides. In the proximity of Tomales, an undifferentiated Pliocene Marine geologic formation, known as “Wilson Grove,” overlies the Franciscan complex. The 135 square-mile Wilson Grove Formation Highlands groundwater basin underlies the Facility.

Climate and Surroundings. Tomales lies within the Walker Creek watershed, which receives approximately 35 inches of precipitation per year, consistent with the Mediterranean climate of the central coast of California. The watershed receives higher-intensity rain from November through March, comprising 85 percent of the annual rainfall within the watershed. Walker Creek, a tributary to Tomales Bay, is located 1.5 miles from the southwestern boundary of the Facility. Keys Creek, a tributary to

Walker Creek, lies immediately south of the three-stage treatment pond system. See Finding 34 for further information on surrounding waters of the State.

22. Groundwater Quality Characteristics. A state-wide groundwater ambient monitoring and assessment program (GAMA) collects data for local and area-wide groundwater quality characterization. Searching in GAMA for the one-mile radius around the Facility returned 41 sampling events conducted at 10 wells, from 1999 to 2014. The values for nitrate-nitrogen ranged from 0 to 19 mg/L, with a median value of 2.0 mg/L. The drinking water maximum contaminant level for nitrate-nitrogen is 45 mg/L. The underlying Wilson Grove Formation Highlands groundwater basin is listed with existing beneficial use for municipal and domestic water supply, as well as agricultural water supply (see Finding 34). The groundwater basin is listed with potential beneficial use for industrial process water supply and industrial service water supply.

Discharge Characteristics

23. Discharges. The waste discharges to land addressed by this Order consist of domestic and commercial wastewater from the approximately 100 residences of Tomales and 500-student Shoreline Unified School District located at 10 John Street in Tomales. As described above, secondary effluent is conveyed from the collection system to the three-stage treatment system and then via one four-inch force main connecting the third pond of the three-stage treatment pond system to the two storage ponds located south of the three-stage treatment pond system on the Facility. The secondary effluent is then disinfected and discharged from the storage ponds as irrigation for the adjacent 21-acre pasture. No effluent is discharged via any other system or process, and there is no discharge to surface water(s).

24. Discharge Quantity. The current average inflow to the Facility is approximately 16,900 gallons per day, based on 2012-2013 data. The design inflow capacity of the Facility three-stage treatment pond system as provided in the Discharger’s Operation and Maintenance Manual and authorized by this Order is 43,000 gallons per day on an annual basis.

This Order authorizes an annual wastewater flow limit of 15,738,000 gallons per year, based on an average dry weather flow value of 43,000 gallons per day and 366 days. For reference, wastewater flows (influent and effluent, when applicable) from January 2012 through December 2013 are tabulated below.

Month-Yr	Influent Month Total (gallons)	Influent Average Day (gallons)	Influent Peak Day (gallons)	Effluent Month Total (gallons)
Jan-12	534,000	17,200	46,000	0
Feb-12	417,000	14,900	18,000	0
Mar-12	696,000	23,200	61,000	0
Apr-12	649,400	21,600	35,600	0
May-12	474,000	15,300	20,000	784,000
Jun-12	407,000	13,600	17,000	990,000
Jul-12	436,000	14,000	18,000	1,229,000
Aug-12	389,000	13,000	16,000	751,000
Sep-12	426,000	14,200	18,000	508,000
Oct-12	513,000	16,500	19,000	0
Nov-12	611,000	20,400	76,000	0
Dec-12	1,240,400	40,000	87,000	0
Jan-13	621,000	20,000	30,000	0
Feb-13	380,000	13,600	21,000	0

Mar-13	415,000	13,400	21,000	0
Apr-13	459,000	15,300	25,000	262,000
May-13	424,000	13,700	16,000	761,000
Jun-13	414,000	13,800	19,000	753,000
Jul-13	759,000	24,500	28,000	979,000
Aug-13	426,000	13,700	17,000	1,006,000
Sep-13	411,000	13,700	17,000	428,000
Oct-13	432,000	13,900	17,000	561,000
Nov-13	393,000	13,100	15,000	0
Dec-13	428,000	13,800	15,000	0

-- indicates no effluent discharge occurred during the entire month.

25. Discharge Quality for 2012-2013. Results from routine sampling (per the Self-Monitoring Program of Board Order No. 86-086) of the final effluent discharged into the irrigation field are summarily presented below:

Month-Yr	pH range	Dissolved Oxygen range (mg/L)	Chemical Oxygen Demand range (mg/L)	Total Coliforms range (MPN/100ml H ₂ O)
<i>Order 86-086 limits</i>	≤ 6	≥ 1.0	≤ 210	≤ 240
May-12	8.1 - 8.9	2.1 - 3.2	120.0 – 170.0	< 2 – 4
Jun-12	7.9 - 8.5	3.0 - 30.0	130.0 – 220.0	< 2
Jul-12	8.2 - 9.1	2.0 - 3.7	170.0 – 250.0	14 – 240
Aug-12	7.9 - 9.0	3.0 - 3.6	190.0 – 270.0	< 2 – 22
Sep-12	6.0 - 9.7	NA	130.0 – 220.0	4 – 170
Apr-13	8.4 - 8.9	2.2 - 2.3	88	< 2
May-13	8.8 - 9.6	2.3 - 4.8	120.0 – 130.0	< 2 – 240
Jun-13	8.7 - 9.2	2.0 - 4.6	120.0 – 130.0	120 - 130
Jul-13	8.4 - 9.5	1.0 - 4.3	3.5 – 130.0	2 – 50
Aug-13	8.5 - 9.5	2.0 - 2.8	170.0 – 290.0	< 2 – 59
Sep-13	8.7 - 9.6	2.0 - 2.1	185.0 – 470.0	4 – 900
Oct-13	9.7 – 9.9	3.5 – 5.8	230.0 – 510.0	< 2 - 26

NA denotes the information is missing in the Monthly Self-Monitoring Report.

Exceedances. These sampling results indicate several instances of exceedances. For the sampling period of January 2012 – December 2013, the Discharger commented on and addressed the exceedance, as a component of the Monthly Self-Monitoring Report, citing the sampling date and location, specific non-compliance event, probable cause (if determined by the Discharger), and the corresponding corrective action. Since the upgrade to the entire wastewater system in spring 2010, there has been no evidence of repeating patterns of either violations or violations without corrective actions. Water Board staff reviewed the self-monitoring reports, found the corrective actions taken to be acceptable, and determined that no further regulatory actions are necessary.

Monitoring

- 26. Remote System Monitoring.** The Facility includes a remote wastewater monitoring SCADA system. The SCADA system provides continuous monitoring of the three site locations: the three-stage treatment pond system, the lift station, and the irrigation field and storage ponds. The SCADA system monitors and controls the pond levels, the starting and stopping of aerators and lift pumps, the timing of the irrigation, and transmits notification of any pre-set alarms to the operators.
- 27. Wastewater Monitoring.** Wastewater flows are currently monitored for total daily flow into the stage one treatment pond and daily effluent discharge (when applicable) from the storage ponds into the irrigation field. This Order contains a Self-Monitoring Program (see Attachment E) that requires wastewater quantity and quality monitoring at defined points throughout the wastewater system in order to ensure proper operation and performance of the system and to document compliance with these requirements.
- 28. Chemical Oxygen Demand Effluent Quality Limitation.** When the previous Order (Board Order No. 86-086) was issued, the common constituent for monitoring and measuring wastewater strength was chemical oxygen demand (COD). The Facility has since complied with Order No. 86-086 by measuring COD. More recently, however, biochemical oxygen demand (BOD) has become the standard of choice for measuring wastewater strength.

Authorization to Continue Measuring COD. Correspondence with the Discharger, from May 2014, revealed its preference to continue measuring COD. The Water Board can allow replacement of BOD analysis with COD analysis for measuring wastewater strength, if the Facility demonstrates a long-term correlation (as described in federal effluent guidelines for secondary treatment regulation, 40 CFR 133.104b). Therefore, this Order permits the continuance of the COD limit of 210 mg/L as designated in Order 86-086, during the year-long process of demonstrating a long-term correlation, and afterwards, if Water Board staff determines the correlation to be acceptable. The completed correlation report should be included in the Annual Monitoring Report (see Attachment E, VI.A.5.b).

Operation and Maintenance

- 29. Operation and Maintenance.** At the time of this Order the wastewater system is managed by operators employed by the Discharger. This Order requires the wastewater system to be operated and maintained by certified wastewater treatment plant operators that are experienced in and knowledgeable of the wastewater system design and proper operation. The certified wastewater treatment plant operator may be an employee of the Discharger or a contract employee.
- 30. Operation and Maintenance Program.** An Operation and Maintenance (O&M) Program is needed in order to ensure that all aspects of the wastewater system are properly operated and maintained. The O&M Program must include descriptions of all wastewater system components and equipment, accurately dimensioned site plans identifying the locations of all components and relevant site features (e.g., buildings, wells, drainage ways, roads, etc.), recommended strategies and procedures for system operations in accordance with system designs and discharge requirements, procedures and criteria for process control monitoring, maintenance activities necessary to ensure continuous proper operation of the wastewater system, and identification of persons responsible for operation and maintenance of the wastewater system and how these persons can be contacted. This Order requires development and implementation of an O&M Program acceptable to the Executive Officer and preparation and submittal of an O&M Manual that fully describes the O&M Program for the current system.

Applicable Plans, Policies, and Other Authorities

- 31. California Water Code.** This Order serves as waste discharge requirements (WDRs) pursuant to California Water Code Division 7, Chapter 4, Article 4 (commencing with section 13260).

- 32. Basin Plan.** The Water Quality Control Plan for the San Francisco Bay Basin (Basin Plan) is the Water Board's master water quality control planning document. It designates beneficial uses and water quality objectives for waters of the State, including surface waters and groundwater. It also includes programs of implementation to achieve water quality objectives. The Basin Plan was duly adopted by the Water Board and approved by the State Water Resources Control Board, Office of Administrative Law and the U.S. EPA, where required.
- 33. Basin Plan Implementation.** The Basin Plan contains water quality objectives and beneficial uses for waters of the State within the San Francisco Bay Region, and an Implementation Plan. This Order includes prohibitions and discharge requirements to protect existing and potential beneficial uses of waters of the State, in the surrounding area of the Facility and its operations, as well as to protect public health and the environment.
- 34. Beneficial Uses of Waters of the State.** The Discharger discharges the final effluent onto land, not into surface water(s). The final effluent is discharged onto the irrigation field via spray irrigation. The irrigation field is located over the Wilson Grove Formation Highlands groundwater basin. The existing and potential beneficial uses of Wilson Grove Formation Highlands groundwaters, underlying the area of Tomales, as set forth in the Basin Plan include the following:
1. Municipal and domestic water supply
 2. Industrial process water supply
 3. Industrial service water supply
 4. Agricultural water supply

At the time of this Order, there are no known domestic water supply wells less than or equal to 100 feet from any point of the discharge area. Upstream of the irrigation field, the influent undergoes treatment at the three-stage treatment pond system. The treatment pond system is bounded to the South by Keys Creek. Keys Creek is a tributary to Walker Creek, which flows into Tomales Bay. The confluence with Walker Creek lies within 1.5 miles southwest of the system. This Order permits discharge to groundwaters, and it prohibits discharges to surface waters. Therefore, the waters of the State in the vicinity of the Facility will not be impacted by discharges permitted by this Order.

- 35. Shellfish Protection Act.** In Board Resolution No. 94-018, as a result of the 1993 Shellfish Protection Act, the Water Board identified Tomales Bay as an area where the commercial shellfish growing areas are threatened. This Order is consistent with upholding the Shellfish Protection Act in authorizing waste discharge requirements for a facility that is configured for zero discharge to surface waters, to protect water quality for the preservation of shellfish and shellfish habitats.
- 36. Tomales Bay TMDL.** Tomales Bay and its tributaries have been identified as impaired and have been placed on the federal Clean Water Act 303(d) list of impaired waters for nutrients, sediment, and pathogens. The Water Board is required to establish a Total Maximum Daily Load (TMDL) for these pollutants. The U.S. EPA approved the TMDL for pathogens in the Tomales Bay watershed on February 8, 2007. The basis for the TMDL pathogen listing includes exceedances of the numeric water quality objectives for fecal and total coliforms for the shellfish and recreational beneficial uses. Tomales Bay supports the third largest shellfish harvesting area in the State. The waste material at this Facility could potentially be a source of nutrients and pathogens to the watershed if an unintended release occurred (e.g., as a result of flooding or a mechanical failure). The Discharger is aware of the TMDL and the Facility is configured to have zero discharge to surface waters. This Order prohibits any discharge to surface waters or to groundwaters that connect to surface waters to prevent any additional impacts to Tomales Bay.

Facility Upgrade Addresses Historical Concern for Surface Water Quality Impacts. The Facility is configured for zero discharge to surface waters. In 2007, in response to concerns about the adjacent Keys

Creek, the Discharger contracted an engineer to conduct seepage tests on the treatment lagoon area (converted to two treatment ponds in 2010) to evaluate the present and future effects of the natural migration of Keys Creek. The results of the third-party observation-based assessment indicated no significant level of seepage impact from the natural migration of Keys Creek to the treatment pond system for another 80-100 years if nothing changes. Additionally, in spring 2010, the Facility implemented improvements to the Facility that included conversion to the three-stage treatment pond system and lining all three treatment ponds with manufactured, impermeable 30-year Hypalon liner. Improvements also included installing a sub-drain below each treatment pond, with plumbing to direct any pond or external water collection into the third pond of the three-stage treatment pond system. The added liner and sub-drain prevent the natural erosion of Keys Creek from impacting the stability of the treatment pond system. These improvements also preclude any unintended discharges from the treatment pond system area into the surface waters of the State.

- 37. General Order for Sanitary Sewer Systems.** Order No. 2006-0003-DWQ, “Statewide General Waste Discharge Requirements for Sanitary Sewer Systems” (General Order), applies to all public agencies that own or operate sanitary sewer systems greater than one mile in length. This finding serves to acknowledge that the Discharger’s collection system is enrolled and regulated under the General Order.

Antidegradation Policy Analysis

- 38. Antidegradation Policy.** State Water Board Resolution No. 68-16 (the Antidegradation Policy) requires that the Regional Water Board, in regulating the discharge of waste, must maintain the high quality of waters of the State until it is demonstrated that any change in quality will be consistent with maximum benefit to the people of the State, will not unreasonably affect present and anticipated beneficial uses, and will not result in water quality less than that described in the Regional Water Board’s policies (e.g., quality that exceeds water quality objectives). Resolution No. 68-16 also requires that any activity which produces wastes and discharges waste to existing high quality water(s) be required to meet waste discharge requirements that will result in the best practicable treatment or control of the discharge necessary to ensure that pollution or nuisance will not occur and the highest water quality consistent with maximum benefit to the people of the State will be maintained. Resolution No. 68-16 prohibits degradation of water quality as it existed in 1968, or at any time thereafter that water quality was better than in 1968, other than degradation that was previously authorized. An antidegradation analysis is required for regulatory actions that result in a significant increase in pollutant loadings.

- 39. Antidegradation Analysis.** This Order authorizes no significant changes in the Facility’s effluent discharge volume or pollutant concentrations. Some changes due to water conservation practices or variable rainfall may occur. Based upon evaluation of Facility self-monitoring reports since the system upgrade in spring 2010, Regional Water Board staff conclude that the Facility’s discharge to land will not unreasonably affect present and anticipated beneficial uses of the groundwater or nearby surface waters, and will not result in water quality less than that prescribed in the Antidegradation Policy.

- a. **Protection of Surface Waters.** This Order prohibits discharges either directly or via migration to surface waters, so existing and potential beneficial uses of nearby surface waters will not be affected. There is no reason to believe that existing water quality of nearby surface waters will be reduced due to the implementation of this Order. Therefore, no antidegradation analysis is required for surface waters.
- b. **Protection of Groundwaters.** The only permitted effluent discharge is to land via spray irrigation. The wastewater system serves domestic and commercial flow with zero industrial flow and discharge to a remote irrigation field, where the influent will infiltrate into the ground. Further, the irrigation field is surrounded by a perimeter ditch to prevent any off-site discharges, in case of runoff from the site. The ditch is also equipped with a collection sump with a water level alarm, which will shut down all Facility operations if the water reaches a level

predetermined by the operators. Each pond within the three-stage treatment pond system is lined with an impermeable liner and plumbed to direct any seepage collection into the third pond. The reported monthly monitoring data for the Facility demonstrate that the Facility supports existing and potential beneficial uses of the waters of the State adjacent to and underlying the Facility site. Due to the nature of the discharge (to land via irrigation) and the measures established for pollution prevention, the operations of this Facility under this Order are not expected to reduce existing high quality waters.

- c. **Groundwaters Listed as “Very Low” Priority Source of Water.** In spring 2014, the California Department of Water Resources evaluated the characteristics of groundwater basins through a statewide assessment of the overall importance of the groundwaters in meeting urban and agricultural demands. The Wilson Grove Formation Highlands groundwater basin is ranked as “very low” priority, indicating that the basin has less than 0.03 acre-feet/acre of groundwater use and less than 0.1% of the statewide total water supply is sourced from the basin. Water Board staff conclude that based on these groundwater basin characteristics, as well as the discharge volume and final effluent quality, the Facility’s authorized discharge is in compliance with the Antidegradation Policy and should not degrade the water quality of the groundwater basin.

Safe Drinking Water Act

40. It is the policy of the State of California that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes. This order upholds that policy by requiring limits on discharges that will ensure groundwater does not exceed maximum contaminant levels designed to protect human health and that water is safe for domestic use.

California Environmental Quality Act (CEQA)

41. **CEQA.** The issuance of waste discharge requirements for the subject discharges is exempt from the provisions of CEQA pursuant to Title 14, Division 6, Chapter 3, Section 15301 (existing facilities) and Section 15302 (replacement or reconstruction) of the California Code of Regulations.

Notification and Public Meeting

42. **Public Notice.** The Board has notified the Discharger and interested persons of its intent to prescribe waste discharge requirements for the subject wastewater system and discharges and has provided them with an opportunity for a public hearing and to submit written views and recommendations.
43. **Public Hearing.** The Board, in a properly noticed public hearing, heard and considered all comments pertaining to these waste discharge requirements.

IT IS HEREBY ORDERED, that the Discharger, pursuant to the provisions contained in Division 7 of the California Water Code and regulations adopted thereunder, shall comply with the following:

A. PROHIBITIONS

1. The treatment, storage, or discharge of wastes shall not create a nuisance or pollution as defined in the California Water Code, section 13050.
2. Discharges of waste into or from the wastewater system other than as described in and authorized by this Order are prohibited.

3. There shall be no direct or indirect discharge to surface waters.
4. There shall be no discharge of waste that has not undergone the full treatment process, according to the flow schematic in Attachment B and the permitted treatment pond configurations as described in Attachment D, to groundwaters of the State from the Discharger's wastewater collection, treatment, storage, or discharge facilities.
5. The discharge of waste shall not degrade the quality of any groundwater used for domestic purposes or cause an increase or decrease in any quality parameter that would make groundwater unsuitable for any listed existing or potential beneficial use(s).
6. Wastewater shall not be allowed to flow from the discharge area via surface flow, airborne spray, or surfacing after percolation.
7. Discharge of treated wastewater to any land other than the designated discharge area is prohibited.
8. Migration of pollutants through subsurface transport from the discharge area(s) to waters of the State is prohibited.
9. Discharges of wastewater to the wastewater system in excess of the system operating hydraulic capacity or organic loading treatment capacity are prohibited.

B. DISCHARGE SPECIFICATIONS

1. Source Wastewaters. The only wastewater authorized by this Order to be discharged into the wastewater system consists of wastewater from commercial and residential domestic use in the Tomales area and the Shoreline Unified School District. The Discharger must apply for amended WDRs before accepting any other kind of wastewater.

2. Treatment and Storage Ponds

- a. Freeboard. A minimum freeboard of two feet shall be maintained in the ponds at all times.
- b. 100-Year Flood. The ponds shall be adequately protected from erosion, washout, and flooding from the maximum flood having a predicted frequency of once in 100 years.
- c. Treatment Pond Lining. The treatment ponds shall be lined with a geotextile fabric or other materials with a permeability of no more than 10^{-6} cm/sec.
- d. Treatment Pond Aerators. Each of the three aerated ponds (within the three-stage treatment pond system) shall be equipped with one or more aerators in order to provide sufficient aeration capacity to achieve biological stabilization of the wastewater discharged to the ponds, and to prevent the creation of anaerobic or nuisance conditions.
- e. Treatment and Storage Ponds. Wastewater at any place about two feet from the water's edge of a treatment (TR) or storage (ST) pond shall not exceed the following limits in any grab sample:

<u>Measured parameter</u>	<u>Quality specifications</u>
(i) Dissolved Oxygen	2.0 mg/L, minimum
(ii) Dissolved Sulfides*	0.1 mg/L, minimum

(iii) pH

6.5 minimum

*sampled only when dissolved oxygen concentration is below 2 mg/L

3. Spray Discharge

- a. Operating Conditions. Discharges of wastewater to the designated discharge area shall not occur under any of the following conditions:
 - a) Rainfall
 - b) Presence of ponded standing water
 - c) Saturated soils, or
 - d) Increased potential of ponding or runoff.
- b. Sprinklers. All sprinklers used in spray discharge shall be of the low trajectory type in order to minimize the potential for transmission of airborne spray beyond the perimeter of the spray field. Spray discharge shall be discontinued whenever wind velocity at the spray field exceeds 10 miles per hour.
- c. Anemometer. An anemometer shall be installed at or near the spray discharge area for the purpose of detecting high wind speeds. The anemometer shall be connected to one of the following control systems:
 - (i) A control switch that will automatically shut of the irrigation pumps whenever wind speeds exceed a preset level or
 - (ii) An audible and visual alarm sufficient to notify operating personnel (at any time, day or night, 365 days per year) of wind speeds in excess of a preset level and/or the need to cease spray discharge operations.

4. Authorized Wastewater Flows

- a. **Wastewater System.** Collection of wastewater from the Tomales area into the Facility shall not exceed an average dry weather flow of 43,000 gallons per day or a peak wet weather flow of 240,000 gallons per day.

5. Final Effluent Quality. Treated wastewater used for irrigation of the pasture shall meet the following quality limits at all times, in any grab sample:

<u>Measured parameter</u>	<u>Quality specifications</u>
(i) Dissolved oxygen	2.0 mg/L, minimum
(ii) pH	6.5 minimum
(iii) Chemical oxygen demand	210 mg/L, maximum
(iv) Total coliforms	240 MPN*/100 ml – max. median from last 5 samples

*most probable number

6. Discharge Discontinuation. Discharges of effluent to the discharge area are prohibited during any period when the limits specified in B.5 (Final effluent quality) above are not being met. The discharges shall not resume until all conditions which caused the specified limits to be violated have been corrected.

7. Wastewater System Operation and Maintenance.

- a. The Discharger shall, at all times, properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the Discharger to achieve

compliance with conditions of this Order. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls including appropriate quality assurance procedures. This discharge specification requires the operation of backup or auxiliary facilities or similar systems only when necessary to achieve compliance with the conditions of this Order.

- b. The wastewater system shall be operated and maintained in accordance with the procedures identified in the Operations and Maintenance (O&M) Manual required by this Order (Provision 11.b).

8. Pump Stations.

- a. All pump stations shall be designed, constructed, operated, and maintained to prevent the occurrence of a sewage spill or spills resulting from mechanical breakdown or power failure.
- b. All pump stations shall be equipped with reserve hydraulic capacity sufficient to provide storage of wastewater during a pump failure condition for at least 24 hours, and water level monitoring and alarm system(s) to provide notification of high water level conditions. The alarm system shall include audible and visual alarms sufficient to notify operating personnel of an alarm condition. If operating personnel are not present at the Facility, the alarm system shall include an automated telephone dialer or other telecommunication system capable of notifying on-call operating personnel of the alarm condition.
- c. The power supply for alarm systems shall be independent of the normal power supply for the wastewater system.

9. Pipe Separations.

- a. There shall be no cross-connection between potable domestic water supply pipes and pipes containing treated wastewater.
- b. There shall be at least a 10-foot horizontal and a one-foot vertical separation between all pipes transporting wastewater and pipes transporting potable domestic water, with the potable domestic water pipes above the wastewater pipes.

10. Discharge Area Separation from Wells. The discharge area shall be designed, constructed, and maintained such that a horizontal separation distance of at least 100 feet is maintained between any future domestic water supply wells and the nearest point of the discharge area.

11. Wastewater Solids. All solid materials removed from any stage of the liquid waste stream of the wastewater system shall be disposed of at a legal point of disposal, and in accordance with the provisions of Title 27 of the California Code of Regulations. This includes solids accumulated in septic tanks, grease traps or pump tanks. For the purpose of this requirement, a legal point of disposal is defined as a facility for which waste discharge requirements have been prescribed or waived by a Regional Water Board and which facility is in full compliance therewith. This Order does not authorize disposal of wastewater solids anywhere on the Facility.

C. PROVISIONS

1. Order Compliance. The Discharger shall comply immediately with all Prohibitions, Specifications, and Provisions of this Order. All required submittals must be acceptable to the Executive Officer. The Discharger must also comply with all conditions of these waste discharge requirements. Violations may result in enforcement actions, including Water Board orders or court orders requiring corrective action or imposing civil monetary liability, or in modification or revocation of these waste discharge requirements

by the Water Board (California Water Code (CWC) sections 13261, 13263, 13265, 13268, 13300, 13301, 13304, 13340, and 13350).

2. **Self-Monitoring Program.** The Discharger shall comply with the Self-Monitoring Program (Attachment E) for this Order as adopted by the Board and as may be amended by the Executive Officer.
3. **Order Availability.** A copy of these waste discharge requirements shall be maintained by the Discharger and shall be made available by the Discharger to all employees or contractors performing work (maintenance, monitoring, repair, construction, etc.) at the Facility.
4. **Vested Rights.** This Order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, do not protect the Discharger from liability under Federal, State, or local laws, nor do they create a vested right for the Discharger to continue the waste discharge.
5. **Severability.** Provisions of these waste discharge requirements are severable. If any provisions of these requirements are found invalid, the remaining requirements shall not be affected.
6. **Requirements for Technical Reports.** All technical and monitoring reports required by this Order are required pursuant to CWC section 13267. Failure to submit reports in accordance with schedules established by this Order or failure to submit a report of sufficient technical quality acceptable to the Executive Officer may subject the Discharger to enforcement actions pursuant to CWC section 13268.
7. **Electronic Reporting Format.** In addition to print submittals, all reports submitted pursuant to this Order shall be submitted as electronic files in PDF format. All electronic files shall be submitted via the Water Board's file transfer protocol (FTP) site or the centralized email address: WDR.monitoring@waterboards.ca.gov. Email notification shall be provided to Water Board staff whenever a file is uploaded to the Water Board's FTP site.
8. **As-Built Plans - Current System.** The Discharger shall submit to the Board a technical report, acceptable to the Executive Officer, no later than 30 calendar days from the date of adoption of this Order, comprised of as-built plan drawings, and narrative descriptions as appropriate, of the completed-to-date wastewater treatment and discharge system.

Water Balance Equation. The as-built plans shall include a water balance equation for the discharge system including the two storage ponds and the discharge area. The water balance equation shall demonstrate adequate capacity for the wastewater treatment and discharge system to treat and discharge according to seasonal weather patterns in the vicinity of the Facility and the authorized wastewater inflow volume discharge specifications in this Order.

Tank Specifications. For all tanks, the as-built plans shall include complete tank specifications (e.g., location, material, total and operating capacities, dimensions, date of installation, number of compartments, access openings, risers and riser lids), and results of watertight verification tests. All plan drawings shall be of a scale of at least one inch equals 40 feet, properly labeled, and clearly legible.

9. **As-Built Plans - Future Changes.** In the event of any changes to wastewater system components in the future, updated as-built plans of the portion of the system affected by such changes shall be submitted to the Board within 30 days of completion of those changes. Depending upon the types and extent of changes, an amendment to this Order may be necessary.

10. Operation and Maintenance Providers.

- a. The wastewater system shall be operated and maintained by persons that are experienced in and knowledgeable of proper wastewater treatment and discharge practices. Such persons shall be wastewater treatment plant operators possessing a current and valid certification from the State of California.
- b. If the Discharger does not have this expertise within its own staff, the Discharger may fulfill this requirement by contracting with a certified wastewater treatment plant operator for operation and maintenance of the wastewater system.
- c. The Discharger shall submit to the Board, within ten days of adoption of this Order, copies of signed service contracts with operators for operation and maintenance of the wastewater system.
- d. In the event of any changes in contracted service providers, the Discharger shall notify the Board in writing of such changes prior to the effective date of such changes, and submit copies of the new or revised contracts within ten working days from the effective date of those changes.

11. Operation and Maintenance Program. The Discharger shall develop and implement an Operations and Maintenance (O&M) Program for the wastewater system, in accordance with the following:

- a. **O&M Program.** The O&M Program shall include all procedures necessary to properly operate the wastewater system in accordance with design parameters, to achieve compliance with waste discharge requirements, and to maintain the system in good working condition.
- b. **O&M Manual.** The O&M Program shall include an O&M Manual documenting all aspects of the program and it shall be readily accessible at all times for the system operators. The O&M Manual shall include, but not be limited to, the following:
 - 1) Description of the overall wastewater system;
 - 2) Scaled plan drawings of the wastewater system, including pipes, valves and control equipment;
 - 3) Description of the wastewater flow through the system, from sources to final discharge;
 - 4) Descriptions and specifications of all system components and equipment;
 - 5) Routine procedures for operation of the wastewater system;
 - 6) Routine procedures for management and disposal of wastewater solids removed from the wastewater streams;
 - 7) Procedures for maintenance of all system components;
 - 8) Procedures for operation of the wastewater system during emergency conditions such as power outage, major equipment failure, extreme wet weather conditions, or other emergencies; and
 - 9) Copies of all applicable regulatory permits for the wastewater system, or specific references of those permits and identification of a location at the Facility where those permits are available for review and reference by operating personnel, other service providers, or regulatory agency staff.
- c. **O&M Manual Submittal.** The Discharger shall submit to the Board a technical report, acceptable to the Executive Officer, no later than 30 calendar days from the date of adoption of this Order, comprised of a complete copy of the O&M Manual, identification of person(s) responsible for implementation of the O&M Program, and contact information for those persons.
- d. **O&M Manual Review and Updates.** The Discharger shall periodically review and update, as necessary, the O&M Manual in order to ensure that the manual remains current and applicable to the wastewater system and its proper operation.

- e. **O&M Manual Annual Reports.** Annually, the Discharger shall submit a report to the Board containing any revisions or updates of the O&M Manual that have been made, or a letter stating that the O&M Manual remains adequate and no revisions are necessary. This report shall be submitted as part of the Annual Monitoring Report.

12. Non-Compliance Reporting. In the event the Discharger is unable to comply with any of the conditions of this Order, the Discharger shall notify the Board by telephone as soon as the Discharger or the Discharger's agents have knowledge of the incident. Written confirmation of this notification shall be submitted within five working days of the telephone notification. The written notification shall include the following information:

- a) A description of the noncompliance and its cause;
- b) The period of noncompliance;
- c) Actions that were taken in response to the incident;
- d) And the steps taken or planned to prevent recurrence of the noncompliance.

13. Endangerment of Human Health or the Environment. The Discharger shall report any noncompliance that may endanger human health or the environment. Any such information shall be provided orally to the Executive Officer, or an authorized representative, and the California Department of Public Health (CDPH), Environmental Management Branch, PreHarvest Shellfish Unit, within 24 hours from the time the Discharger becomes aware of the circumstances. In addition, the Discharger shall notify the property owners of the adjacent residential properties and commercial facilities by telephone as soon as the Discharger or Discharger's agents have knowledge of the incident. A written submission to the Water Board and CDPH shall be provided within five days of the time the Discharger becomes aware of the circumstances. The written submission shall contain the following:

- e) A description of the noncompliance and its cause;
- f) The period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected;
- g) Actions that were taken in response to the incident;
- h) The anticipated time it is expected to continue;
- i) And the steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance.

The Executive Officer, or an authorized representative, may waive the written report on a case-by-case basis if the oral report has been received within 24 hours.

14. Entry, Access, and Inspection. The Discharger shall permit the Board or its authorized representatives, in accordance with CWC section 13267(c):

- a) Entry upon premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of this Order;
- b) Access to and copy of, at reasonable times, any records required by conditions of this Order;
- c) Inspection, at reasonable times, of any facility, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Order; or
- d) Photography, sampling, or monitoring, at reasonable times, for the purpose of assuring compliance with this Order.

Notification for Modifications to the Order

15. Change in Control or Ownership. In the event of any change in control or ownership of land or wastewater systems presently owned or controlled by the Discharger, the Discharger shall notify the succeeding owner or operator of the existence of this Order by letter, a copy of which shall be forwarded to this Board. The succeeding owner or operator, in order to obtain authorization for discharges regulated by this Order, must apply in writing to the Water Board, requesting transfer of the Order. This request shall include complete identification of the new owner or operator, the reasons for the change, and the effective date of the change. Discharges conducted without submittal of this request will be considered discharges without waste discharge requirements, and thus violations of the California Water Code.

16. Report of Waste Discharge for Change in Discharge Characteristics, Facility. The Discharger shall file with the Board a Report of Waste Discharge at least 180 days before making any material change in the character, location, or volume of the discharges or discharge facilities, or any changes to the wastewater system equipment as described in this Order, except for emergency conditions. In the event of implementing changes in response to emergency conditions, the Board shall be notified immediately by telephone, and in writing within five calendar days of such changes.

17. Order Review and Update. The Board will review this Order periodically and may revise the requirements as necessary to comply with changing State and Federal laws, regulations, policies, or guidelines; changes in this Board's Basin Plan; or changes in the discharge characteristics.

18. Order Termination. After notice and public meeting, this Order may be terminated or modified by the Board for any reason.

19. Rescission of Previous Order. The waste discharge requirements prescribed by this Order supersede those prescribed by this Board's Order No. 86-086 for North Marin County Water District. Order No. 86-086 is hereby rescinded for North Marin County Water District.

I, Bruce H. Wolfe, Executive Officer, do hereby certify that this Order with all attachments is a full, true, and correct copy of an Order adopted by the California Regional Water Quality Control Board, San Francisco Bay Region on [DATE].

BRUCE H. WOLFE
Executive Officer

Attachments:

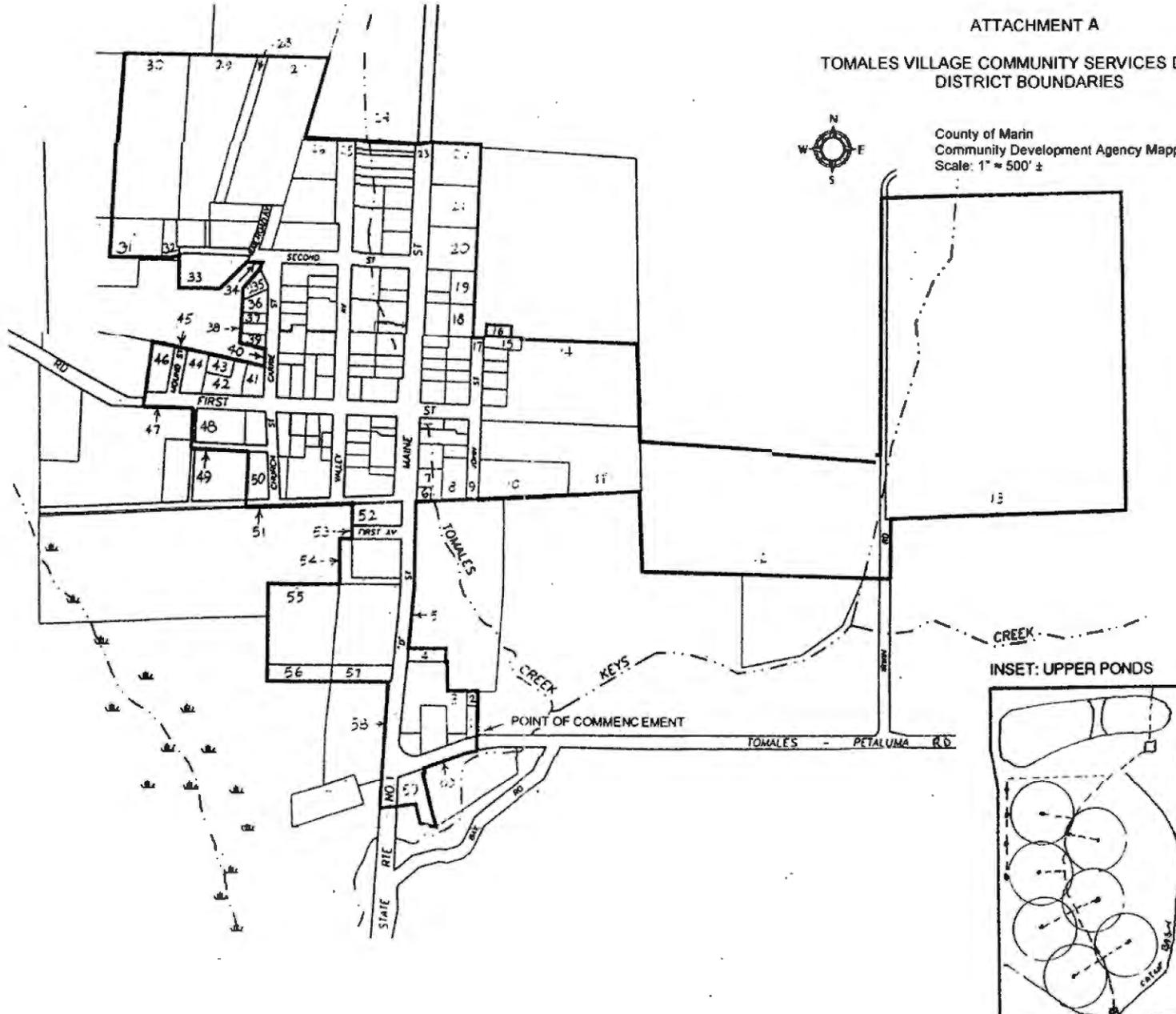
- A. Facility Plan
- B. Wastewater Treatment and Discharge System Flow Schematic
- C. Collection System Map
- D. Three-stage Treatment Pond System Configuration and Specifications Schematic
- E. Self-Monitoring Program

ATTACHMENT A

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
DISTRICT BOUNDARIES

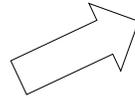
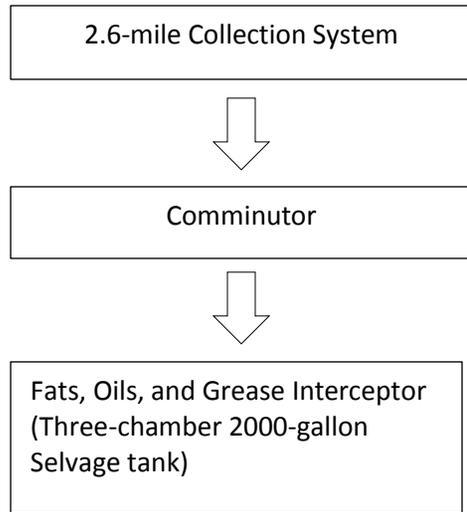


County of Marin
Community Development Agency Mapping
Scale: 1" = 500' ±

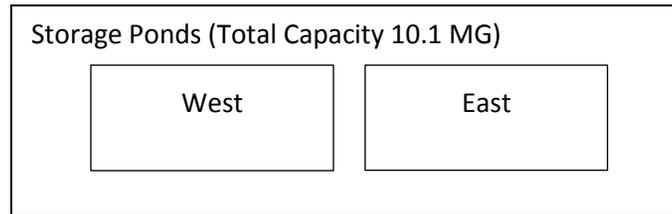
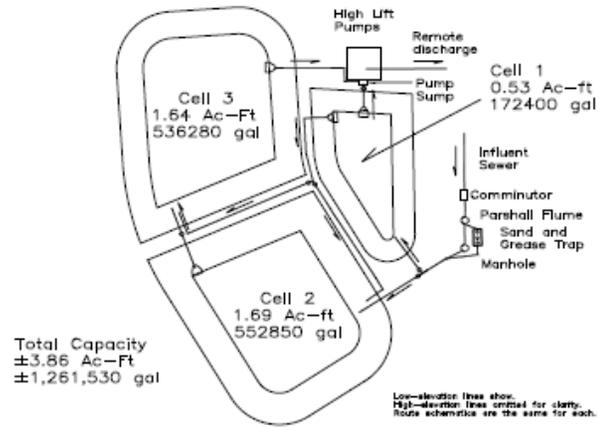


ATTACHMENT B

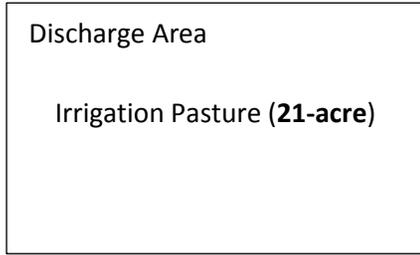
Process flow diagram.



Three-stage Treatment Pond System
(Attachment D)



Disinfection

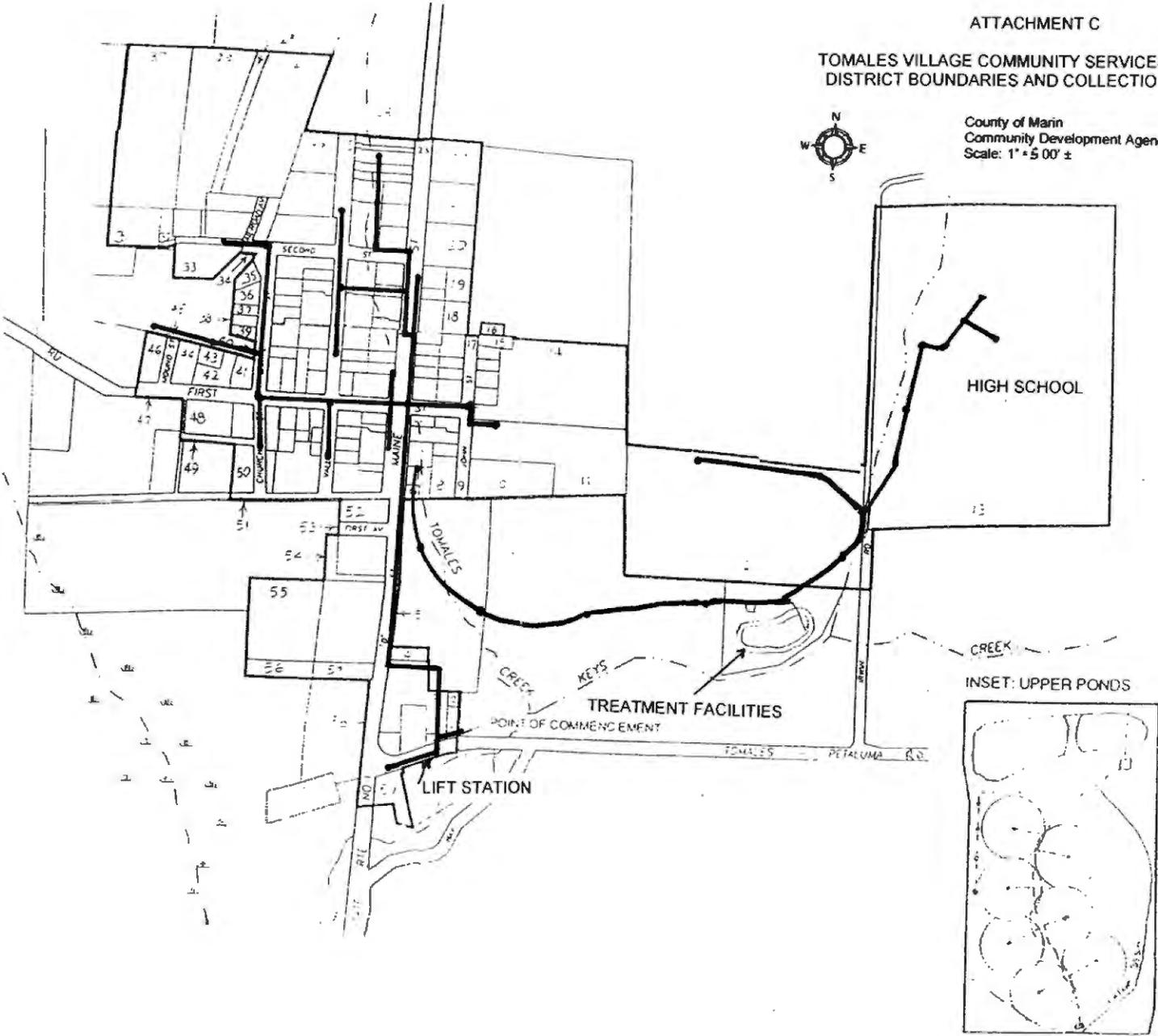


Discharge to Irrigation Pasture (Discharge Area):
Order 86-086 (rescinded): NOT during wet weather: Nov 15-Apr 15
Order R2-2015-00XX: Conditional discharge per Order; wastewater is
disinfected in the effluent line to irrigation field

ATTACHMENT C

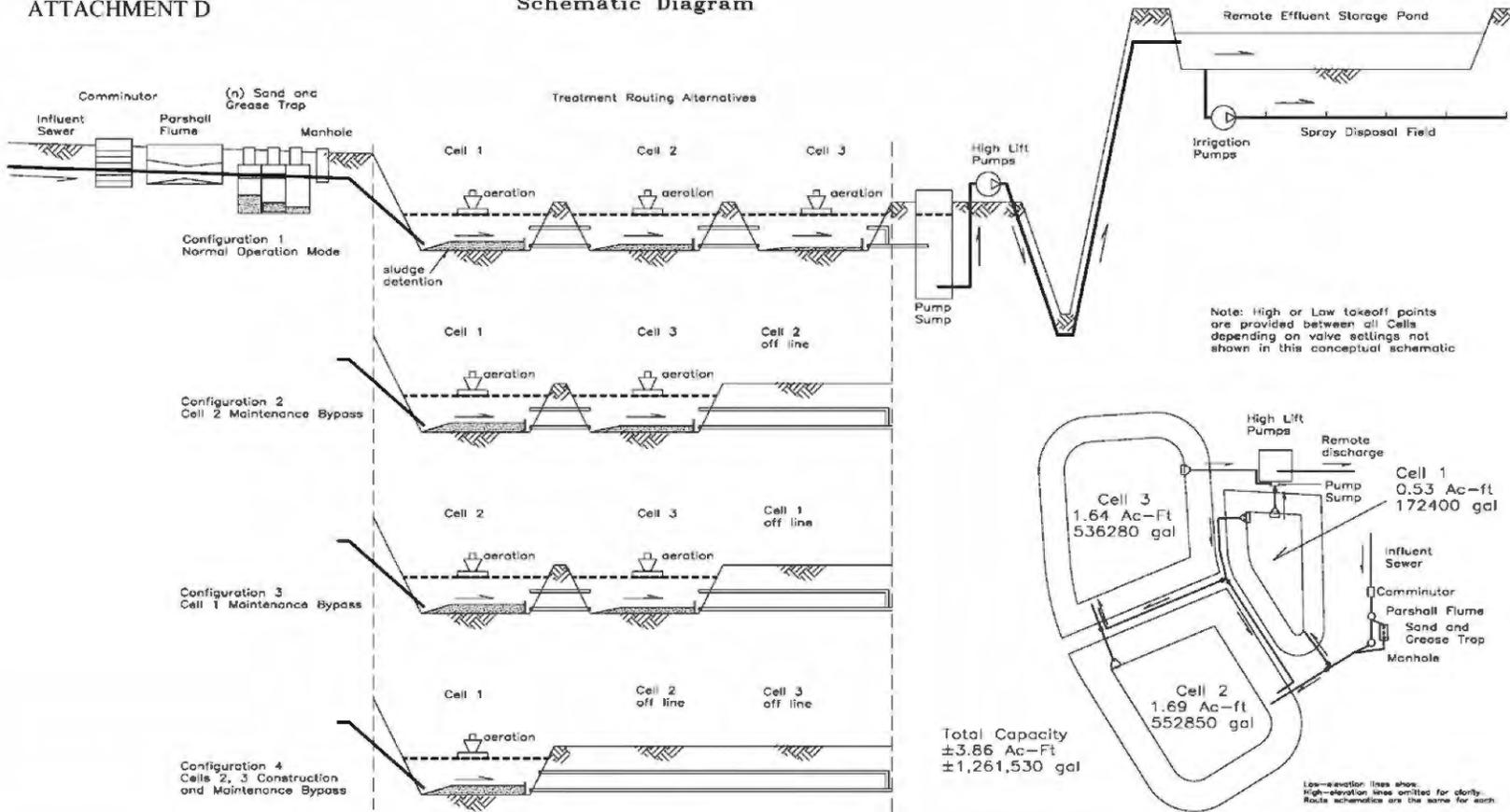
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
DISTRICT BOUNDARIES AND COLLECTION SYSTEM

County of Marin
Community Development Agency Mapping
Scale: 1" = 500' ±



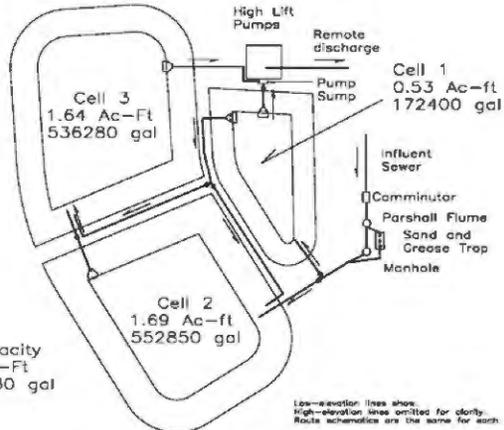
ATTACHMENT D

Schematic Diagram

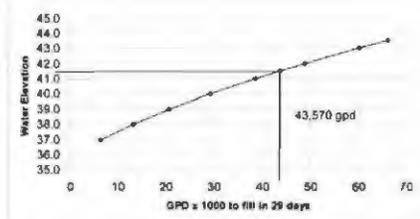
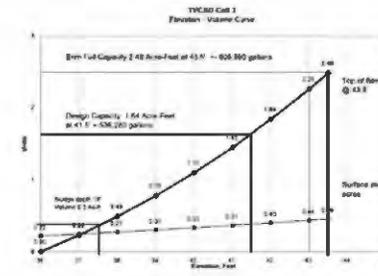
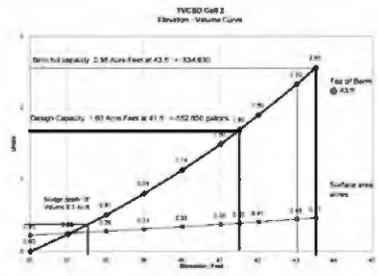
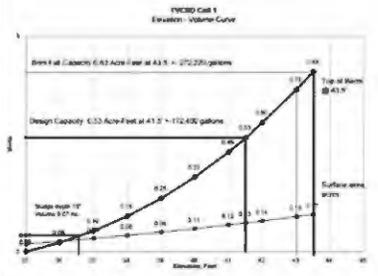


Note: High or Low takeoff points are provided between all Cells depending on valve settings not shown in this conceptual schematic

Total Capacity ±3.86 Ac-Ft ±1,261,530 gal



Line-elevation lines show high-elevation lines omitted for clarity. Route schematics are the same for each.



REVISIONS
 Apr. 28, 2014
 2' of treated
 volumes,
 calibration
 curves

Eric Erickson
 Valley Ford CA 94972-0446
 707/755-2498 Voice/Fax

WASTEWATER TREATMENT POND
 REVISIONS - SCHEMATIC FLOW
 DIAGRAM

APR 12-13-10
 TOMALES VILLAGE
 COMMUNITY SERVICES DISTRICT

40328 C2.ewg
 Date: June 6, 2008
 Scale: none
 Sheet:

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
SAN FRANCISCO BAY REGION**

**TENTATIVE
SELF-MONITORING PROGRAM
(Attachment E)**

for the

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
WASTEWATER TREATMENT FACILITY
at
10 IRVIN ROAD, TOMALES, MARIN COUNTY**

for

ORDER NO. R2-2014-XXXX

CONTENTS:

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I. PURPOSE

1. This monitoring program is for waste discharge requirements assigned to the Tomales Village Community Services District (Discharger), adopted by the California Regional Water Quality Control Board, San Francisco Bay Region (Water Board).
2. The principal purposes of a monitoring program by a waste discharger, also referred to as a self-monitoring program (SMP), are
 - a. To document compliance with waste discharge requirements and prohibitions established by the Water Board and
 - b. To facilitate self-policing by the waste discharger in the prevention and abatement of pollution or potential threats to water quality arising from waste discharges.
3. Reporting responsibilities of waste dischargers are specified in Sections 13225(a), 13267(b), 13268, 13383, and 13387(b) of the California Water Code, and Water Board Resolution No. 73-16.

II. SAMPLING and ANALYTICAL METHODS

1. **Approved methods.** Sample collection, storage, and analyses shall be performed according to Code of Federal Regulations Title 40, Section 136 (40 CFR 136), or other methods approved and specified by the Executive Officer of the Water Board (Executive Officer).
2. **Approved laboratory.** Water and waste analyses shall be performed by a laboratory approved for these analyses by the California Department of Public Health (CDPH), or by a laboratory waived by the Executive Officer from obtaining a CDPH certification for these analyses, or as otherwise specified in this SMP.
3. **Accountability for analytical work.** The director of the laboratory whose name appears on the certification, or his laboratory supervisor who is directly responsible for the analytical work performed, shall supervise all analytical work including appropriate quality assurance/quality control procedures in his laboratory and shall sign all reports of such work submitted to the Water Board.
4. **Appropriate usage and calibration of equipment.** Measurements by use of portable analytical equipment or other monitoring instruments and equipment shall abide by the following conditions:
 - a. The analytical equipment is appropriate for the given analysis of/for water or waste;
 - b. The analytical equipment is properly maintained and calibrated to ensure accuracy;
 - c. The equipment user is knowledgeable of proper sampling and equipment use practices; and
 - d. Written notification of the intended use has been provided in advance to the Water Board, and the Water Board has not stated any objections.

III. DEFINITION of TERMS

The following are definitions and explanations of terms used in this monitoring program; see Appendix A for abbreviation expansions. Additional descriptions are given in the findings of this Order.

A. FACILITY AND WASTEWATER SYSTEM

1. **Facility Site.** The facility site is the land on which the facility identified as the Tomales Wastewater Facility is located. This land consists of Marin County Assessor's Parcel Number 102-130-10 and 104-050-18.

2. **Wastewater System.** The wastewater system is comprised of all equipment at the facility site used for collection, conveyance, treatment, storage, discharge, and management of wastewater and wastewater solids from the community of Tomales, including the Shoreline Unified School District.
3. **Discharge Area.** The discharge area, also called the irrigation field, is a 21-acre vegetated gently sloping hillside field, fenced and gated, with above-grade sprinklers, located downhill of the storage ponds, and about 3,600 feet south of the wastewater treatment ponds.
4. **Discharge System.** The discharge system is the portion of the wastewater system used for conveyance and discharge of treated wastewater to land in the identified discharge area. This includes, but is not limited to, pumps, pipes, sprinklers, and all equipment used to control and monitor the discharge operations.

B. TYPES OF SAMPLES

1. **Flow Measurement.** Flow measurement is the accurate measurement of the flow volume over a given period of time using a properly calibrated and maintained flow measuring device. Use of a properly calibrated and maintained automated pump-use recording device, such as a pump dose event counter, is acceptable.
2. **Grab Sample.** A grab sample is defined as an individual sample collected in a short period of time not exceeding 15 minutes. Grab samples are used primarily in determining compliance with daily or instantaneous maximum or minimum limits, and also for bacteriological limits. Grab samples represent only the condition that exists at the time and location the sample is collected.
3. **Observations.** Observations are primarily visual assessments and inspection of conditions. Observations may include recording measurements from monitoring devices such as freeboard determined from a water level staff gauge, or precipitation determined from a rain gauge.
4. **Pond Water Depth.** Pond water depth is the vertical distance between the free water surface of the water contained in the pond, and the bottom of the water volume contained in the pond.
5. **Pond Freeboard.** Pond freeboard is the vertical distance between the free water surface of the water contained in the pond, and the elevation of the lowest point of the top of the water containment structure (i.e., the elevation at which water would overflow from the pond).

C. SAMPLING FREQUENCY

1. **Continuous.** Continuous monitoring.
2. **Daily.** One time each calendar day.
3. **Weekly.** One time per calendar week, with sampling interval of at least five days.
4. **Monthly.** One time per calendar month, with sampling intervals of at least three weeks.
5. **Quarterly.** One time per calendar quarter, at intervals of about three months.
6. **Semiannual.** Two times per calendar year, with sampling intervals of about six months.
7. **Annual.** One time per calendar year.
8. **Event.** Each service or discharge event.
9. **Conditional.** Depending on conditions specified in this SMP:
For Dissolved Sulfides, the condition is whenever Dissolved Oxygen < 2.0 mg/L.

D. MONITORING PERIODS

For purposes of monitoring, reporting and compliance determinations relevant to requirements specified in this Order and SMP, the following time periods apply:

1. **Daily.** 24-hour period associated with a calendar day; may overlap calendar days (e.g., 8 am of one day to 8 am of the next), but shall be consistent from one sampling event to the next.
2. **Weekly.** 7-day calendar week.
3. **Monthly.** Each respective calendar month.

4. **Annual.** Calendar year.

IV. DESCRIPTION of MONITORING STATIONS

A. GENERAL

1. **Monitoring Station Definitions.** Stations to be used for sampling and observations in this SMP (self-monitoring program) are described in this section (IV). Each station is identified by a station code and station description. The Station Code is a reference code for station identification in this SMP and in recording and reporting of monitoring data. The Station Description is a description of the water, wastewater, point of the wastewater system, or land area where specified monitoring is to be conducted.
2. **Monitoring Station Changes.** Changes to the monitoring stations defined in this SMP may be authorized by the Executive Officer, in order to accommodate changes in the wastewater system or wastewater system operations or to provide improved monitoring. Requests for changes to the monitoring stations shall be submitted to the Water Board in writing with a detailed explanation of the purpose of the proposed station changes. Proposed changes to monitoring stations shall be approved in writing from the Executive Officer prior to implementation.
3. **Site Plan Showing All Monitoring Stations.** The Discharger shall develop a scaled and legible plan view drawing of the facility site that clearly shows the locations of all major components of the wastewater system, all monitoring stations identified in this SMP, and relevant land use features such as buildings, access roads, property boundaries and surface water drainage systems. A copy of this drawing shall be included with each annual monitoring report, and with any reports regarding station changes.

B. WASTEWATER SYSTEM MONITORING STATIONS

	Code	Station Name and Description	Station Purpose
1.	INF	Influent: Wastewater at a point in the Wastewater Treatment Facility (Facility) where all wastes upstream of the treatment process are present.	Measurement of the total volume of wastewater flow into the Facility. To document compliance with the Authorized Wastewater Flow (annual total flow) limit given in Discharge Specification 4 of this Order.
2.	FOG	Fats, Oils, and Grease Interceptor: Wastewater at a point in the Facility after collection into the comminutor, before the fats, oils, and grease (FOG) interceptor.	Sampling and analytical characterization of influent into the wastewater treatment plant through the FOG interceptor.
3.	TR-1, TR-2, TR-3	Treatment Ponds, 1, 2 and 3: Wastewater at a point in each of the three respective treatment ponds, representative of the water in the pond; a physical location suitable for general observations of pond conditions.	Sampling and analytical characterization of pond water for Dissolved Oxygen, pH, Temperature, and Dissolved Sulfides as needed; for standard observations of pond conditions, to document compliance with the requirements of Discharge Specification 2 of this Order.
4.	EFF- TR	Treatment Pond Effluent: Wastewater at a point in the Facility where all treatment has been completed, except for disinfection by chlorination, prior to discharge to the irrigation field.	Sampling and analytical characterization of final treated effluent prior to discharge to land, to monitor and evaluate treatment system performance and to document compliance with requirements of Discharge Specification 5 of this Order.
5.	ST-East, ST-West	Storage Ponds, East and West: Wastewater at a point in each of the two respective storage ponds, representative of the water in the pond. And a physical location at each pond suitable for general observations of pond conditions.	Sampling and analytical characterization of pond water for Dissolved Oxygen, pH, and Dissolved Sulfides as needed, and for standard observations of pond conditions, to document compliance with requirements of Discharge Specification 2 of this Order.
6.	EFF-D	Disinfected Effluent: Wastewater at a point in the Facility where all treatment has been completed, including disinfection by chlorination, suitable for bacteriological quality analyses.	Sampling and analytical characterization of the bacteriological quality of the final treated effluent, to document compliance with Total Coliform limits given in Discharge Specification 5.iv.
7.	EFF- Flow	Effluent Flow: Wastewater at a point in the Facility where all treatment has been completed, including disinfection by chlorination, suitable for final effluent flow measurement.	Measurement of the total flow of final treated disinfected wastewater effluent discharged to land at the irrigation field.
8.	FIELD	Irrigation Field: The irrigation field land area used for discharges of treated wastewater to land.	Standard observations of discharge area conditions and to document compliance with requirements of Discharge Specification 3 of this Order.

V. MONITORING SCHEDULE and SPECIFICATIONS

A. MONITORING SCHEDULE

1. **Table 1.** The Discharger is required to perform sampling, analyses, and observations according to the schedule tabulated in **Table 1 - Schedule for Monitoring**, which is the last item in this SMP.
2. **Table 1 “SMP References”.** Table 1 includes references given in brackets to the right of the Parameter name. These references correspond to Definitions in Section III or Monitoring Specifications in Section V.B. of this SMP.

B. MONITORING SPECIFICATIONS

1. **Flow Monitoring and Reporting.** All flows shall be monitored continuously in a manner sufficient to measure, record, and report the daily flow volume for each day of operation, and the monthly flow volume for each calendar month. Flows shall be reported as Daily Flow, in gallons, for each day when flow occurs, and Monthly Flow, in gallons, for each calendar month.
2. **Additional Monitoring May be Necessary.** The monitoring requirements established in this SMP are minimum requirements. Additional monitoring for any parameter may be necessary and prudent to ensure proper wastewater system performance and compliance with WDRs.
3. **Nitrogens.**
 - a. The parameter ‘Nitrogens’ in this SMP means all of the following parameters:
 - (1) Ammonia Nitrogen,
 - (2) Nitrate Nitrogen,
 - (3) Total Kjeldahl Nitrogen (TKN), and
 - (4) Total Nitrogen.
 - b. Analytical results for the above nitrogen parameters shall be reported as: mg/L as Nitrogen.
4. **Precipitation.** Precipitation (rainfall) monitoring shall be continuous. It shall be recorded and reported as total rainfall for each calendar day and as the total for each calendar month. Precipitation monitoring shall be representative of precipitation falling on the discharge areas.
5. **Standard Observations.**
 - a. Check (smell) area for odors.
 - b. Check area for evidence of any standing water (ponded water).
 - c. Check for evidence of mosquitoes breeding within the area due to standing water.
 - d. Check all visible distribution system components for proper condition and hydraulic integrity.
 - e. Check discharge area runoff containment systems (berms and/or subsurface drains) for proper condition and integrity. Note and record any evidence of wastewater escaping the discharge area.
 - f. Check perimeter fences and gates for properly posted warning signs to inform public that discharge area water is wastewater which is not safe for drinking.
 - h. Measure and record pond water depth and pond freeboard, in feet and inches.

C. INCREASED MONITORING FREQUENCY

If any monitoring indicates unstable wastewater system operation or performance, or a violation of waste discharge or monitoring requirements including incomplete sampling or analyses, then monitoring for the parameter(s) and station(s) in concern shall henceforth be conducted at twice the ordinary frequency identified in Table 1 of this SMP. This increased monitoring frequency shall be maintained for at least two sampling events, and until such time as the results of monitoring indicate violations are no longer occurring or the problem has been corrected and the wastewater system has returned to stable operation and performance.

D. MONITORING BY USE OF AUTOMATED INSTRUMENTS

Selected parameters may be monitored by the use of automated analytical instruments, provided such instruments are properly maintained and calibrated to ensure accurate measurements, and that these instruments and their use is documented in the Operation and Maintenance Program Manual, and written acceptance by the Executive Officer has been provided.

E. MODIFICATION OF MONITORING PRACTICES

Modifications of the monitoring practices specified in this SMP may be authorized by the Executive Officer, in consideration of acceptable accumulated data and acceptable alternate means of monitoring. Factors to be considered include: data quality, adequate characterization of the identified water or wastewater system process, consistency of system performance, compliance with waste discharge requirements, and acceptable means for providing equivalent and adequate monitoring of the identified water or wastewater system process. Requests for modification of monitoring practices must be submitted to the Water Board in writing, with a technical report that includes evaluation of accumulated data, and a complete description of proposed alternate means of monitoring. Proposed modifications of monitoring practices must be accepted in writing by the Executive Officer, prior to implementation.

VI. REPORTS to be SUBMITTED to the WATER BOARD

A. MONITORING REPORTS

The Discharger shall submit to the Water Board monitoring reports documenting the wastewater system operation and performance, and compliance with waste discharge requirements, in accordance with the following:

1. Report Schedule.

- a. Monthly Reports.** Daily, weekly, and monthly monitoring data shall be reported in monthly monitoring reports. Reports shall be prepared for each calendar month and shall be submitted to the Water Board by the **last day of the month following the monitoring period** (e.g. the February report is due by March 31).
- b. Annual Reports.** Written reports shall be prepared for each year and shall be submitted to the Water Board by the last day of the second month following the monitoring period (i.e., February 28 or 29).

2. Transmittal Letter.

A letter of transmittal shall accompany each monitoring report submitted to the Water Board. The transmittal letter shall include the following:

- a. Identification.** Identification of the following:
 - (1) The discharge facility by name and address;
 - (2) The monitoring period being reported;
 - (3) The name and telephone number of a person familiar with the report and the current status of the wastewater system, for follow-up discussions as may be needed; and
 - (4) The name of the Water Board staff case handler.
- b. Operation and Maintenance Activities.** Discussion of all significant wastewater system operation and maintenance activities that occurred during the reporting period (e.g., repair or replacement of system equipment), including dates and reasons for such activities.
- c. Violations or Problems.** Discussion of any violations of waste discharge requirements, and any problems or unusual conditions, that occurred during the reporting period. This shall include reporting of the following information:
 - (1) Date and time of occurrence;
 - (2) Location of occurrence, shown on a scaled plan drawing of the facility site;

- (3) Description of the violation, problem, or unusual condition;
- (4) Corrective actions taken or planned to correct the violation, problem, or unusual condition and a time schedule for implementation of these actions. Actions may include increased monitoring and any changes to wastewater system equipment or operations.

If a report describing corrective actions and/or a time schedule for implementation of those actions was previously submitted to the Water Board, then reference to that report is satisfactory. References to other reports shall include the Date, Title or subject, and Author of the referenced report.

- d. Transmittal Letter Signature(s).** The transmittal letter shall be signed by: (1) the Discharger's principal executive officer, ranking elected official, or duly authorized representative, and (2) the wastewater system chief plant operator, with the following certification statement:

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

3. Results of Analyses and Observations.

Each report shall include results of analyses and observations in accordance with the following:

- a. Monitoring Results.** Each monitoring report shall include tabulations of results from all required analyses, measurements, and observations specified in this SMP for the reporting period, including:
 - (1) Date of sampling or observation;
 - (2) Location of sampling or observation (sample station);
 - (3) Parameter of analysis (e.g., pH, Dissolved Oxygen, etc.); and
 - (4) The result of the analysis, measurement or observation.
- b. Data Presentation.** In reporting monitoring data, the data shall be arranged in tabular form so that the data are clearly discernible. The data shall be summarized in a manner to illustrate clearly whether the discharge is in compliance with waste discharge requirements and this SMP. Reporting shall include maximum, minimum and monthly average values for each parameter for which more than one sample result is obtained during the monitoring period.
- c. Sample Analysis Data.** For all sample analyses, include the following:
 - (1) Date of analysis;
 - (2) Individual or contract laboratory conducting the analysis;
 - (3) Analytical procedure or method used, and test method detection level; and
 - (4) Copies of laboratory analysis result reports for all analyses conducted by a contract laboratory.
- d. Reporting Results Below Detection Limits.** For all analytical characterizations (laboratory tests) for which results are identified as below limits of detection of the test procedure, data reporting shall include the limit of detection. In other words, reporting a sample test result as only "ND", or "not detected" or similar, is not acceptable; the actual numeric value of the detection limit must also be reported. It is acceptable to use notations of non-detection - "ND" or similar - in data tables, provided that the corresponding limit of detection is clearly identified elsewhere in the table, or as a footnote of the table.
- e. Additional Monitoring Results.** If any parameter is monitored more frequently than is required by this SMP, then the results of such monitoring shall be included in the monitoring reports, and in any calculations of statistical values.

4. Monitoring During Wastewater System Modifications. Whenever any modifications to the wastewater system occur, the monitoring report shall include a description of work that has occurred during the monitoring period, any impacts to the wastewater system operations and, if work is incomplete, anticipated completion schedule.

5. Annual Monitoring Reports.

The annual monitoring report shall include the following:

- a. Data. Tabular and graphical summaries of monitoring data obtained during the period being reported.
- b. Long-term BOD:COD correlation report. Report results from concurrently measuring both chemical oxygen demand (COD) and biological oxygen demand (BOD), in order to demonstrate a long-term BOD:COD correlation for approved documentation and validation of COD testing as an acceptable form of wastewater strength reporting for the Facility (as described in federal effluent guidelines, 40 CFR 133.104b).
- c. Water Balance. A tabulation of monthly wastewater flows into and out of the wastewater Facility, including monthly total flows for monitoring stations within the Facility where flows are recorded.
- d. Performance record. A discussion of wastewater system performance and compliance with requirements specified by this Order.
- e. Monitoring record. A discussion of any data gaps or deficiencies in the monitoring record.
- f. Non-compliance events. For any event of non-compliance with requirements specified by this Order, including monitoring and reporting requirements, the report shall include description of corrective actions taken or planned to achieve full compliance, and a time schedule of when those actions were or will be taken.
- g. Monitoring Station Map. A scaled and legible plan view drawing of the facility site which shows the locations of all monitoring stations specified by this SMP.

B. REPORTS of VIOLATIONS

If the Discharger violates or threatens to violate waste discharge requirements or this SMP due to

1. Maintenance work, power failure, or breakdown of wastewater system equipment;
2. Accidents caused by human error or negligence; or
3. Other causes such as acts of nature, then:

The Discharger or Discharger's agent(s) shall notify the Water Board office by telephone as soon as the Discharger or Discharger's agent(s) have knowledge of the incident. Written notification shall be submitted within two weeks of the date of the incident, unless directed otherwise by Water Board staff. The written notification shall include pertinent information explaining reasons for the non-compliance and what steps were taken to correct the problem and the dates thereof, and what steps are being taken to prevent the problem from recurring.

C. REGIONAL WATER BOARD ADDRESS and PHONE NUMBER

This Water Board's office mailing address, email, fax and telephone number information are given below. This is the address to be used for submittal of reports and correspondence to the Water Board.

1. **Mail Address:** California Regional Water Quality Control Board, San Francisco Bay Region
1515 Clay Street, Suite 1400
Oakland, CA 94612
2. **Email:**
 - a. **Monitoring Reports.**
Monitoring reports and other related technical reports that are of moderate file size (no more than 10 MB) can be submitted electronically to the Water Board as an attachment to an email submitted to the following email address: wdr.monitoring@waterboards.ca.gov.
 - b. **Email Notification.**
Whenever a report is submitted to the above address, it is advisable to also send a short email notice

about that submittal (without the attached report) to Water Board case staff.
Water Board staff email addresses use this format: <first name>.<last name>@waterboards.ca.gov.

3. Water Board Telephone and Fax: Telephone: (510) 622 - 2300; Fax: (510) 622 - 2460.

VII. REPORTS to be SUBMITTED to OTHER ENTITIES

A. California Department of Public Health.

For each monitoring report required to be submitted to the Board, a complete copy of the report shall be submitted at the same time that the report is submitted to the Board, to the California Department of Public Health, Preharvest Shellfish Unit, at its current mailing address, at the time of this Order:

California Department of Public Health
Preharvest Shellfish Unit
ATTN: Vanessa Zubkousky-White
850 Marina Bay Parkway, G165
Richmond, CA 94804

VIII. MONITORING PROGRAM CERTIFICATION

I, Bruce H. Wolfe, Executive Officer, hereby certify that this Self-Monitoring Program:

1. Has been developed in accordance with the procedure set forth in the Water Board's Resolution No. 73-16 in order to obtain data and document compliance with waste discharge requirements for the subject wastewater systems.
2. May be reviewed at any time subsequent to the effective date upon written notice from the Executive Officer or request from the Discharger, and revisions will be ordered by the Executive Officer.
3. Is effective on the following date: _____.

BRUCE H. WOLFE
Executive Officer

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TABLE 1 - SCHEDULE for MONITORING (*)

Monitoring Stations:			INF	FOG	TR-1, 2, 3, ST-East, ST-West	EFF-TR	EFF-D	EFF-Flow	FIELD	
			Influent	FOG Unit Influent	All Treatment and Storage Ponds	Treatment Pond Effluent	Disinfected Effluent	Effluent Flow to Land	Discharge Area	
Type of Sample:			F	G, O	G, O	G, O	G	F	O	
Sample Parameters	(units)	[SMP Reference]								
Flow Volume	(gallons)	[V.B.1]	D&M					D&M		
COD	(mg/L)			W		W				
BOD ₅ 20°C	(mg/L)			W		W				
Temperature	(degrees F or C)			W	W	W				
pH	(pH units)			W	W	W				
Dissolved Oxygen	(mg/L)			W	W	W				
Dissolved Sulfides	(mg/L) (whenever D.O. < 2 mg/L)			C	C	C				
Nitrogens	(mg/L as N)	[V.B.3]				M				
Total Dissolved Solids	(mg/L)			W		W				
Total Coliform	(MPN/100 mL)						W E			
Precipitation	(inches)	[V.B.4]								
Standard Observations		[V.B.5]		W	W	W			W	
Water Depth and Freeboard (feet & inches)		[III.B.4 and III.B.5]			W					
Chlorine Tank Level	(inches)						W			

* For explanation of abbreviations used in this table, see **Table 1 Abbreviation Expansions**, on the next page below.

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Appendix A TABLE 1 ABBREVIATION EXPANSIONS

1. Type of Sample Abbreviations.

F	=	Flow measurement
G	=	Grab Sample
GL	=	Ground water level measurement
O	=	Observation

2. Parameter Abbreviations.

COD	=	Chemical Oxygen Demand
BOD ₅ 20°C	=	Biochemical Oxygen Demand, 5-day, at 20°C
Chlorine Level	=	Chlorine tank level.

3. Unit Abbreviations.

F or C	=	Fahrenheit or Celsius
mg/L	=	milligrams per liter
MPN/100 ml	=	Most Probable Number, per 100 milliliters of water
N	=	Nitrogen

4. Sampling Frequency Abbreviations (see III.C for definitions).

D	=	Daily	A	=	Annual
W	=	Weekly	M	=	Monthly
C	=	Conditional:			
		For Dissolved Sulfides, sample for Dissolved Sulfides if Dissolved Oxygen < 2.0 mg/L.			
D&M	=	Continuous monitoring; record and report Daily & Monthly values			
W E	=	Weekly monitoring, during each week when discharges to land occur.			

From: [Keene Simonds](#)
To: [Keene Simonds](#)
Subject: Marin LAFCO Budget for 15-16 for Special Districts
Date: Tuesday, March 03, 2015 12:07:17 PM
Attachments: [DraftWorkPlan_2015-2016.docx](#)
[Draft_15-16_CostAllocation_3-2-15.pdf](#)

Hello District Managers:

I hope this email reaches all of you doing well.

With this affirmative opening in mind, I want to provide a heads-up on a likely and substantive budget change at Marin LAFCO that will proportionally increase your respective contributions over the next two years and beyond the CPI. This anticipated change is tied to Marin LAFCO reasserting its attention to its regional planning duties and most notably means getting back to preparing municipal service reviews and sphere of influence updates on a five-year cycle for all 65 local agencies (11 cities/towns and 54 special districts) as contemplated by the California Legislature... all of which necessitates increasing funding to improve our organizational reach in preparing these studies in a timely manner.

With the preceding in mind, and for purposes of telegraphing a likely recommendation to the Commission, it is reasonable to assume the overall increase in special district contributions will go up 18-20% over the next two fiscal years to accommodate Marin LAFCO hiring an administrative analyst consistent with a job classification with the County of Marin. (This would mark the return of a similar position with LAFCO that was vacated beginning in FY06-07.) This includes an approximate 12% increase in FY15-16 contributions followed by an approximate 6-8% increase in FY16-17 contributions. The budget should be stabilized going into 17-18 and any changes in contributions should presumably stay within the CPI thereafter for a while.

I am attaching a spreadsheet showing the draft agency contributions requests for FY15-16 to provide further context. Please note these are only estimates based on using last year's general tax revenue information with individual district amounts likely to change once the State Controller's Office issues updated information as we get closer to June. I am also attaching a draft work plan to see what activities Marin LAFCO will likely be up to in FY15-16.

The Commission will consider adopting a proposed budget and work plan on April 9th before a formal public review commences in anticipation of final action on June 11th. I would benefit from any comments and/or observations from the districts on the proposed contribution increase to help make sure all appropriate factors are considered before issuing a recommendation to the Commission. Accordingly, please feel free to contact me with any feedback you would like to offer. Thank you.

Keene

Keene Simonds, Executive Officer
Marin Local Agency Formation Commission

Political Subdivision of the State of California

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San Rafael, California 94903
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ksimonds@marinlafco.org



Marin Local Agency Formation Commission

Political Subdivision of the State of California

2015-2016 Work Plan
Proposed

Introduction:

Local Agency Formation Commissions' (LAFCOs) operate under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2001 ("CKH") and are delegated broad regulatory and planning responsibilities by the Legislature to oversee the formation and subsequent development of local government agencies and their municipal service areas. Common regulatory functions include approving boundary change and outside service requests. Common planning functions include preparing studies to independently evaluate the availability, performance, and need for urban services and establishing spheres of influence – which are the Legislature's version of urban growth boundaries and gatekeepers to future boundary changes – for all cities and special districts. All regulatory and planning activities undertaken by LAFCOs may be conditioned and must be consistent with administrative policies and procedures.

Objective:

This document represents Marin LAFCO's ("Commission") formal 2015-2016 Work Plan. The Work Plan draws on the Commission's adopted strategic plan and other germane activities identified by the Executive Officer and vetted with the Budget Committee in the course of developing an operating budget for the fiscal year. The Work Plan is divided into three distinct categories – administrative, planning, and regulatory – and serves as a management tool to allocate Commission resources in an accountable and transparent manner over the 12 month period. Further, while it is a stand-alone document, the Work Plan should be reviewed in relationship to the adopted operating budget given the planned goals and activities are facilitated and or limited accordingly.

Executive Summary:

The 2015-2016 Work Plan guides the Commission to focus considerable resources on administrative and planning activities and anchored by municipal service reviews and several policy-specific projects. Notable administrative projects include completing a comprehensive policy update as well as a corresponding organizational needs assessment relative to considering staff and/or consultant additions. Notable planning activities include completing a countywide municipal service review on water services with subsequent sphere updates for two of the affected agencies - Marin Municipal Water District and North Marin Water District – before initiating two new municipal service reviews in the north central corridor; one of which will explore possible reorganization alternatives involving wastewater providers in the San Rafael and Ross Valley watersheds.

Administrative Activities

ID	Activity	Lead	Key Issues / Notes	Target Start	Target End
A-1	Complete Comprehensive Update of Policies and Procedures	Policy Committee	Last Substantive Update in 2000 and Pre CKH	Started	8/15
A-2	Review Staff and/or Consultant Options to Improve Capacity	Executive Officer	Assistance Needed to Meet Study Requirements	Started	8/15
A-3	Review and Amend as Appropriate Study Schedule	Commission	Subset Action for A-3	Started	9/15
A-4	Prepare Independent Financial Audit for 14-15	Commission	Incorporate New GASB Reporting Requirements	8/15	12/15
A-5	Present Water Study Findings to BOS and City Councils	Executive Officer	Communicate Findings to Land Use Authorities	8/15	1/16
A-6	Review OPEB Prefunding Options / Establish Funding	Commission	Subset Action for A-1	Started	6/16
A-7	Assist CALAFCO in Proposing/Enacting JPA Legislation	Executive Officer	Improve Data Collection / Require JPAs to File	Started	6/16
A-8	Presentations to North/North Central Sewer Study Agencies	Executive Officer	Anticipatory Discussions Before MSR Work	9/15	2/16
A-9	Review Office Space Options	Executive Officer	Current Lease Expires 2/16; Cost-Certainty	10/15	2/16
A-10	Review and Update Website to Improve Content Management	Tech Committee	Focus on End User Needs; Utilize Survey	12/15	4/16
A-11	Presentations to North Central Study Agencies	LAFCO Staff	Anticipatory Discussions Before MSR Work	12/15	4/16
A-12	Cost-Benefit Analysis for an Electronic Document Mgt. System	LAFCO Staff	Need Long-Term Records Management Plan	1/16	4/16
A-13	Prepare Bounded and Expanded Local Agency Directory	LAFCO Staff	Expand Usefulness for Agencies	2/16	4/16

Planning Activities

ID	Activity	Lead	Key Issues / Notes	Target Start	Target End
P-1	Prepare and Complete Countywide MSR on Water Services	Executive Officer	Ambitious Scope of Analysis; Moving Parts	Started	12/15
P-2	Establish Formal Role in Local/Regional Climate Change Planning	Executive Officer	Impute and Align LAFCO with Best Practices	7/15	12/15
P-3	Perform SOI Update for Marin Municipal Water District	Commission	Subset Action of P-1; Nicasio Valley	8/15	2/16
P-4	Perform SOI Update for North Marin Water District	Commission	Subset Action of P-1; North Inverness / Marshall	8/15	2/16
P-5	Prepare and Complete North/North Central Sewer MSR	LAFCO Staff	Request by SRSD / San Geronimo Issues	Started	6/16
P-6	Implement AB 54 / Mutual Water Companies	LAFCO Staff	Cooperation from Mutuals Needed	Started	12/15
P-7	Prepare North Central MSR	LAFCO Staff	San Rafael / Lucas Valley / Marinwood / Silveria	10/15	6/16
P-8	Community Outreach within SR County Club / Island Program	LAFCO Staff	Subset Action of P-7; Agency Coordination Key	2/16	6/16
P-9	Work with Special Districts in Reestablishing District Committee	LAFCO Staff	Conduit for Sharing Best Practices / Elections	2/16	6/16
P-10	Establish Work Group to Streamline Responses to Failing Wells/Septics	Executive Officer	Shared Objectives/Procedures to Help Landowners	2/16	6/16
P-11	Implement SB 244 / Disadvantaged Unincorporated Communities	LAFCO Staff	Develop Mapping Tool Using Census Data	3/16	6/16
P-12	Informational Report on Local School Districts and Boards	LAFCO Staff	Relationship Between Schools and SOI Items	3/16	6/16
P-13	Informational Report on Existing Shared Service Activities	LAFCO Staff	Follow Up on Earlier Grand Jury Report	5/16	6/16

Regulatory Activities

ID	Activity	Lead Assignment	Key Issues	Target Start	Target End
R-1	Change of Organization / Reorganization Proposals	LAFCO Staff	Variable	Ongoing	Ongoing
R-2	Special District Service Power Activation / Divestiture	LAFCO Staff	Variable	Ongoing	Ongoing
R-3	Outside Service Extension Requests	LAFCO Staff	Variable	Ongoing	Ongoing

KARL W. DREXEL
Management Consultant

Administrators Report 3-11-15

1. Work closely with Phillips & Associates regarding actuator valve, winter irrigation, collection system flows and CCTViing the lines.
2. Review and research correspondence from and between SUSD and TVCSD Board members.
3. Contact auditor, State Controller and County Department of Finance regarding SUSD claims.
4. Contacted Phillips and Telstar regarding SCADA proposals for updating SCADA system, computer and Self Monitoring Reports.
5. 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.
6. Review and revise Park Site Plan and other large park prints. Make prints manageable for PAC meeting. Work on Measure A Financials, cash position and commitments. Contact tree services for estimates of tree work
7. Contact CalOpps re job postings for RFP positions. Posted RFPs. Re-posted RFPs for Administration and Operations on CSDA.
8. Work on Revenue and other policies
9. Review RWQCB's Tentative Order for WDR.
10. Complete and submit Grand Jury Association follow up letter and request
11. Work on Spring Newsletter articles, layout and proofing.
12. Contact County Elections Department for Certification of Employment and Form 700.
13. 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.
14. In addition to regular Administrative duties, attended CWEA tour and presentation at Central Marin Sanitation District' new FOG to energy process, attended CWEA Board of Directors meeting, attended Target Solutions Quarterly webinar for site Administrator.

Small Community Water and Wastewater Section Newsletter

March 2015
Issue 1

Drinking Water State Revolving Fund (DWSRF)

http://www.waterboards.ca.gov/drinking_water/services/funding/SRF.shtml



Clean Water State Revolving Fund (CWSRF)

http://www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/index.shtml

Get to Know Our Team!

In July 2014, the California State Water Resources Control Board (State Water Board) formed a new section dedicated to serve the drinking water and wastewater needs of small and disadvantaged communities throughout California. This new section is comprised of existing knowledgeable and dedicated staff.



1st Row from Left: Mike Downey, Lawrence Sanchez, Pete Stamas, Julé Rizzardo, Ibyang Rivera, Andrew Lawrence, Kyle Ochendusko, George Faggella 2nd Row from Left: Diana Conkle, Maria Pang, Lorri Silva, Bridget Chase, Joel Greathouse, Mehreen Siddiqui, Meghan Tosney



Technology News

- ◆ The CWSRF Application celebrates its one year anniversary of using the Financial Assistance Application Submittal Tool (FAAST) system to submit applications electronically!
- ◆ On January 1, 2015, the DWSRF Financial Assistance Application became available online using the FAAST system at <https://faast.waterboards.ca.gov/> **(Six applications were submitted in January using FAAST.)**
- ◆ Need help using the FAAST system? Call the Help Desk at 1-866-434-1083, email FAAST_ADMIN@waterboards.ca.gov or visit the State Water Board's web site at http://www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/srf_forms.shtml for video tutorials.
- ◆ We are exploring feasibility of offering Technical Assistance requests, TMF Tune up, and other small community drinking water tools online using FAAST. **Let us know what you think!** (Email George Faggella at George.Faggella@waterboards.ca.gov)



What We're Doing to Streamline DWSRF Application Review!

- ◆ Instituting monthly DWSRF meetings to stage projects for environmental, financial and technical clearance
- ◆ Assigning each DWSRF project a single point of contact (Project Manager) to coordinate all technical, environmental and financial reviews
- ◆ Improving our data systems to efficiently collect application materials and track applications through the approval process



Technical Assistance Corner

- ◆ The State Water Board has contracts in place with Rural Community Assistance Corporation (RCAC), California Rural Water Association (CRWA), and Self Help Enterprises (SHE) to provide technical assistance related to drinking water and wastewater. Eligible activities may include, but are not limited to:
 - Prepare financial assistance applications
 - Compliance audits and troubleshooting to address permit violations or improve operations
 - Review proposed project alternatives to assist in identifying low-cost, sustainable approaches
 - Planning and budgets, including capital improvement planning
 - Community outreach, awareness, and education, especially with regard to rate setting and Proposition 218

Technical Assistance Contacts

Drinking Water: George Faggella at George.Faggella@waterboards.ca.gov

Wastewater: Meghan Tosney at Meghan.Tosney@waterboards.ca.gov



Questions or Comments?

Email

DrinkingWaterSRF@waterboards.ca.gov
CleanWaterSRF@waterboards.ca.gov

Phone

(916) 327-9978

Mailing Address

State Water Resources Control Board
Division of Financial Assistance
Small Community Water and Wastewater
1001 I Street, 16th Floor
Sacramento, CA 95814



What's Ahead in 2015!

- ◆ **March 26, 2015 CalTAP Fair (Free)**
Learn about the California Technical Assistance Providers (CalTAP) programs that are supported by the California State Water Resources Control Board. Information is available at <http://stage.events.rcac.org/images/rcac/pdfs/SRFCA-Brochure-Jan-June-15.pdf>
- ◆ **2015 California Financing Coordinating Committee (CFCC) statewide Funding Fairs (Free)** - The 2015 schedule and registration information is available on the CFCC website at <http://cfcc.ca.gov/>
- ◆ **Proposition 1 Funding** — General information can be found at http://www.waterboards.ca.gov/water_issues/programs/grants_loans/proposition1.shtml

Did You Know

- ◆ American Community Survey (ACS) data found at <http://www.census.gov/acs/www/> is used to determine the median household income (MHI) for the CWSRF and DWSRF programs. The following are the 2015 MHI levels used by both programs for determining if a community is disadvantaged:
 - **California statewide MHI: \$61,094**
 - **Disadvantaged MHI: \$48,875**
 - **Severely Disadvantaged: MHI: \$36,656**
- ◆ Public water systems often need professional engineering services when pursuing a new or updated planning document, or constructing new or replacement facilities. DWSRF has a guidance document called "Engineering Firm Selection Process" to assist water systems in obtaining a qualified engineer. The document can be found at http://www.waterboards.ca.gov/drinking_water/services/funding/documents/srf/dwsrf_policy/appendix_k.pdf