



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, February 10, 2016, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order/President's Message

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

III. Approval of February 10, 2016 BOD Agenda Action

IV: 2016 Orientation of new Staff and Board

1. Form 700 due for new Staff, Board Members and Annual filing for others.
- 2.) CSDA meeting with TVCS D summary – Donna Clavaud
- 3.) Training opportunities through CSDA – required & other; costs, dates, access Action
- 4.) CSDA on Effective Boards an Board Leadership

V: Approval of January 13, 2016 Minutes Action

VI. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures Action
- b. Financial Manager's Report
- c. Review and Approve Financial Statements Action

VII. General Manager's Report

VIII. Phillips & Associates Report

- a. Review reports for December 2015
- b. Status on roof repairs – Bill Bonini

IX. Committee Reports

- a. Financial Advisory Committee (FAC)
 1. Review approved January 27, 2016 minutes
 2. Review, amend and approve new General Financial Policy, CIP Policy & Reserve Policy Action
- b. Park Advisory Committee (PAC)
 1. Update projects and summary of January 25, 2016 meeting

X. Pending Business

- a. District Office
 1. Phones, Computer, emails update
 2. On-line account with Staples for office supplies
 3. Use of office – need for TVCS D Office Policy – key access & security, locked cabinet for hard copy files, etc.

XI. Other Business

XII. New Business

1. Sample construction RFP format for review for competitive bids on projects – Donna Clavaud

XIII. Correspondence

XIV. Adjournment

TVCS D 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.*

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2726 ● www.tomalescscd.ca.gov

Board of Directors:

Bill Bonini, President ● Deborah Parrish, Vice President ● Donna Clavaud

Peter MacLaird ● Dru Fallon O'Neill

CHARACTERISTICS OF EFFECTIVE BOARDS

Excerpts from "Special District Board Member/Trustee HANDBOOK. CSDA, pages 3-4

EFFECTIVE BOARDS OPERATE IN AN ENVIRONMENT OF TRUST, HONESTY & OPENNESS

- **ALL BOARD MEMBERS ARE PERCEIVED TO BE EQUALLY LEGITIMATE**
- **BOARD STRIVES TO MAINTAIN A "NO SECRETS, NO SURPRISES" OPERATING NORM**
- **RECOGNIZES & ACCEPTS THAT DIFFERENCES ARE INEVITABLE; MUST BE FACED & ANALYZED; CONFLICTS & DIFFERENCES ARE NOT NECESSARILY "BAD"**
- **TENDS TO IMMEDIATELY TURN TO SOLUTIONS**
- **TREATS ALL STAFF WITH DIGNITY & RESPECT**
- **TREATS ALL COMMUNITY MEMBERS WITH DIGNITY & RESPECT, EVEN IN THE FACE OF CRITICISM AND OPPOSITION**
- **EXHIBITS CREATIVE THINKING, KNOWS HOW TO HANDLE FAILURE AS WELL AS SUCCESS, ENCOURAGES RISK-TAKING, & CREATES A CLIMATE OF SUPPORT FOR EXCELLENCE**
- **ASSUMES COLLECTIVE RESPONSIBILITY FOR THE CONDUCT, BEHAVIOR & EFFECTIVENESS OF THE BOARD**

THE BOARD LEADER: BEING AN EFFECTIVE BOARD MEMBER

Excerpted from CSDA's Special District Board Member/Trustee HANDBOOK, page 4

- **EFFECTIVE BOARD MEMBERS UNDERSTAND FUNDAMENTAL PRINCIPLES OF EFFECTIVE BOARD GOVERNANCE & LEARN GOVERNING SKILLS**
- **KNOW THAT AUTHORITY RESTS WITH THE BOARD AS A WHOLE, NOT WITH THE INDIVIDUAL**
- **KNOW HOW A MEMBER GOVERNS IS AS IMPORTANT AS WHAT A BOARD MEMBER DOES**
- **WORK HARD TO MAKE THE TEAM SUCCESSFUL**
- **UNDERSTAND THE NEED TO ESTABLISH TRUST; TREAT OTHERS WITH RESPECT AND DEMAND RESPECT FROM OTHERS**
- **RESPECT THE DIVERSITY OF PERSPECTIVE AND STYLES**
- **KEEP CONFIDENTIAL INFORMATION CONFIDENTIAL**

ROLES & RESPONSIBILITIES OF THE SPECIAL DISTRICT BOARD

Excerpted from CSDA Handbook for New Directors/Trustees, page 4

- **SETTING THE DIRECTION FOR THE DISTRICT**
- **ESTABLISHING & SUPPORTING THE STRUCTURE OF THE DISTRICT**
- **HOLDING THE DISTRICT ACCOUNTABLE ON BEHALF OF THE COMMUNITY**
- **SERVING AS COMMUNITY LEADERS**

THE ESSENCE OF EFFECTIVE DISTRICT GOVERNANCE:

- **HIGHLY EFFECTIVE BOARD ORGANIZATION & CULTURE**
 - **CITIZENS ARE EFFECTIVE BOARD LEADERS**
 - **ACCOMPLISH ONGOING DUTIES & RESPONSIBILITIES**
- **ESTABLISH & MAINTAIN CULTURE OF PARTICIPATING, LEARNING & CONTINUING TO LEARN**



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, January 13, 2016, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Bill Bonini, President; Donna Clavaud, Dru Fallon O'Neill, Peter MacLaird

Board Members Absent: Deborah Parrish, Vice President

Also Present: Jose Ortiz, TVCS D General Manager; Melinda Bell, Treasurer; Cynthia Hammond, Secretary; Venta Leon, Patty Oku

I. Call To Order

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

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

III. Approval of January 13, 2016 TVCS D BOD Agenda

President Bill Bonini made a motion to approve the January 13, 2016 TVCS D Meeting Agenda. Dru Fallon O'Neill seconded the motion.

M/S/U

IV. Orientation of new TVCS D Board Members

Donna Clavaud welcomed newly sworn Board Members Dru Fallon O'Neill and Peter MacLaird and new TVCS D General Manager Jose Ortiz. Donna Clavaud thanked FAC for their work on orientation materials for new Board Members.

Donna Clavaud conducted the following orientation presentation for new Board Members Dru Fallon O'Neill and Peter MacLaird. Donna Clavaud made the following bulleted statements, unless otherwise stated:

- Finance Advisory Committee (FAC): looked over the materials that exist for TVCS D and there are very few policies that exist on record. Over the last 15 years, TVCS D embedded certain policy decisions in BOD meeting minutes but there was not a written Policy Manual that stated the approved and comprehensive TVCS D policies and procedures. Over the last 2 years FAC has started to put together a TVCS D Policy Manual, which is very much in progress and FAC continues to work to build a comprehensive TVCS D Policy Manual.

- **Conflict of Interest Policy:** a critical TVCSD policy with a mandatory form (Form 700), that must be filled out annually by all BOD's, General Manager, and staff. New BOD's must file within thirty (30) days and mandated to send to the County of Marin Elections Office. A copy will be kept in a confidential file in the TVCSD office. An annual filing, Form 700, is a statement of economic interest. It is a statement that BOD's, General Manager and staff cannot have economic conflict of interests and serve in public office.
- **Policy on the Role of the Secretary:** technically the Secretary gives the oath of office to new BOD's.
- **Policy on the Role of Directors:** within six (6) months of taking office, and every two (2) years, BOD's must complete Ethics and Sexual Harassment training, both which can be done on-line.
- **Policy on Committees:** committee members must complete Ethics Training within one (1) month and then every two (2) years upon joining a committee. TVCSD has two (2) committees, Finance Advisory Committee (FAC) and Park Advisory Committee (PAC). Every January, TVCSD Board President must announce each member on TVCSD committees. Committees are defined, and Donna Clavaud suggested reviewing the definitions of FAC and PAC.

Bill Bonini announced the TVCSD Park Advisory Committee (PAC) and Finance Advisory Committee (FAC) Members:

PAC: Margaret Graham (Chair), Walter Earl, Patty Oku, Brian Lamoreaux (Secretary), Eric Knudsen, Beth Koelker

FAC: Melinda Bell (Chair), Donna Clavaud,(Secretary), Deborah Parrish, Venta Leon, Chick Petersen.

- **Media and Communications Policy:** TVCSD, a government agency, conducts a lot of serious business both in terms of physical assets and financial transactions and dealing with the media must be conducted in a structured and professional manner so accurate information is given out. The TVCSD BOD President must approve media communications. Individual Director's cannot speak on behalf of the BOD's. General Manager must get approval from BOD's for interviews or written statements when communicating with the media.
- **Policy on Use of TVCSD Office:** a policy hasn't been approved yet for use of TVCSD office. Patty Oku reminded BOD's that the TVCSD office is not ADA compliant. Donna Clavaud stated a policy needs to be defined for use of TVCSD office by staff, committees and the public. Jose Ortiz stated that these issues wouldn't be solved at this BOD meeting.
- **Financial Policies:** there is a lack of approved Financial Policies, however there are draft policies for investment, CIP, and reserves developed by FAC. These will be refined and are forthcoming for the next Board agenda.
- **TVCSD Board Member Handbook:** useful document that discusses among other subjects, setting agendas, conduct at BOD meetings, how to make motions, and other valuable meeting protocols.
- **Government Documents:** contains series of government codes for CSDs. Hard copies will be made available at TVCSD office. These documents are also available on the TVCSD website. Jose Ortiz stated that TVCSD website could develop links to specific documents and there is always the use of County

Counsel. Brian Case is the new County Counsel assistant assigned to TVCSD.

*Donna Clavaud suggested new Board members look at California Special District Association (CSDA) handbook, which explains how to be an effective and successful Board Member. TVCSD is a CSDA member. CSDA is meeting with TVCSD on January 25th, 2016 to discuss how CSDA can assist TVCSD.

- Trainings: Ethics and Sexual Harassment Training is mandatory for new Board members and must be completed within six (6) months. Jose Ortiz will need to see certification of training. Certification is transferable if completed within two (2) years. Jose Ortiz will take a look at Target Solutions which has on-line training. CSDA also provides training.

Brown Act Training is available for free through Legal Counsel and can be conducted in Tomales. Bill Bonini will contact Legal Counsel to discuss when training times are available and will report at the February 10th, 2016 TVCSD BOD meeting.

Patty Oku asked if trainings would be open to TVCSD Committee Members and community members. Jose Ortiz questioned "open" trainings for community members. Patty Oku said past trainings were open to TVCSD committee members and community ratepayers. Jose Ortiz wants to be clear that when trainings are held, it is to satisfy the needs of the TVCSD BOD's and TVCSD committee members to function and be effective in their roles. Patty Oku asked if trainings would be open to committee members. Donna Clavaud stated Legal Counsel will be consulted to see what they are offering. FAC and PAC must follow Brown Act rules at all times.

Parliamentary Procedures workshop was strictly for Board members. Jose Ortiz suggested that if all Board Members take the training, and if Bill Bonini were to be on PAC, he could take the training materials and share with committee members.

W-4 forms were handed out to each Director. Stipends for TVCSD Directors will begin in January 2016.

V: Approval of December 9, 2015 Minutes

Patty Oku stated that in the approval of the November 11th, 2015 minutes, Patty Oku said the RFP and project management for upcoming projects at the Park should be done by the General Manager/Administrator.

Patty Oku states November 11th, 2015 minutes also state that Patty Oku volunteered to do the RFP. Patty Oku doesn't remember volunteering to do RFP and this must be a misunderstanding. Donna Clavaud said Margaret Graham's PAC presentation was lengthy and that statement could have been made.

In further reading of November 11th, 2015 minutes, Patty Oku feels the statement made by Deborah Parrish regarding PAC to create the RFP's and to find other bids for a Project Manager who may be cheaper than Jose Ortiz, makes it seem that TVCSD Board is handing the job of developing the RFP and Project Management over to PAC.

Patty Oku asked Jose Ortiz if part of his work was to oversee Project Management for the Park. Jose Ortiz explained that overseeing Project Management at the Park could be included under his contract as unscheduled work. TVCSD could request proposals to manage park projects.

Patty Oku called the TVCSD phone line and got Melinda Bell. On correspondence memorandum, the number listed (707) 878-2767 currently goes to the plant.

Jose Ortiz, questioned that the new General Manager's first order of business would be the phone issues as reported in the December 9th, 2015 TVCSD Meeting minutes. Donna Clavaud stated that phone issues would be a first order of business "with" the new General Manager since the phone lines have not worked properly.

Donna Clavaud made a motion to approve December 9th, 2015 meeting minutes with corrections.
Dru Fallon O'Neill seconded the motion.
M/S/U

VI. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures

President, Bill Bonini made a motion to accept check registers and expenditures. Dru Fallon O'Neill seconded the motion
M/S/U

b. Financial Manager's Report

Melinda Bell reported annual property tax revenue of \$57,000 received in December 2015. Coincidentally the sewer bank account went down \$57,000 in the same month the \$57,000 in the property tax revenue was deposited in the money market account because expenditures for December 2015 in the checking account are \$57,000, which includes \$24,000 in one loan payment and \$17,000 in another loan payment. Bills to pay are minimal. Sewer and Park use of reserve funds were budgeted as income causing budget variances for income when compared to actual income received because no reserve funds have actually been used.

The Park has net income of \$21,000; \$28, 997 was budgeted.

Melinda Bell reported on the phone issue as mentioned above. Email, phone messages and office computer yet to be resolved. Jose Ortiz is now approving invoices except his own.

Melinda Bell brought copies of an analysis and opinion done for the Mosquito and Vector Control Association of California and Vector Control Joint Powers Agency as well as stipend forms for the BOD's. IRS feels strongly that BOD's getting monthly stipends need to be employees. Board Members will be

paid \$50 per BOD or Committee meeting with a maximum monthly cap of \$100, no matter how many BOD or Committee meetings are attended. Sick leave is a state mandated law; Melinda Bell will research Affordable Care Act regarding sick leave accrual.

Donna Clavaud made a motion to pay the BOD stipends quarterly and meeting attendance reports will be submitted by mail to the district PO Box within 15 days after the end of the quarter in order to be paid. President, Bill Bonini seconded the motion.

M/S/U

c. Review and Approve Financial Statements

Financial Statements were reviewed in Financial Manager's Report as noted above.

Jose Ortiz made a correction of his estimated hours from 16 hours per month to 8 hours per week, noting they had been recorded incorrectly. Jose Ortiz and Melinda Bell established a procedure to approve bills, however Jose Ortiz cannot approve his own invoices and Bill Bonini will approve Jose Ortiz invoices.

Dru Fallon O'Neill made a motion to approve Financial Statements. Donna Clavaud seconded the motion.

M/S/U

VII. General Manager's Report

Jose Ortiz confirmed the execution of his Services Contract on December 22nd, 2015 instead of December 15, 2015 as approved by the BOD's. This was done to coincide with insurance coverage limits as specified in the Services Contract with TVCSD so all services would be covered under the new hire limits, particularly with Professional Liability.

In the December 9th, 2015 BOD meeting, approval of General Manager's execution of the contract was contingent upon a ninety (90) day kick off period, a new section (C) was added to the addendum which details a Not to Exceed ninety (90) day kick off period which will be to review existing procedures and records, review existing contracts and agreements, self monitoring reports and regulatory requirements.

Jose Ortiz will report essential needs, monthly demands and a summary of findings to the TVCSD BOD's near the end of the ninety (90) day contract which will not exceed \$12,500 and represents 100 hours or approximately 33 1/3 hours per month. If the BOD agrees with Jose Ortiz findings and recommendations after the ninety (90) day contract, an additional addendum will be added for a nine (9) month period with a "not to exceed amount".

Patty Oku asked Jose Ortiz if the ninety (90) day contract requested Jose Ortiz to attend FAC and PAC meetings for the first three (3) months. Jose Ortiz explained that the ninety (90) contract calls for doing an assessment, conduct general management business and to provide a report and estimate that becomes a basis for the next nine (9) months. Jose Ortiz said he would talk about what his participation would be on the Advisory Committees and doesn't feel it makes sense to attend FAC and PAC meetings unless he is needed to serve a purpose such as attending committee budget meetings. Patty Oku said at the November 11th, 2015 BOD meeting a motion was made to change the conditions of the ninety (90) day contract for Jose Ortiz to participate in FAC and PAC meetings so he would become familiar with members and what was going on.

Bill Bonini explained that Jose Ortiz needs to become familiar with new requirements and to have Jose Ortiz attend two (2) meetings per month, which seem to be under good control, would take up time and feels time needs to be dedicated to reviewing requirements, procedures and reports. Discussion of this was brought up in December 9th, 2015 TVCSD BOD meeting. Jose Ortiz wants to better understand what the Park improvements/schedules are and will do research of Measure A for what qualifies as a reimbursable expense. Melinda Bell has already done some research and Jose will prepare a proposal to the County allowing a 5% administrative cost to cover administration of the Measure A contract.

Five (5) Year Financial Plan: Ready to start development of budget, part of developing a five (5) year financial plan is a critical component to manage assets such as pipes in the street, fields, ponds and storage ponds. Each element has a certain life cycle and eventually will need to be replaced. Marin Grand Jury was asking about Capital Improvement Plans (CIP) to be mentioned on the TVCSD website and queried the SCADA system: Jose reports that the pipes are in good shape and there are forty (40) gallons per minute coming in. Jose Ortiz mentions for those who do not know that he was the Engineer for TVCSD Phase 1 Improvements.

Operations and Maintenance Report: Informational only, no action at this point. Jose Ortiz reports that City Sewer is pumping out FOG (fats, oils and grease) interceptor twice as often. There is no concern unless the layer of fats and oils exits out of the bottom of the 2,000 tank. Jose Ortiz will work with Phillips and Associates to define how to measure. Phillips and Associates is doing the monitoring now.

Jose Ortiz explained there are new Regional Board Waste Discharge Requirements as of May 18th, 2015 that now require additional work. New additions that are required include: 1.) Additional lab testing. 2.) Revision of the Operations and Maintenance Manual (was last done in June, 2010). Revisions of Operations and Maintenance Manual should have been done by August 18th, 2015. 3.) An Annual Wastewater Treatment Monitoring Report. Phillips and Associates currently only provides monthly reports.

Jose Ortiz reported on the brand new Supervisory Control And Data Acquisition (SCADA) system, which provides constant monitoring, and measurements. SCADA constantly generates data such as: what are the levels in the ponds, how many gallons per minute flow into the storage ponds, what is the depth of

the lift station. SCADA allows data to be downloaded and has been underutilized. Jose Ortiz will work with Phillips and Associates to develop reports. Jose Ortiz recommended a tour of the Plant and the Park for new board members. SCADA system can be viewed remotely and TVCSD has contract with Phillips and Associates to operate and maintain the sewer system. If something occurs, Jose Ortiz or Bill Bonini are contacted.

Jose Ortiz said sprinkler heads (about \$660 each) need replacement; Phillips and Associates attaches a 20% surcharge on materials. More efficient to have Phillips and Associates buy the sprinklers. Bill Bonini said a quote was given for sprinkler replacement of \$3,000 about a year ago and requests Jose Ortiz to look into this. Jose Ortiz will get the specifications from Phillips and Associates. The tin roof on the shed is falling apart, and he asked Steve Chase to tarp the roof. Bill Bonini will take a look at the roof.

Donna Clavaud appreciates the summary of the General Manager's report and finds the summary very useful.

Jose Ortiz received an email from Scott Hochstrasser requesting sewer connection information/requirements for 195 John Street. Scott Hochstrasser wants to make an application and asked what the connections fees are (\$10,000), an annual charge (\$756) per year and inspection fee (\$250). Jose Ortiz will respond to Scott Hochstrasser via email. Donna Clavaud said there were regulations concerning sewer plant and hook-ups in the TVCSD Handbook but not any forms. Cynthia Hammond will access TVCSD computer to look for application. Jose Ortiz downloaded an Inspection form, which can be tailored to TVCSD needs.

Jose Ortiz recommends that email responses and acknowledgments will be made within fifteen (15) days upon receipt and will exercise judgment in cc'ing replies to Bill Bonini. Donna Clavaud said past emails correspondence used to be attached to the back of the Board packet. Bill Bonin said BOD could make the decision whether or not to include in Board packet. Patty Oku said in the last six (6) months, email notifications of grants and deadlines and none of those made the Board packet and felt the community would like to know this information.

Jose Ortiz said when he looked at the TVCSD Administrator's duties, one of the primary roles was to pursue grants. The General Manager's description currently doesn't include chasing down grants. He said a lot of grants don't include funding the continued maintenance of built projects, such as park maintenance. Jose Ortiz asked Patty Oku what specific grants she looking for and Patty Oku understood that there were sewer improvement grants for delivery systems. Bill Bonin said grants are another issue, Jose Ortiz wasn't hired to chase grants and this is not in his job description, even though Jose Ortiz is experienced with the grant process.

Jose Ortiz said one of the first things he needs to do in the first ninety (90) days is to make an assessment of TVCSD needs. Even if grant money is available it doesn't necessarily mean things need to be replaced for the sake of being replaced.

VIII. Phillips & Associates Report

a. Review reports for November 2015

Sprinklers, tin roof and water issues were mentioned above in General Manager's report. Jose Ortiz will have a more thorough assessment and wants to further investigate the gravel issue.

b. CCTV Inspection Report of Existing Sewer Mains

Bill Bonini and Steve Phillips of Phillips and Associates looked in every manhole and pipe with the TV inspection and everything looks good. Donna Clavaud said there were copies of the report in the TVCSD Office.

XI. Committee Reports

a. Financial Advisory Committee (FAC)

1. Review approved December 14, 2015 minutes

Donna Clavaud reported that the committee put orientation materials together for the new TVCSD BOD's and the committee started working on a five (5) year financial plan. The next meeting is Wednesday, January 27th, 2016 at 6:30 pm in the Tomales Town Hall. Due to schedule changes the FAC will now meet on the last Wednesday of the month.

b. Park Advisory Committee (PAC)

1. Update projects

Bill Bonini said the plans for the gazebo, park entry and water fountain were taken to the County on December 9th, 2015, met with Cathy Peterson, got a waiver of permit fees for non-profit status, and paid \$1370. Plans are now with the Land Development. Met with Curtis Havel, Senior Planner who is reviewing the permit application. Donna Clavaud explained that since there is no park signage and because we are in the coastal zone and are visitor serving, people tend drive right on by and do not access the Park. The plans for a replacement gazebo are necessary as the old one needs to be retired. Havel indicated he would contact us soon. Bill Bonini will follow up.

Jose Ortiz asked if there was an Engineer's estimate for the construction. Bill Bonini verified there was no Engineer's estimate because the engineer wasn't asked to include one. Jose Ortiz suggested that might be something to discuss to compare bids against. Once we put out an RFP for the projects. Donna Clavaud said in the meanwhile there is pressing work that could be addressed at the Park such as the roof repair and ADA ramps to utilize some of the Measure A funding identified in the current Work Plan.

2. PAC requests a TVCSD board member for Park committee. Bill Bonini submitted an application.

Dru Fallon O’Neill made a motion to accept Bill Bonini as a Park Advisory Committee Member for the Tomales Village Community Service District. Donna Clavaud seconded the motion.

M/S/U

3. Spending limit for PAC without TVCSD board approval

Pac is requesting authority to spend up to \$1,000 without Board approval and Bill Bonini questions what the need were as nothing specific was stated. Patty Oku requests guidance from the Board and asks what does TVCSD BOD need from PAC for approval of expenditures and when does PAC needs to seek approval? Bill Bonini requests PAC needs to identify a needs list and bring it back to a Board meeting.

Donna Clavaud suggests that PAC develop park emergency procedures for needed repairs as well as steps to take when there is a broken piece of equipment. Donna Clavaud stressed she was not on the committee but does go to all of the meetings. Bill Bonini will make a recommendation to PAC to develop procedures for emergencies and expense requests. Bill Bonini will write letter to PAC Chair, Margaret Graham to add this to the meeting agenda for discussion and action. The next meeting is Monday, January 25th, 2016 at the Presbyterian Church at 6:30 p.m.

Patty Oku asked Jose Ortiz if he was given a % of time that would be delegated to the Park. Jose Ortiz said the General Manager’s services encompasses both areas and TVCSD needs to make sure PAC expenses for administration are allowable under Measure A, and if not, may have to look for alternative sources for funding.

Donna Clavaud reminded everyone that the current Park Measure A Budget doesn’t allow for the administered time from Melinda Bell or Jose Ortiz. Jose Ortiz said there was ongoing attention for Park administration such as dispute resolution or if someone got hurt. The big issue is TVCSD cannot violate the funding mechanism and this needs to be clear.

Patty Oku asked again if there was a % delegated to the Park. Jose Ortiz said he would do what the BOD’s wanted him to do in regards to the Park. Patty Oku said there were some other park discretionary funds. Bill Bonini and Donna Clavaud both reiterated that the first ninety (90) days of Jose Ortiz contract would emphasize assessment of the overall district.

X. Pending Business

None

XI. Other Business

None

XII. New Business

None

XIII. Correspondence

On Monday, January 25th at 3:30 CSDA is meeting with TVCSD and Dru Fallon O’Neill, Melinda Bell and Donna Clavaud will attend.

BANK ACCOUNTS ACTIVITY JANUARY 2016							Amount	Balance
Type	Date	Num	Name	Memo				
131.42 · Bank of Marin - Money Market								96,640.35
Transfer	01/06/2016			Funds Transfer		-20,000.00	76,640.35	
Deposit	01/17/2016			Interest		5.58	76,645.93	
Total 131.42 · Bank of Marin - Money Market							-19,994.42	76,645.93
131.44 · Bank of Marin - Sewer								12,944.85
Bill Pmt -Check	01/04/2016	4150	Nelson Staffing			-489.30	12,455.55	
Bill Pmt -Check	01/04/2016	4151	PGE	8044736439-1		-97.40	12,358.15	
Transfer	01/06/2016			Funds Transfer		20,000.00	32,358.15	
Bill Pmt -Check	01/06/2016	4152	Melinda K. Bell	December		-1,505.00	30,853.15	
Bill Pmt -Check	01/06/2016	4153	Phillips & Associates	January		-5,808.33	25,044.82	
Deposit	01/08/2016			Deposit		19.60	25,064.42	
Bill Pmt -Check	01/21/2016	4156	AT&T Uverse	138729848 12/11 - 1/10		-121.67	24,942.75	
Bill Pmt -Check	01/21/2016	4157	AT&T Uverse	145835838 12/7-1/6		-40.53	24,902.22	
Bill Pmt -Check	01/21/2016	4158	Marin County Clerk-R	November 3, 2015 election		-289.00	24,613.22	
Bill Pmt -Check	01/21/2016	4159	Nelson Staffing			-253.39	24,359.83	
Bill Pmt -Check	01/21/2016	4160	USPS	annual bulk permit		-225.00	24,134.83	
Bill Pmt -Check	01/23/2016	4161	Capital One Bank	6428		-19.95	24,114.88	
Total 131.44 · Bank of Marin - Sewer							11,170.03	24,114.88
131.48 · Bank of Marin - Solar								
Deposit	01/27/2016			Deposit		609.17	609.17	
Total 131.48 · Bank of Marin - Solar							609.17	609.17
Total 131.00 · Cash							-8,215.22	101,369.98
SEWER								
131.42 · Bank of Marin - Money Market								
Deposit	01/13/2016		Deposit	315.80 · Measure A Funds		16,963.60	16,963.60	
Transfer	01/22/2016		Funds Transfer Meas	131.46 · Bank of Marin - Park Account		-16,963.60	0.00	
Total 131.42 · Bank of Marin - Money Market							0.00	0.00
131.46 · Bank of Marin - Park Account								86,933.00
Bill Pmt -Check	01/17/2016	1121	PGE	December		-69.95	86,863.05	
Transfer	01/22/2016			Funds Transfer Measure A		16,963.60	103,826.65	
Bill Pmt -Check	01/23/2016	1122	Houshar, Michael	replace faucets, lines, diaphragm		-200.00	103,626.65	
Check	01/27/2016	1123	Baudelio Martinez			-104.16	103,522.49	
Total 131.46 · Bank of Marin - Park Account							16,589.49	103,522.49
Total 131.00 · Cash							16,589.49	103,522.49
PARK								
BILLS FOR APPROVAL								
Date		Num		Memo		Amount		
			SEWER					
CA Rural Water Association								
01/15/2016		3/16-3/17		3/16-3/17 dues		183.00		
Total CA Rural Water Association							183.00	
Melinda K. Bell								
01/31/2016		January		January		1,277.50		
Total Melinda K. Bell							1,277.50	
PGE								
01/21/2016		11/24-12/23		100 kwh used, 212 kwh credited		-10.05		
01/28/2016		8044736439-1		8044736439-1		100.62		
Total PGE							90.57	
Phillips & Associates								
02/02/2016		February		February		6,244.61		
Total Phillips & Associates							6,244.61	
WEF								
01/28/2016		Membership		9000363626 dues		297.00		
Total WEF							297.00	
TOTAL							8,092.68	
PARK								
PGE								
01/28/2016		January		02/27/2016		89.10		
Total PGE							89.10	
TOTAL							89.10	

Financial Manager's Report

February 10, 2016

Payroll

The Special Projects Section of the EDD is registering Tomales Village Community Services District. They expect to have the state employer ID# for us in ten days. Our federal tax ID# serves as the federal employer number. When we have the state number, I will file EDD form DE 43, the report of new employees. Following payment of the quarterly meeting reimbursement stipends, I will file state and federal quarterly payroll tax returns.

Policies

FAC has completed some policies for Board approval. In compliance with these policies, daily operations are continuing.

Approvals

Sewer: Jose is approving all sewer invoices, and they are being paid by the due dates.

Park: David, Bill, and Margaret are approving small routine budgeted expenses initiated by them for costs included in the work plan, now under revision. Bills are being paid by the due dates.

Banking

Personal Visits to Bank of Marin and Redwood Credit Union will be required of all new Board members because policy authorizes all Board members to sign on all accounts. The members should take with them their identification and the letter authorizing them and removing former members.

Forms

New forms have been made available for Board member use.

Meeting Attendance

Expense Reimbursement

In the packet you will find the financial statements, the January check registers and a list of bills for approval. Soon we will begin planning for the 2016/2017 fiscal year budget. We are beginning the process with available Sewer cash decreased from a year ago due to more expenses than income this year and last. Park available cash is higher than last year at this time due to deferred project expenses. The budget process will be challenging this year with the goals of containing Sewer costs and going ahead with Measure A projects.

		Feb 2, 16	Feb 2, 15	\$ Change
SEWER BALANCE SHEET				
	ASSETS			
Checking/Savings				
	131.31 · Redwood Credit Union	135,699.05	85,611.63	50,087.42
	131.42 · Bank of Marin - Money Market	76,645.93	205,892.50	-129,246.57
	131.44 · Bank of Marin - Sewer	24,114.88	8,394.52	15,720.36
	131.48 · Bank of Marin - Solar	22,067.90	12,790.36	9,277.54
Total Checking/Savings		258,527.76	312,689.01	-54,161.25
	137.00 · Accounts Receivable	63.00	44,194.64	-44,131.64
	138.00 · Receivable - TVCSD Park	0.00	3,211.00	-3,211.00
Total Current Assets		258,590.76	360,094.65	-101,503.89
Total Fixed Assets		1,570,824.48	1,611,328.48	-40,504.00
Other Assets				
	136.00 · SUSD Note Receivable	19,807.04	21,104.04	-1,297.00
	151.00 · CREBs Unamortized Issuance Cost	0.00	15,250.00	-15,250.00
	152.00 · Accumulated Amortization	0.00	-4,485.18	4,485.18
Total Other Assets		19,807.04	31,868.86	-12,061.82
TOTAL ASSETS		1,849,222.28	2,003,291.99	-154,069.71
LIABILITIES & EQUITY				
	222.00 · Accounts Payable	8,092.68	22,744.79	-14,652.11
Total Current Liabilities		8,092.68	22,744.79	-14,652.11
Long Term Liabilities				
	211.00 · SWRCB SRF Loan	154,749.88	174,841.36	-20,091.48
	215.00 · CREBS Bond	197,352.92	215,294.10	-17,941.18
Total Long Term Liabilities		352,102.80	390,135.46	-38,032.66
Total Liabilities		360,195.48	412,880.25	-52,684.77
Equity				
	260.00 · Retained Earnings	1,274,279.74	1,322,730.23	-48,450.49
	261.00 · Sinking Fund - Debt Reserve	47,775.00	47,775.00	0.00
	262.00 · Capital Improvement Reserve	42,758.97	45,394.00	-2,635.03
	263.00 · Emergency Reserve	33,982.00	33,982.00	0.00
	264.00 · Operating Reserve	3,537.37	31,254.12	-27,716.75
	265.00 · Net Assets - Unrestricted	105,000.00	105,000.00	0.00
Net Income		-18,306.28	4,276.39	-22,582.67
Total Equity		1,489,026.80	1,590,411.74	-101,384.94
TOTAL LIABILITIES & EQUITY		1,849,222.28	2,003,291.99	-154,069.71
PARK BALANCE SHEET				
	131.46 · Bank of Marin - Park Account	103,522.49	79,195.62	24,326.87
Total Checking/Savings		103,522.49	79,195.62	24,326.87
	137.00 · Accounts Receivable	70.00	0.00	70.00
Total Current Assets		103,592.49	79,195.62	24,396.87
Fixed Assets				
Total Fixed Assets		393,599.92	395,466.00	-1,866.08
		497,192.41	474,661.62	22,530.79
Liabilities				
	222.00 · Accounta Payable	89.10	370.14	-281.04
	217.00 · Unearned Revenue	25,000.00	25,000.00	0.00
Total Current Liabilities		25,089.10	25,370.14	-281.04
Long Term Liabilities				
	216.00 · Loan Payable - TVCSD Sewer	0.00	3,211.00	-3,211.00
Total Liabilities		25,089.10	28,581.14	-3,492.04
Equity				
	252.50 · Investment in Capital Assets	393,599.92	395,466.00	-1,866.08
	260.00 · Retained Earnings	40,670.58	17,233.69	23,436.89
Net Income		37,832.81	33,380.79	4,452.02
Total Equity		472,103.31	446,080.48	26,022.83
		497,192.41	474,661.62	22,530.79

		SEWER BUDGET TO ACTUAL		
		Jul 1, '15 - Feb 2, 16	Budget	\$ Over Budget
Income				
	Total 301.20 · Service Charges - SUSD	68,464.78	69,613.00	-1,148.22
	Total 301.30 · Service Charges - County	57,410.99	71,300.63	-13,889.64
	301.40 · Capital Improvement Component	0.00	4,420.00	-4,420.00
	Total 301.00 · Service Charges	128,584.77	147,290.97	-18,706.20
	303.10 · Permit and Inspection Fees	250.00	0.00	250.00
	305.00 · SUSD Sinking Fund	8,062.00	8,062.00	0.00
	311.00 · Interest Income	1,403.82	1,357.90	45.92
	315.50 · Levy 4	202.61	4,600.00	-4,397.39
	315.00 · Intergovernmental Revenues - Other	2,515.00	0.00	2,515.00
	316.00 · CSI Solar Rebate	7,519.93	7,912.07	-392.14
	318.30 · Transfer In	0.00	18,500.00	-18,500.00
	Total Income	148,538.13	187,722.94	-39,184.81
Expense				
	410.00 · Sewage Collection	190.11	251.72	-61.61
	411.00 · Sewage Treatment	4,395.16	1,097.93	3,297.23
	412.00 · Sewage Disposal	522.33	197.93	324.40
	414.00 · Administration and General			
	414.05 · Administrator's Fees	28,360.00	26,508.62	1,851.38
	414.22 · Licenses and Permits	1,346.50	1,346.00	0.50
	Total 414.30 · Insurance	6,889.67	6,050.00	839.67
	414.41 · Postage and Delivery	253.25	130.00	123.25
	414.42 · Printing and Copies	0.00	50.00	-50.00
	414.43 · Office Supplies	110.01	236.90	-126.89
	414.44 · Sonic - Web Hosting	99.75	891.03	-791.28
	414.45 · Equipment Expense	124.74	0.00	124.74
	414.465 · Board Meber Stipend	0.00	2,474.14	-2,474.14
	414.467 · Board Training	60.00	1,224.14	-1,164.14
	414.468 · Board Meeting Expense - Other	0.00	1,000.00	-1,000.00
	Total 414.46 · Board Meeting Expense	60.00	4,698.28	-4,638.28
	414.47 · Clerical/Bookkeeping	10,902.50	2,474.14	8,428.36
	414.48 · Office Rent	600.00	706.90	-106.90
	414.49 · Secretary	2,253.68	4,594.83	-2,341.15
	414.495 · Recruiting	0.00	1,000.00	-1,000.00
	Total 414.40 · Office Expense	14,403.93	14,782.08	-378.15
	414.50 · O&M Contractual Services	38,828.54	39,958.46	-1,129.92
	414.551 · Legal Fees	474.25	5,000.00	-4,525.75
	414.552 · Accounting	4,750.00	5,000.00	-250.00
	414.553 · Consulting	0.00	2,000.00	-2,000.00
	414.555 · Grant Writer	0.00	5,000.00	-5,000.00
	414.61 · Newsletter Expense	0.00	180.00	-180.00
	414.62 · Dues and Subscriptions	1,531.65	1,323.79	207.86
	414.67 · Solar Lease Admin Fee	750.00	750.00	0.00
	414.68 · Solar Lease Agreement	17,941.18	17,941.18	0.00
	414.71 · Plant and Building Maintenance	0.00	1,000.00	-1,000.00
	414.72 · Computer Repairs	15,002.77	250.00	14,752.77
	414.73 · Equipment Repairs	0.00	1,150.00	-1,150.00
	414.76 · Collection System Maintenance	3,714.00	5,500.00	-1,786.00
	414.77 · Irrigation Field Maintenance	263.52	2,000.00	-1,736.48
	414.78 · Solar Panel Maintenance	0.00	400.00	-400.00
	414.75 · New Equipment	0.00	13,000.00	-13,000.00
	414.81 · Travel	0.00	706.90	-706.90
	414.83 · Meetings and Seminars	0.00	165.52	-165.52
	414.90 · Telephone and Internet Services	1,761.24	1,555.17	206.07
	417.20 · Election Expense	289.00	428.31	-139.31
	417.30 · LAFCO Charges	-115.50	124.00	-239.50
	417.00 · Other Operating Expenses - Other	-0.14	0.00	-0.14
	Total 417.00 · Other Operating Expenses	173.36	552.31	-378.95
	415.50 · Depreciation Expense	21,500.00	0.00	21,500.00
	420.20 · Interest Expense - SRF Loan	4,046.20	4,371.00	-324.80
	423.20 · Awards and Gifts	0.00	12.07	-12.07
	Total Expense	166,844.41	158,050.68	8,793.73
	Net Income	-18,306.28	29,672.26	-47,978.54

PARK BUDGET TO ACTUAL COMPARISON				
		Jul 1, '15 - Feb 2, 16	Budget	\$ Over Budget
311.00	· Interest Income	2.17	0.85	1.32
	315.70 · SB 90 Reimbursement	7,273.00	0.00	7,273.00
	315.75 · Measure A Prior Year Carryover	0.00	27,053.00	-27,053.00
	315.80 · Measure A Funds	32,907.56	27,387.00	5,520.56
	315.85 · Advanced Measure A Funds	0.00	10,000.00	-10,000.00
	Total 315.00 · Intergovernmental Revenues	40,180.56	64,440.00	-24,259.44
320.00	· Contributions Income			
	320.25 · Prior Year Carryover	0.00	1,500.00	-1,500.00
	320.20 · Restricted - Other	0.00	1,500.00	-1,500.00
	320.35 · Prior Year Carryover	0.00	10,693.00	-10,693.00
	320.30 · Unrestricted - Other	25.00	100.00	-75.00
	Total 320.30 · Unrestricted	25.00	10,793.00	-10,768.00
	320.00 · Contributions Income - Other	225.00	0.00	225.00
	Total 320.00 · Contributions Income	250.00	13,793.00	-13,543.00
322.00	· Park Use Rental			
	322.50 · Cleaning and Security Deposit	0.00	0.00	0.00
	322.00 · Park Use Rental - Other	345.00	450.00	-105.00
	Total 322.00 · Park Use Rental	345.00	450.00	-105.00
322.60	· Water Tower PGE	490.00	494.83	-4.83
340.00	· Grants			
	340.10 · Board of Supervisors	0.00	10,774.00	-10,774.00
	340.20 · Dean Witter Foundation	0.00	9,000.00	-9,000.00
	Total 340.00 · Grants	0.00	19,774.00	-19,774.00
	Total Income	41,267.73	98,952.68	-57,684.95
	Expense			
	414.70 · Repairs			
	414.71 · Building Repairs	316.70	0.00	316.70
	414.81 · Measure A Project Expenses	1,885.12	59,000.00	-57,114.88
	414.82 · Measure A Maintenance Expenses	646.66	300.00	346.66
	414.83 · PGE Park	586.44	780.23	-193.79
	414.85 · Matching Project Funds	0.00	7,000.00	-7,000.00
	Total 414.80 · Measure A	3,118.22	67,080.23	-63,962.01
	430.00 · Miscellaneous	0.00	3,000.00	-3,000.00
	Total Expense	3,434.92	70,080.23	-66,645.31
	Net Income	37,832.81	28,872.45	8,960.36

GENERAL MANAGER'S REPORT

FEBRUARY 10, 2016

Coordination with Staff

- ❖ Met with Donna Clavaud and District administrative support and finance sections staff on February 3, 2016 to review agenda preparation needs.
- ❖ Reviewed and approval for invoices and bills submitted in January.
- ❖ Contacted Steve Phillips to discuss WWTP treatment pond settings in SCADA system. Also discussed changing the frequency for cleaning out the FOG tank from the current two times every two months to once every month.
- ❖ Continued reviewing existing procedures, gathering and reviewing data and background reports, existing contracts and agreements, and regulatory requirements and self-monitoring reporting procedures.

New Business

- ❖ Received email request for park use from Ms. Venta Leon. Forwarded park use information prepared by Melinda Bell
- ❖ Reviewed Waste Discharge Requirements and identify and prioritize compliance needs. Contacted Blair Allen at San Francisco Regional Water Quality Control Board staff to inform them of organizational changes.
- ❖ Contacted Kevin Wright at Marin County Parks Department to discuss administrative costs to implement Park Work Plan elements.
- ❖ Contacted Scott Hochstrasser in response for information for a new sewer connection.

Miscellaneous

- ❖ None at this time.

Next Month

Review Studies and Data

- ❖ Review Organization and Management Study prepared by Matrix Consulting Group in April 2015. Identify recommendations that have been begun, completed, or deferred for implementation.

District Coordination

- ❖ Conduct facility inspection and needs assessment with Phillips & Associates.
- ❖ Provide Kevin Wright a list of typical administrative tasks performed for the Park Advisory Committee in support of Measure A expenditures.
- ❖ Continue to define roles and responsibilities among GM, Administrative Support, and Finance Manager

Miscellaneous

- ❖ Inventory District record information, drawings, and existing Operations and Maintenance Plans

Phillips & Associates
Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

January 14, 2016

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

Emailed To:
WDR.monitoring@waterboard.ca.gov
PhillipsOnSite.com

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
December, 2015

Mr. Allen

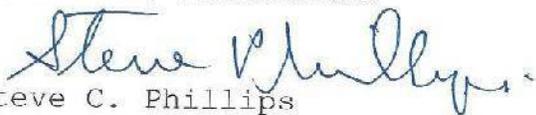
Enclosed please find the Self-Monitoring and Non-compliance Reports.

Operations is satisfactory and maintenance on schedule.

I certify under the 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 personal proper 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.

Sincerely,

PHILLIPS & ASSOCIATES


Steve C. Phillips
Process Control Engineer
Certified Chief Plant Operator #IV-05675

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

Non-compliance Report
December, 2015

NON-COMPLIANCE:

On December weekly sample taken on 12/21 & 12/29 at EF-TR exceeded the monthly maximum of 65 mg/L, which resulted in exceeding monthly average as well

PROBABLE CAUSE:

During the month of December, in anticipation of increased influent flow due winter rains, the treatment ponds were lowered by .5 feet to increase capacity.

CORRECTIVE ACTION:

Currently we have not received any lab results for January EFF-TR BOD to compare samples taken in December. If needed, we will make process adjustments to resolve.

SELF MONITORING REPORT

Date	INF (INFLUENT)					EFF-TR (Treatment Pond No. 3 Eff)										EFF-Flow		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Ammonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD (mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	C12 Tank Level (Inches)	Coliform MPN/100	
12/1/2015	17.6		400.0	890.0	0.6	<0.4	11.0	2.5	8.1	620.0	48.0	9.0	10.4	6.6	0.0				
12/2/2015	17.6														0.0				
12/3/2015	17.6														0.0				
12/4/2015	17.6														0.0				
12/5/2015	17.6														0.0				
12/6/2015	17.6														0.0				
12/7/2015	17.6	123.2													0.0		33.0		
12/8/2015	16.6														0.0				
12/9/2015	16.6														0.0				
12/10/2015	16.6														0.0				
12/11/2015	16.6														0.0				
12/12/2015	16.6														0.0				
12/13/2015	16.6														0.0				
12/14/2015	17.6	117.2													0.0		33.0		
12/15/2015	17.6														0.0				
12/16/2015	17.6														0.0				
12/17/2015	17.6														0.0				
12/18/2015	17.6														0.0				
12/19/2015	17.6														0.0				
12/20/2015	17.6														0.0				
12/21/2015	20.7	126.3													0.0				
12/22/2015	20.7														0.0				
12/23/2015	20.7														0.0				
12/24/2015	20.7														0.0				
12/25/2015	20.7														0.0				
12/26/2015	20.7														0.0				
12/27/2015	20.7														0.0				
12/28/2015	20.7	144.9													0.0		33.0		
12/29/2015	15.5														0.0				
12/30/2015	15.5														0.0				
12/31/2015	15.5														0.0				
Max	20.7	184.9	400.0	890.0	0.6	0.0	11.0	2.5	8.1	620.0	80.0	9.0	11.2	14.2	0.0	0.0	33.0	0.0	
Min	15.5	117.2	400.0	890.0	0.6	0.0	11.0	2.5	8.1	430.0	24.0	8.3	2.5	5.5	0.0	0.0	33.0	0.0	
Avg	18.0	127.9	400.0	890.0	0.6	#DIV/0!	11.0	2.5	8.1	524.0	53.6	8.8	7.5	10.6	0.0	0.0	33.0	#DIV/0!	
Total	558.1														0.0				

TOMALES INFLUENT HEADWORKS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Dec 2015

2. Influent Headworks Standard Observation required every week year round.

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date		12-1	12-8	12-14	12-21	12-28
Day		Tu	Tu	Mon	Mon	Tu
Time		1300	1500	1530	1530	1300
Operator		SE	SM	SM	SM	DE
Rain fall, inches		0.15	0.8	1.6	3.2	2.1
* Nuisance odors (smell)		N	N	N	N	N
* Evidence of any standing water		N	N	N	N	N
* Evidence of mosquitoes breeding		N	N	N	N	N
* Evidence of improper system components and hydraulic integrity		N	N	N	N	N
* Evidence of structure seepage		N	N	N	N	N

* Report Yes or No and any Yes responses report immediately to supervisor or Chief Plant Operator

revised 1506

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Dec 2015
2. Pond Standard Observation required every week year round.

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4	No. 5
Date		12-1	12-8	12-14	12-21	12/29
Day		Tu	Tue	WOL	WOL	Tu.
Time		0800	1506	1530	1520	1230
Operator		S	G	G	G	DE.
* Nuisance odors from ponds		N	N	N	N	N
* Evidence of pond berm seepage		N	N	N	N	N
* Evidence of improper system components and hydraulic integrity		N	N	N	N	N
Sign posting that wastewater is unsafe to drink <u>NOT POSTED</u>		N	N	N	N	N

* Report Yes or No and any Yes responses please report immediately to supervisor or Chief Plant Operator

revised 1506

TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Dec 2015

2. Storage Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	12-1	12-8	12-14	12/21	12/28 ²⁹
Day	TU	TUR	WOU	WOM	TU.
Time	0830	1430	1530	1500	1330
Operator	SC	SD	SD	SD	DE/SP
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink <u>NOT POSTED</u>	N	N	N	N	N

* Report Yes or No and any Yes response s please report immediately to supervisor or Chief Plant Operator

revised 02/2010

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Dec 2015
2. Chlorine Storage Tank Standard Observation required every week year round.

INSPECTION					
Date	12-1	12-4	12/14	12/21	12/29
Day	Tu	Fri	Mon	Mon	Tu
Time	0830	1430	1500	1530	1345
Tech	SL	SD	SD	SD	DE/SP
* Evident of any leaks	N	N	N	N	N
Tank level, inches	33	33	33	33	33
Cl2 gallons added	0	0	0	0	0
New tank level after adding Cl2, inches	33	33	33	33	33
Gallons used for treatment since last check	0	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N	N

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



December 23, 2015

Sample Collected: 12/01/15
Sample Received: 12/01/15
Collected By : SC/Phillips
Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

LOG NUMBER	1215-24774-5	1215-24776-8
Sample Description:	Influent	Effluent
ANALYSIS		
BOD ₅ @ 20°C mg/L (Std. Mthds. 20 th ed. 5210 B)	400.	48.
Total Dissolved Solids mg/L (Std. Mthds. 20 th ed. 2450 C)	890.	620.
Nitrate N mg/L (EPA Mthd. 352.1)		0.62
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40
Total Kjeldahl N mg/L (Std. Mthds. 20 th ed. 4500-NH ₃ C)		11.
Ammonia N mg/L (Std. Mthds. 20 th ed. 4500-NH ₃ C)		2.5
Total Organic N mg/L		8.1

BOD Start Date: 12/02/15
BOD Completed Date: 12/07/15

BRELJE AND RACE LABORATORIES, INC.

JILL BRODT, LABORATORY MANAGER

JB:lja



BRELJE AND RACE LABORATORIES, INC.

December 18, 2015

Sample Collected: 12/08/15
Sample Received: 12/08/15
Collected By : SC/Phillips
Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

LOG NUMBER 1215-25465
Sample Description: Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 20 th ed. 5210 B)	48.
Total Suspended Solids mg/L (Std. Mthds. 20 th ed. 2540 D)	120.
Total Dissolved Solids mg/L (Std. Mthds. 20 th ed. 2540 C)	510.

BOD Start Date: 12/10/15
BOD Completed Date: 12/15/15

BRELJE AND RACE LABORATORIES, INC.

JILL BRODT, LABORATORY MANAGER

JB:lja



BRELJE AND RACE LABORATORIES, INC.

December 23, 2015

Sample Collected: 12/14/15
Sample Received: 12/14/15
Collected By : SP/Phillips
Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

LOG NUMBER 1215-25832
Sample Description: Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 24.
(Std. Mthds. 20th ed. 5210 B)
Total Dissolved Solids mg/L 560.
(Std. Mthds. 20th ed. 2540 C)

BOD Start Date: 12/16/15
BOD Completed Date: 12/21/15

BRELJE AND RACE LABORATORIES, INC.

Jill Brodt

JILL BRODT, LABORATORY MANAGER

JB:lja



BRELJE AND RACE LABORATORIES, INC.

January 6, 2016

Sample Collected: 12/21/15
Sample Received: 12/21/15
Collected By : SP/Phillips
Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

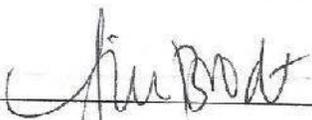
LOG NUMBER 1215-26308
Sample Description: Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 80.
(Std. Mthds. 20th ed. 5210 B)
Total Dissolved Solids mg/L 500.
(Std. Mthds. 20th ed. 2540 C)

BOD Start Date: 12/22/15
BOD Completed Date: 12/27/15

BRELJE AND RACE LABORATORIES, INC.



JILL BRODT, LABORATORY MANAGER

JB:lja



BRELJE AND RACE LABORATORIES, INC.

January 8, 2016

Sample Collected: 12/29/15
Sample Received: 12/29/15
Collected By : SP/Phillips
Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

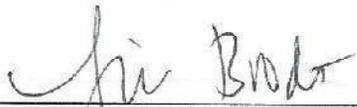
LOG NUMBER 1215-26776
Sample Description: Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 68.
(Std. Mthds. 20th ed. 5210 B)
Total Dissolved Solids mg/L 430.
(Std. Mthds. 20th ed. 2540 C)

BOD Start Date: 12/30/15
BOD Completed Date: 01/04/16

BRELJE AND RACE LABORATORIES, INC.



JILL BRODT, LABORATORY MANAGER

JB:lja

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

WEDNESDAY, JANUARY 27, 2016

PRESENT: Melinda Bell, Chair, Donna Clavaud, Secretary, Deborah Parrish, Venta Leon

ABSENT: Chick Petersen (excused)

Melinda Bell convened the meeting at 6:30pm and a quorum was present to conduct business. Donna Clavaud recorded the minutes for the meeting.

Continued FAC business was discussed and our list of priority projects were discussed. We all agreed that we should focus our attention at this meeting on the development of a set of Financial Policies since we already have some drafts that FAC had developed at prior meetings. We agreed that to be ready for serious district financial planning and the upcoming budget process, it seems prudent to get our finance policies before the Board of Directors for discussion and approval.

Therefore, this FAC meeting Agenda focused on the refinement of the main financial policies needed by the District. It can be noted that we have examined other CSD's to study their policy formats and components as models for TVCSD. We emphasize that policies can be amended in the future by Board motions. Now our goal is to identify essential components for a Policy Manual that will allow TVCSD to conduct its district business in a manner that is consistent with our mission, goals and objectives and follows professional mandates.

1. TVCSD Financial Policies: General, CIP and Reserve

Committee members reviewed a draft General Financial Policy and examined roles and positions with authority to approve expenditures. We also addressed signatures required for check-signing and the \$ limits and numbers required for each class of signee. We discussed approval and identified how competitive bids would be approved and defined the rules and limits required for different classes of contract bids. We also defined reimbursements and defined the process and noted the need for an expense reimbursement form. Melinda will develop a form. The meeting was spent analyzing each draft policy and refine the content.

We have attached three (3) draft policies and FAC recommends that they be included on the February 10, 2016 Regular Board of Director Meeting Agenda and be included in the Board Packet for review, discussion and approval at the meeting.

See attached policies:

1. General Financial Policy
2. Capital Improvement Projects

3. Reserve Policy

At the next meeting, FAC will continue with policy development for TVCSD and other priorities for the second half of the fiscal year, such as 5 and 10 year Financial Plans, the need for a new 5 year Strategic Plan and the 2016-17 Budget.

The meeting was adjourned at 7:45pm.

The next FAC meeting will be Wednesday, February 24, 2016 at 6:30pm.

Signed by: _____

Approved on: _____

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category: Financial **Policy #** _____

Title: General Financial

POLICY TITLE: **General Financial**

POLICY NUMBER: _____

.1 TVCSD will carry out the Board’s goals, objectives, and policies through a service delivery system financed through the Operating and Capital Budgets.

.2 The relationship between the Operating and Capital Budgets will be explicitly recognized and incorporated in the TVCSD Annual Budget Process. Funding for these budgets shall be sufficient to provide operating services and maintenance or enhancement of fixed assets needed to support public demand for District services.

.3 The District will take positive steps to improve the productivity of its systems and Staff, and will seek ways to eliminate duplicative functions within the district governance and between the TVCSD and other public agencies. Specifically, intensive reviews of the efficiency and effectiveness of certain District services will be periodically undertaken. A reporting mechanism highlighting the service efforts and accomplishments of TVCSD’s major services will also be developed.

.4 Whenever feasible, government activities will be considered enterprises if so doing will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by user fees.

.5 Adequate Reserves will be maintained for all known liabilities to include Reserve Funds for operating and capital outlays.

.6 Where practical, efforts will be coordinated with other governmental agencies to achieve common policy objectives, shared costs of providing governmental services on an equitable basis, and support for favorable legislation at the state and federal level.

.7 TVCSD will seek out, apply for, and effectively administer federal, state, private foundation grants-in-aid that address the District’s current strategic priorities and policy objectives.

.8 TVCSD will initiate, encourage and participate in economic development efforts, where feasible and consistent with its goals and objectives, to create job opportunities and to

strengthen the local economy through its service delivery systems and its competitive bidding policy and process.

Expenditure Limits:

There are 3 levels of expenditure limits:

Limit 1=without approval, up to \$500

Limit 2- over \$500, requires second signature

Limit 3=requires Board approval

Approval of Expenditures

The authority to approve expenditures is governed by specific roles and positions. This authority is restricted to the General Manager, President and Vice-President (if President is unavailable). Additionally, the Financial Manager is authorized to approve routine and budgeted expenses under \$500.

The General Manager is authorized to approve recurring budgeted expenses up to \$7,000. If expenses are over \$7,000, Board approval is required.

Non-budgeted expenditures over \$250 require Board approval.

Check Signatures:

All Board members can sign checks. Each new Board of Director signs a bank(s) signature card. It is the responsibility of the Financial Manager to keep the signature cards current. Departing Board members are removed from the signature cards immediately upon leaving office.

Any expenditure over \$500 requires a second signature.

Competitive Bids and Contracts:

Competitive bidding limits and rules require Board approval. The Board of Directors is to approve all contracts and contractors who do work for TVCSD.

Reimbursement:

Reimbursement of out-of-pocket expenses follows the same approval process as above and requires the use of an Expense Reimbursement form. This will be filled out and submitted with receipts within 30 days to the Financial Manager for payment.

Approved on:

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category: Financial Policy # ?

Title: Capital Improvement Plan (CIP)

POLICY TITLE: Capital Improvement Plan

POLICY NUMBER: ?

_____.1 Annually review and monitor the state of TVCSD’s capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of financial resources.

- 1. The CIP policy must follow General Financial Policy and all other financial policies.**
- 2. Establish and maintain a complete and annually updated inventory of all assets to include the sewer plant system and the Tomales Community Park.**
- 3. The asset inventory must reflect an analytical approach that examines retirement and replacement of equipment and infrastructure.**
- 4. TVCSD will develop a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan.**
- 5. TVCSD will maintain its physical assets at a level adequate to protect the District’s capital investments and to minimize future maintenance and replacement costs. The TVCSD Annual Budget**

Page 2-CIP Policy

will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.

- 6. Capital projects will conform to the following criteria:**
 - 6a. will be part of an approved TVCSD Strategic Plan;**
 - 6b. will be part of an adopted maintenance, retirement and/or replacement schedule;**
 - 6c. will minimize operating costs;**
 - 6d. will be selected according to the established CIP.**

- 7. The capital budget process works in conjunction with the regular operating budget process. CIP projects are flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects are included in the operating budget for the current budget year.**

Approval date:

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

DRAFT

Revision 1: 2/4/16

Category: Financial

Policy # _____

Title: Reserves

POLICY TITLE: Reserves

POLICY NUMBER:

PURPOSE

The purpose of the Reserves policy for **Tomales Village Community Services District** is to ensure the stability of ongoing operations of the mission and the operations of the organization and to provide a source of internal funds for organizational priorities such as building repair and improvement, program opportunity, and capacity-building.

The Reserves policy will be implemented in concert with the other governance and financial polices of **TVCS**D and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

DEFINITIONS AND GOALS

Operating Reserve

The Operating Reserve is intended to provide an internal source of funds for situations such as sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of Operating Reserves to be used and replenished within a reasonably short period of time. The Operating Reserve Fund is defined as the designated fund set aside by action of the Board of Directors. The minimum amount to be designated as Operating Reserve will be established in an amount sufficient to maintain ongoing operations and programs measured for a set period of time, measured in months. The

-page 2-TVCS D Reserves Policy

Operating Reserve serves a dynamic role and will be reviewed and adjusted in response to both internal and external changes.

The target minimum Operating Reserve Fund is equal to six (6) months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as salaries, stipends, office, travel, program, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation. The calculation of average monthly expenses also excludes one-time or unusual capital purchases. The amount of the Operating Reserve Fund target minimum will be calculated each year after approval of the annual budget, in conjunction with the Financial Advisory Committee, Treasurer and the General Manager and is reported to the Board of Directors. This is to be included in the regular financial reports.

Building and Capital Asset Reserve

The Building and Capital Asset Reserve is intended to provide a ready source of funds for repair or acquisition of physical assets necessary for the effective operation of the organization and its programs. The target amount of the Building and Capital Asset Reserve will be determined by the Annual Budget, the CIP and the long range 5-10 year financial plan.

ACCOUNTING FOR RESERVES

The Reserve Fund will be recorded in the financial records as Board Designated (name) Reserve. The Fund will be funded and available in cash or cash equivalent funds. Reserves will be commingled with the general cash and investment accounts of the organization.

FUNDING OF RESERVES

The Operating Reserve fund will be funded with surplus unrestricted operating funds. The Board of Director may from time to time direct that a specific source of revenue be set aside for Operating Reserves. Examples could include one-time gifts or bequests, special grants, or special appeal.

The Building and Capital Assets Reserve will be funded by setting aside funds received from any capital campaigns, grants or similar appeals or by setting aside the equivalent amount of cash in the annual district budget.

USE OF RESERVES

Use of the Reserves requires three (3) steps:

- 1. Identification of appropriate use of reserve fund**

The General Manager and Financial Advisory Committee will identify the need for access to Reserve funds and confirm that the use is consistent with the purpose of the Reserves

-Page 3-TVCS D Reserves Policy

as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the Time period that the funds will be needed and replenished.

2. Authority to use reserves

The General Manager will submit a request to use Reserves to the Financial Advisory Committee of the TVCS D Board of Directors. The request will include the analysis and determination of the use of the funds and plans for replenishment. The organization's goal is to replenish the funds used within twelve (12) months to restore the Reserve Fund to the target minimum amount. If the use of the Reserves will take longer than 12 months to replenish, the request will be scrutinized more carefully and the Board of Directors will approve a timeframe. The Financial Advisory Committee will recommend the request for Reserve Funds to the Board of Directors for final approval.

3. Reporting and Monitoring

The General Manager and the Treasurer are responsible for assuring that the Reserve funds are maintained and used only as described in this Policy. Upon approval for the use of the Reserve funds, the General Manager will maintain records of the use of the funds and plans for replenishment, if required. He/she will provide monthly reports to the Financial Advisory Committee and Board of Directors of progress to restore the fund to the target minimum amount.

RELATIONSHIP TO OTHER POLICIES

TVCS D shall maintain the following board-approved policies, which may contain provisions that affect the creation, sufficiency, and management of the Reserve Fund.

- General Financial Policy
- Annual Budget Process Policy
- CIP Policy
- Investment Policy

REVIEW OF POLICY

This policy will be reviewed every other year, at minimum, by the Financial Advisory Committee, or sooner, if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Financial Advisory Committee to the Board of Directors for amendment.

Date Approved:

Tomales Park Committee meeting minutes
Monday, January 25, 2016
Meeting began @ 6:35 pm

Margaret Graham chaired the meeting.

Brian Lamoreaux served as note taker.

Present for meeting were: Walter Earle, Patty Oku, Melinda Bell, David Judd, Bill Bonini and Dru Fallon O'Neill. Absent: Beth Koelker

Agenda:

Open Communication

Review Minutes

Park Chair & Secretary Elections

New Committee member

Gazebo / Gate / Water Fountain plans - Progress through the Maze

RFP template & Project Manager for above

Park Safety Inspection Work - the Ramps

Water Tower repairs

Review Park & Measure A budgets

Discuss our share of costs to TVCSD, request \$ amount we can authorize for repairs without Board approval

Ping Pong Table

Donation sign on Bathrooms

1. Open communication: PAC discussed the need for a Project Manager (PM) to help orchestrate upcoming Park projects: Gazebo, gate, ADA ramps, ping pong table, etc. Margaret offered Karl is available (@ \$70/hr). This person would work directly with Bill B. and David Judd. Discussion about possible alternates (possibly for less cost), to be brought up at next TVCSD meeting. Question about if this temporary contract (non-employee) position/person would need to have an RFP put out for this. [Discussion only. No action]
2. Minutes approved for last meeting. [action]
3. Margaret Graham was re-elected as Park Chair for 2016 (only). Brian Lamoreaux was re-elected as Secretary. TVCSD Board Chair Bill Bonini joined as new member to PAC.
4. Gazebo / Gate / Water Fountain plans update: plans have been submitted to County Planning Dept. Bill B. offered to check status soon. [Discussion - No Action]
5. RFP template for Park Projects (mentioned above) - PAC has identified hiring a PM will help make this happen. [Discussion - No Action]
6. Safety Inspection & ADA ramps: David Judd said only item needed beyond ramps is a small hand rail in play structure. David will get adjusted budget for ramps from concrete guy before TVCSD meeting (initial budget was \$8200). Both projects hope to be completed within next 2 months. [Discussion - No Action]

7. Water Tower repairs: David & Bill to do soon. Need to talk to Kevin re: emergency funding for work to avoid/simplify bidding process.
8. Measure A budget edits: remove Ping Pong, Fence and Corn Hole from this year. Add PM and ramps to this year budget. Keep water tower repairs.
9. Park cost discussions. PAC to formally define “emergency” for emergency costs including: pump broken, bathrooms inoperable, fire, structure issues, fallen tree, water leaks, water leaks, electrical problems, etc. Discussion about “Emergency” Protocol, who to call, etc.: Bill, then Jose (GM), then David.
10. Ping Pong Table - PAC still is interested in this project, but decided to postpone the project until further progress is made on ramps, water tower, and PM for gazebo, etc.
11. Donation sign on Bathrooms: no news to report. Brian will check with Beth re: status. Brian offered to initiate updating of park information sign, new phone numbers, etc. and will email proposed updates for next PAC meeting. [Discussion - No Action].
12. Bathroom improvements: spring loaded faucets have been installed.

Meeting adjured at 8:40pm

Minutes approved by: _____

Date: _____

Sample Request for Proposals

Contributed by the AIA Knowledge Resources staff

March 2008

The AIA collects and disseminates Best Practices as a service to AIA members without endorsement or recommendation. Appropriate use of the information provided is the responsibility of the reader.

SUMMARY

A request for proposals (RFP) is commonly used to select a company in the services industry. Unlike a request for qualifications (RFQ), which emphasizes firm and team member experience related to the specific project and provides only limited financial information, an RFP often includes estimates of

costs and fees associated with a given project. The RFP format shown here is provided as an example to guide someone writing an RFP. It is not the only format option that can be used for this purpose. Information about writing a green RFP can be found at [AIA COTE Green RFP](#).

REQUEST FOR PROPOSAL

Design services for the redevelopment of a vacant building totaling 70,000 square feet into a medical office facility.

BACKGROUND

The intent of this RFP is to have the firms under consideration specifically address the services required and provide a well-considered price proposal for those services.

The owner is looking for a "turnkey" approach, where the architecture firm will provide the following (not listed in order of preference):

1. A conceptual plan for the building, incorporating the latest thinking in the field concerning office requirements.
2. Recommendations relative to the installation of different building systems (e.g., heat pumps vs. VAV).
3. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
4. Help with selection of construction firms that should be given an opportunity to bid on the project based on their reputation for quality, their experience (previous medical projects are given specific attention), their reputation for on-time and on-budget performance, and their financial credibility.
5. Preparation of necessary bid documents to be sent to construction firms for the project.
6. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing (from a business perspective) an appropriate contract (owner will have legal representation) if standard AIA Contract Documents are not used.
7. Preparation of certain marketing materials for a pre-leasing and post-completion leasing effort (e.g., renderings, both interior and exterior).
8. Develop a standard fit-out package for tenants and a budget for each tenant, with pricing for custom add-ons and the standard fit-out.
9. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
10. Assistance, where necessary, with the government approval process (i.e., permits).

11. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
12. Some work on the building has already been done, including a complete upgrade of the elevators and the lobby. In process is a complete renovation of the roof. These items are excluded from the RFP.
13. This project is expected to be completed by _____.
14. The existing facility will be available for inspection between the dates of _____ and _____. Please call to make an appointment.

As this proposal covers new construction and renovations and additions to an existing building, please answer the questions providing information to support new construction, additions, and renovations.

1. Provide the following information:
 - a. Name of firm
 - b. Complete address
 - c. Contact person
 - d. Telephone number
 - e. Fax number
 - f. Internet address
 - g. E-mail address
2. Provide a General Statement of Qualifications that responds to the project background information given above.
3. Personnel
 - a. List the professional and support positions and number of personnel in each position.
 - b. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of two (three, four, your call) clients with whom the architect has worked on a similar building project.
 - c. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
4. Medical Office Facilities
 - a. Submit a list of all health care-related projects your firm currently has in progress and the status of each.
 - b. For your last five health care projects, provide the following:
 - 1) Name of project
 - 2) Client contact
 - 3) Owner's total initial budget
 - 4) Total project cost
 - i. Number of change orders
 - ii. Total cost of change orders
 - 5) Date of bid

- 6) Scheduled completion date
 - 7) Actual completion date
 - c. List your three best projects and the project personnel, including consultants, for those projects.
 - d. Describe the exceptional features of health care facilities designed by your firm.
 - e. Explain your firm's medical technology expertise.
5. Special Design Concerns
 - a. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
 - b. Efficient energy usage is a concern of the corporation. Describe how your firm incorporates this aspect of design into its work. Provide examples.
6. Architectural/Engineering Service
 - a. Provide information on your current workload and how you would accommodate this project.
 - b. Describe in detail the process you would follow from schematic approval through approval of the final design.
 - c. Outline the design schedule you would implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.
 - d. Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
 - e. Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
 - f. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.
7. Construction Costs
 - a. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
 - b. List the steps in your standard change order procedure.
8. Legal Concerns
 - a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a health care client or any of the same you have filed against a health care client.
 - b. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by any client other than a health care client or any of the same you have filed.
 - c. Explain your General Liability Insurance coverage.
 - d. Explain your Professional Liability Insurance coverage.
9. Fees
 - a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
 - b. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

RESOURCES

For More Information on This Topic

See also “Project Delivery Options,” by Philip G. Bernstein, FAIA, *The Architect’s Handbook of Professional Practice*, 13th edition, Chapter 10, page 257. *The Handbook* can be ordered from the AIA Bookstore by calling 800-242-3837 (option 4), by sending an e-mail to bookstore@aia.org, or by visiting www.aia.org/books.



More Best Practices

The following AIA Best Practices provide additional information related to this topic:

- 03.02.02 Sample Request for Qualifications Format
- 05.02.01 Educating the Client
- 05.03.01 Qualifications-Based vs. Low-Bid Contractor Selection

Feedback

The AIA welcomes member feedback on Best Practice articles. To provide feedback on this article, please contact bestpractices@aia.org.

Key Terms

- Practice
- Marketing
- Marketing plans
- Request for proposals