



TVCS Board of Director's Meeting Agenda

Date: Wednesday, June 9, 2021, 7 pm

Various Locations- Teleconference Meeting Pursuant to Executive Order N-29-20

Notice of Teleconferenced Meeting

Pursuant to the Governor's Executive Order N-29-20 (dated March 17, 2020), members of the Board of Directors may participate via teleconference. Teleconference locations are not open to the public pursuant to California Governor Executive Order N-29-20. For this meeting, there will be no physical location from which members of the public may observe/comment.

Board Members Teleconferencing: Dru Fallon O'Neill, Donna Clavaud, Bill Bonini, John Ward, and Peter MacLaird.

Members of the Public may participate and provide public comments to teleconference meetings as follows:

1. If you wish to submit a public comment on agenda items in advance of the meeting, please send to jose91946@sbcglobal.net. Emails received prior to the meeting will be included in the public record. The Board President will read public comments at the Board meeting, not to exceed three minutes (approximately 300 words).
2. If you wish to submit a public comment during the meeting, please use the following information:
https://us02web.zoom.us/j/8678538902 dial by your location _United States____
Meeting ID: 867 8538 9502

In the event of a Zoom Bombing, the Zoom meeting will be terminated and a new meeting, login credentials below, will be used to continue the District's business. The login credentials will not be made public and only written comments will be allowed for the remainder of the meeting.

Public testimony will be taken at the direction of the Board President and members of the public may only comment during times allotted for public comments. If you wish to request a disability-related modification or accommodation, please contact the District by email at cynthmarie@sbcglobal.net.

I. Call To Order

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 June 9, 2021 BOD Agenda Action

IV. Board Member Reports

V. Approval of May 12, 2021 Minutes Action

VI. Committee Reports

- a. Park Advisory Committee (PAC)
 1. Review May 24, 2021 Approved PAC Meeting Minutes
 2. Measure A Signs Ordered for Park



- b. Financial Advisory Committee (FAC)
 - 1. No FAC Meeting was held in May 2021

VII. Financial Report (Melinda Bell)

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

VIII. General Manager's Report

IX. NSU Report

- a. Review April 2021 reports

X. Pending Business

- a. Review and Approve a Draft RFP Outline for a Strategic Planning Consultant. Discuss and Prioritize Goals and Outcomes for Planning Process **Action**
- b. Discuss Possible Scheduling for 5 Year Strategic Planning Process and Succession to be Completed by September 1, 2021
- c. Identify a Search Committee for Planning Consultant **Action**
- d. Discuss and Identify Scope of Work for General Manager
- e. Current General Manager to Streamline RFP for New General Manager by July 14, 2021 TVCSD Board Meeting **Action**
- f. Newsletter Update

XI. Other Business

XII. New Business

- a. CSDA 2021 Board of Director's Election **Action**

XIII. Old Business

XIV. Correspondence

XV. Adjournment

TVCSD 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.*

The agenda and supporting documents can be accessed on the TVCSD website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, May 12, 2021 7 – 9 pm **Via Zoom**

Location: Tomales Town Hall, Tomales, California 94971 **DRAFT**

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

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary; Hope Sturges, Community Member

I. Call To Order:

In Dru Fallon O'Neill called the meeting to order at 7:02 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.

Hope Sturges, former Board member and attendee at this meeting via zoom, comments that there are no board packets/agendas on the website since 4/20. General Manager Jose Ortiz reports a website management shift is in progress as the task shifted from Walter Earle at about that time; Jose has been posting all the Agendas and Board Packets, but in a different location. He will be training Cynthia Hammond, TVCS D Secretary very soon to assume the task of keeping the website current.

III. Approval of May 12, 2021 TVCS D BOD Agenda

Donna Clavaud motioned to approve the May 12, 2021 TVCS D Board Agenda. Bill Bonini seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of April 14, 2021 TVCS D BOD Minutes

Bill Bonini motioned to approve the April 14, 2021 TVCS D BOD minutes. John Ward seconded the motion. M/S/C

VI. Committee Reports:

a. Park Advisory Committee (PAC):

1. Review April 26, 2021 PAC Meeting Minutes

Minutes were reviewed.

PAC recommends sending an invitation to adjoining neighbors to consider sharing the expense of the rebuilding of the fence & retaining wall. No Board action was taken on this issue.

2. Review PAC Proposed Preliminary Budget for 2021/2022

Measure A project expenses are \$42,350: This includes \$15,000 for fence replacement and retaining wall; \$800 picnic table; \$3,750 for restroom doors; \$10,000 for paths and ramps; \$4,800 for water tower demolition; \$5,000 engineering plans and permits and \$3,000 for play structure surface materials.

Restricted funding is \$3,000 for gate signage; Measure A maintenance expenses total \$6,025.

Total expenses equal \$51,375.

Jose Ortiz suggested modifying the fence replacement budget from \$15,000 to \$20,000 due to the rising costs of materials.

Donna Clavaud suggested reducing the disinfecting and cleaning costs for the Park by ½ as of June 15, 2021 when Marin County releases Covid-19 restrictions. Donna Clavaud also pointed out that there wasn't a line item for a project manager. Jose Ortiz suggested adding \$2,500 for project management.

3. Approve 2021/2022 Measure A Work Plan

Bill Bonini motioned to approve the 2021/2022 Measure A Work Plan and budget by modifying the fence replacement costs from \$15,000 to \$20,000 and to add \$2,500 for project management. Donna Clavaud seconded the motion. M/S/C

Donna Clavaud will work with Melinda Bell to modify the PAC budget and the Measure A Work Plan.

b. Financial Advisory Committee (FAC):

1. Review April 28, 2021 FAC Meeting Minutes

Minutes were reviewed. The FAC meeting was held on April 28, 2021 and not on April 29, 2021 as stated on the FAC minutes.

2. Schedule 5 Year Strategic Planning Event

Donna Clavaud said a new 5 year strategic and succession plan was needed to identify goals and objectives for the Sewer District and the Park. Issues that may affect financials include the future of Measure A funding for the Park and sewer rates. This effort, if accomplished in June or July would allow time to begin a new search for a General Manager with clear priorities. John Ward suggested the search for a new General Manager should begin soon. The review of the General Manager needs to be reviewed and updated with the proposed scope of work. Donna Clavaud also proposed hiring a strategic planning consultant and offered to write an RFP for a consultant. Jose Ortiz said the RFP should define outcomes. The TVCSD Board agrees with this assessment.

Bill Bonini asked if it would be beneficial to wait until Covid-19 restrictions are lifted so Strategic Planning meetings could be held face to face. Donna Clavaud said meetings could be held outdoors, socially distanced. Jose Ortiz said this could be included in the RFP by asking how the consultant would conduct meetings.

John Ward asked how much time it took to do the last strategic plan and to find Jose Ortiz as the General Manager. Donna Clavaud said the strategic planning process took place within 3 meetings and

a few months for the final product; a timeline was developed with defined outcomes. John Ward would like a schedule for this process. Donna Clavaud said it would probably take 2-3 months.

Hope Sturges asked if the 5 year strategic and succession plan could be a separate. RFP's may not be necessary if they were separate. Donna Clavaud said the RFP to include both the strategic and succession plan was doable and asked if there was a Board Member would help her to develop it.

When the General Manager RFP is updated, the search for a General Manager should begin in August. The General Manager's draft RFP will be included in the TVCSD June Board meeting. Jose Ortiz also suggested updating the Financial Manager's RFP with Melinda Bell's advice.

Scheduling 5 year Strategic Planning Event was an Action Item on the agenda. It was determined to schedule this Action Item for the June TVCSD Board Meeting instead.

VII. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

Bill Bonini motioned to accept the check registers and approve expenditures. Peter MacLaird seconded the motion. M/S/C

b. Financial Manager's Report:

Financial Manager's report was reviewed.

Donna Clavaud pointed out the changes Melinda Bell made to improve clarity and transparency in the budget.

c. Review and Approve Financial Statements:

Bill Bonini motioned to approve the January financial statement. John Ward seconded the motion. M/S/C

VIII. General Manager's Report

Peter MacLaird asked about the results of the video TV inspection. Jose Ortiz said 2,100 feet were done for the inspection and it was clean. The remainder for Phase 1 will continue this month; Phase 2 will be schedule for July.

Aspect Engineering is reviewing the history of problems of the SCADA system. One of their technicians will access the system remotely; if necessary, the technician will visit the Plant when they are in the Forestville area. Jose Ortiz asked permission from the TVCSD Board to spend \$5,000 for 8 hours of remote diagnosis of the SCADA system. The Board approved this expenditure.

No other projects except the TV inspection and SCADA are scheduled for this or next fiscal year.

Jose Ortiz is working with Melinda Bell on the Tax Collector's Levy 4 list.

IX. NSU Report

a. Review March 2021 reports

Reports were reviewed.

X. Pending Business

Dru Fallon O’Neill said the newsletter was pending. Cynthia Hammond sent an email with suggestions for the newsletter. TVCSD Board will respond.

XI. Other Business

None

XII. New Business

a. Review Template for General Manager RFP and Discuss New Scope of Work

Jose Ortiz will closely review the General Manager’s RFP and scope of work. Jose Ortiz suggested it would be beneficial to hire a General Manager with SCADA experience and to streamline the RFP.

b. Develop RFP for Strategic Planner

This item was discussed above under FAC.

XIII. Old Business

None

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 8:55 pm. No objections

Next TVCSD BOD Meeting, July 14, 2021, 7 pm via Zoom

Approved by: Dru Fallon O’Neill, President Date:

Attested by: Cynthia Hammond, Recording Secretary Date:

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PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● www.tomalescsd.ca.gov

Board of Directors:

Dru Fallon O’Neill, President ● Donna Clavaud, Vice President ● Bill Bonini ● Peter MacLaird
John Ward

May 24, 2021 Park Advisory Committee Meeting Minutes

Present were: Dru Fallon O'Neill; Chair, Walter Earle, Patty Oku, Margaret Nettles, Beth Koelker, Venta Leon

Guests:

Donna Clavaud; TVCSD Vice President, David Judd, John Knudsen

Meeting started at 3:20 pm with a full quorum.

Open Communications:

None

April 2021 minutes were approved by a motion made by Margaret and seconded by Beth.

New Business:

Spring Park Cleanup date set, June 26th, 9:00 am – 2:00 pm with beverages provided by Dru. Patty Oku will trim tree near large playground structure and Dru will haul away prior to date.

Restroom/playground schedule will be revamped after July 1st with restrictions being loosened.

With room for another Committee member, a recruitment notice will be included with the Spring Cleanup notice.

Old Business:

Donna brought a synopsis of the 21/22 fiscal year budget and outline for upcoming projects (north fence and bathroom door replacement, 8' picnic table, water tower demo, ADA paths and ramps) with funds available for all.

Tim Furlong has the proper qualifications to fulfill the water tower demo with David Judd to do a walk-through on parameters for preserving electrical connection and cement pad. Tim's bid included hauling debris away, too.

David can install bathroom doors and signage.

Lumber costs have greatly increased and the Committee recommends a letter soliciting contributions from the Park's contiguous neighbors, The Tuckers and Wm Tell House, for north fence replacement.

David will put in an order for the picnic table from a local youth group.

With no other business the meeting was adjourned unanimously with a motion made by Margaret, seconded by Beth at 4:30 pm.

TOMALES PARK VOLUNTEER SPRING CLEAN UP DAY

SATURDAY, JUNE 26, 2021 9AM-2PM

COME JOIN US FOR A LITTLE WEEDING, PRUNING & MOWING!

BRING A NEIGHBOR, TOOLS AND A PICNIC LUNCH!

TVCS D WILL PROVIDE COLD BEVERAGES & A FRUIT SALAD!

(SOCIAL DISTANCING WILL BE OBSERVED)

Bank Transactions and Balances May 2021

		Type	Date	Num	Name	Memo	Amount	Balance
	131.00 · Cash	PARK				Beginning Balance		100,724.95
	131.48 - CA LAIF					Beginning Balance		31,019.86
	Total 131.48 - CA LAIF					Ending Balance		31,019.86
	131.42 · Bank of Marin - Money Market					Beginning Balance		24,979.90
		Deposit	05/31/2021			MonMrkIntAlloc	1.25	24,981.15
	Total 131.42 · Bank of Marin - Money Market					Ending Balance	1.25	24,981.15
	131.46 · Bank of Marin - Park Account					Beginning Balance		44,725.19
		Bill Pmt -Check	05/05/2021	1319	Martinez, Edgar	April 32.5 hours daily sanitizing	-650.00	44,075.19
		Bill Pmt -Check	05/05/2021	1320	Melinda K. Bell	April 2.5 hours Work Plan and Budget	-100.00	43,975.19
		Bill Pmt -Check	05/08/2021	1321	Leon, Venta	seat covers, towels, tissue, gloves	-155.96	43,819.23
		Bill Pmt -Check	05/08/2021	1322	PGE	7399820788-9	-27.70	43,791.53
		Bill Pmt -Check	05/19/2021	1323	Ortiz, Jose	Oct,Nov4 hours	-540.00	43,251.53
		Deposit	05/31/2021			checking interest	0.17	43,251.70
	Total 131.46 · Bank of Marin - Park Account					Ending Balance	-1,473.49	43,251.70
	Total 131.00 · Cash PARK					Ending Balance	-1,472.24	99,252.71
	131.00 · Cash	SEWER				Beginning Balance		266,183.21
	131.20 · CA Local Agency Investm Fnd					Beginning Balance		72,379.65
	Total 131.20 · CA Local Agency Investm Fnd					Ending Balance		72,379.65
	131.31 · Redwood Credit Union					Beginning Balance		40,749.84
		Deposit	05/31/2021			RCU interest		5.18
	Total 131.31 · Redwood Credit Union					Ending Balance		40,755.02
	131.42 · Bank of Marin - Money Market					Beginning Balance		120,898.16
		Deposit	05/31/2021			allocated interest	6.03	120,904.19
	Total 131.42 · Bank of Marin - Money Market					Ending Balance	6.03	120,904.19
	131.44 · Bank of Marin - Sewer					Beginning Balance		29,378.98
		Deposit	05/04/2021			Levy 4	21.07	29,400.05
		Bill Pmt -Check	05/05/2021	4934	Brelje and Race Laboratories, Inc.		-379.00	29,021.05
		Bill Pmt -Check	05/05/2021	4935	Melinda K. Bell	April 25.5 hours	-1,020.00	28,001.05
		Bill Pmt -Check	05/05/2021	4936	Natural Systems Utilities -CA	inv 651787	-4,456.00	23,545.05
		Bill Pmt -Check	05/11/2021	4937	PGE	8044736439-1	-236.59	23,308.46
		Bill Pmt -Check	05/14/2021	4938	AT&T	145835838	-112.86	23,195.60
		Bill Pmt -Check	05/19/2021	4939	Ortiz, Jose		-12,578.70	10,616.90
		Bill Pmt -Check	05/25/2021	4940	AT&T	138729848 5/11-6/10	-64.20	10,552.70
		Bill Pmt -Check	05/25/2021	4941	Capital One Bank	6428	-47.94	10,504.76
		Bill Pmt -Check	05/25/2021	4942	Hammond, Cynthia	4/14 - 5/24 less soc sec, medicare, income tax	-370.46	10,134.30
		Payment	05/26/2021		Tomales Regional Histroy Center		81.90	10,216.20
		Bill Pmt -Check	05/29/2021	4943	Brelje and Race Laboratories, Inc.		-455.00	9,761.20
		Deposit	05/31/2021			checking interest	0.08	9,761.28
	Total 131.44 · Bank of Marin - Sewer					Ending Balance	-19,617.70	9,761.28
	131.48 · Bank of Marin - Solar					Beginning Balance		2,776.58
		Deposit	05/31/2021			checking interest	0.01	2,776.59
	Total 131.48 · Bank of Marin - Solar					Ending Balance		2,776.59
	Total 131.00 · Cash SEWER					Ending Balance	-19,611.67	246,576.73

Financial Manager's Report

The Preliminary Proposed Budgets for 2021/2022 are included in this meeting's packet. After Board review, discussion and the public hearing, the final budgets will be adopted. Both budgets will apply in a period of uncertainty. The Park budget utilizes the last remaining year of Measure A funding before the election a year from now which may offer the voters an opportunity to renew the sales tax measure. The uncertainty of managing the Park without Measure A funding will be a major concern during this next budget year. The Sewer budget outlines the plan for a year in which our current General Manager will be leaving mid-point. He will be very difficult to replace, and the search for a new GM will be the most important project of the year.

We are beginning the difficult year in a more solid financial position than usual. The Park will complete its major capital projects in this new budget year. After these expenditures, ending cash balance at June 30, 2022 is projected to be higher than at any year-end before 2015/2016. It will give us a margin for a year of careful planning.

The Sewer program shows an increase in cash for the third consecutive year after eight years of dwindling cash. Each year we have received a connection fee, but the increase in cash exceeds the amount of the connection fee each year. However, the positive results at this point in the 2020/2021 fiscal year result from five months of unreported General Manager's compensation and \$26,697.16 in planned CIP work not billed. Most of the GM's compensation will come due, but we may have been lucky and avoided higher repair and replacement costs anticipated.

With year-end in three weeks, the Financial Advisory Committee will be meeting to work on the year-end tasks with the preliminary financial results from this meeting. The tasks include (1) drafting the Management Discussion and Analysis which accompanies the auditor's report and audited financial statements and (2) responding to the Report on Accounting Controls and Procedures for 2019/2020. July's financial reports will still be preliminary for year-end because bills through June 30 will be arriving in late July. Without an August meeting, financial results reporting for year-end at the September Board meeting will be final because the auditors will have finished their field work by then. For now, however, it's time to concentrate on the 2021/2022 budgets with adoption next month.

COMPARATIVE BALANCE SHEETS MAY 31 2021 AND 2020

		May 31, 21	May 31, 20	\$ Change
ASSETS	PARK			
	131.48 · CA LAIF	31,019.86	30,759.29	260.57
	131.42 · Bank of Marin - Money Market	24,981.15	93,421.20	-68,440.05
	131.46 · Bank of Marin - Park Account	43,251.70	51,865.21	-8,613.51
	Total 131.00 · Cash	99,252.71	176,045.70	-76,792.99
	Fixed Assets			
	100.20 · Land and Land Rights	132,000.00	132,000.00	0.00
	Original Cost	461,790.46	314,653.66	147,136.80
	105.00 · Depreciation	-83,916.10	-74,326.10	-9,590.00
	Total 111.00 · Park Equipment	377,874.36	240,327.56	137,546.80
	Total Fixed Assets	509,874.36	372,327.56	137,546.80
	TOTAL ASSETS	609,127.07	548,373.26	60,753.81
	LIABILITIES & EQUITY			
	Liabilities			
	222.00 · Accounta Payable	0.00	48,831.68	-48,831.68
	219.00 · 219.00 - Retentions Payable	0.00	4,036.56	-4,036.56
	Total Liabilities	0.00	52,868.24	-52,868.24
	Equity			
	252.50 · Investment in Capital Assets	509,874.36	372,327.56	137,546.80
	260.00 · Unassigned Fund Balance	73,517.14	158,413.97	-84,896.83
	Net Income	25,735.57	-35,236.51	60,972.08
	Total Equity	609,127.07	495,505.02	113,622.05
	TOTAL LIABILITIES & EQUITY	609,127.07	548,373.26	60,753.81
ASSETS	SEWER			
	131.20 · CA Local Agency Investm Fnd	72,379.65	71,771.69	607.96
	131.31 · Redwood Credit Union	40,755.02	40,677.55	77.47
	131.42 · Bank of Marin - Money Market	120,904.19	103,749.54	17,154.65
	131.44 · Bank of Marin - Sewer	9,761.28	11,915.17	-2,153.89
	131.48 · Bank of Marin - Solar	2,776.59	2,776.41	0.18
	Total 131.00 · Cash	246,576.73	230,890.36	15,686.37
	137.00 · Accounts Receivable	1,146.60	0.00	1,146.60
	Total Current Assets	247,723.33	230,890.36	16,832.97
	Fixed Assets			
	100.00 · Property, Plant and Equipment	791,665.97	791,665.97	0.00
	100.10 · Maps and Records	17,248.00	17,248.00	0.00
	100.20 · Land and Land Rights	52,788.00	52,788.00	0.00
	105.00 · Less Accumulated Depreciation	-778,739.88	-735,216.65	-43,523.23
	110.00 · Improvement Project	939,393.31	939,393.31	0.00
	112.00 · Solar System	269,945.21	269,945.21	0.00
	Total Fixed Assets	1,292,300.61	1,335,823.84	-43,523.23
	136.00 · SUSD Note Receivable	11,521.75	13,359.01	-1,837.26
	TOTAL ASSETS	1,551,545.69	1,580,073.21	-28,527.52
	LIABILITIES & EQUITY			
	Liabilities			
	222.00 · Accounts Payable	56.61	14,666.12	-14,609.51
	230.00 · Fed Payroll Tax Payab	105.49	38.68	66.81
	231.00 · CA Payroll Tax Payable	4.00	0.00	4.00
	Total Current Liabilities	166.10	14,704.80	-14,538.70
	Long Term Liabilities			
	211.00 · SWRCB SRF Loan	48,577.22	70,941.37	-22,364.15
	215.00 · CREBS Bond	89,705.84	107,647.02	-17,941.18
	Total Long Term Liabilities	138,283.06	178,588.39	-40,305.33
	Total Liabilities	138,449.16	193,293.19	-54,844.03
	Equity			
	262.00 · Capital Asset Reserve	40,000.00	40,000.00	0.00
	262.50 · Restricted Connection Fees	30,000.00	20,000.00	10,000.00
	264.00 · Operating Reserve	51,690.75	47,627.50	4,063.25
	265.00 · Net Assets - Unrestricted	1,254,492.13	1,266,665.91	-12,173.78
	Net Income	36,913.65	12,486.61	24,427.04
	Total Equity	1,413,096.53	1,386,780.02	26,316.51
	TOTAL LIABILITIES & EQUITY	1,551,545.69	1,580,073.21	-28,527.52

PARK BUDGET COMPARISON jULY 1, 2020 TO MAY 31, 2021

				Actual			Budget			\$ Over Budget
				Jul '20 - May 21			Jul '20 - May 21			Jul '20 - May 21
Income			PARK							
	311.00	· Interest Income		166.06		595.00		-428.94		
	315.80	· Measure A Funds		36,547.49		28,186.00		8,361.49		
	320.00	· Contributions Income		0.00		200.00		-200.00		
	322.00	· Park Use Rental - Other		0.00		400.00		-400.00		
Total Income			PARK	36,713.55		29,381.00		7,332.55		
Expense										
	414.57	· Accounting		240.00		500.00		-260.00		
	414.59	· Engineering and Design		330.00		200.00		130.00		
	414.81	· Measure A Project Expenses		490.00		13,800.00		-13,310.00		
	414.82	· Measure A Maintenance Expenses		1,240.04		4,450.00		-3,209.96		
	414.83	· PGE Park		209.14		910.00		-700.86		
	414.84	· Measure A Capital Expenditures		0.00		10,700.00		-10,700.00		
	414.85	· Matching Project Funds		0.00		3,000.00		-3,000.00		
	414.86	· Equipment Cleaning Services		3,700.00				3,700.00		
	414.87	· Measure A Project Management		4,117.50		5,000.00		-882.50		
	6420	· Park Trash Disposal		651.30		500.00		151.30		
Total Expense			PARK	10,977.98		39,060.00		-28,082.02		
Net Ordinary Income			PARK	25,735.57		-9,679.00		35,414.57		

SEWER BUDGET COMPARISON JULY 1, 2020 TO MAY 31, 2021

				Actual	Budget	\$ Over Budget
				Jul '20 - May 21	Jul '20 - May 21	Jul '20 - May 21
Income			SEWER			
301.00 · Service Charges						
301.10	· Service Charges - Monthly			1,064.70	900.90	163.80
301.15	· Service Charges - Annual Fees			4,422.60	1,965.60	2,457.00
301.25	· Solar Portion - SUSD			5,992.35	0.00	5,992.35
301.20	· Service Charges - SUSD - Other			56,968.21	62,299.00	-5,330.79
301.35	· Solar Portion - County			5,520.00	8,280.00	-2,760.00
301.36	· Solar Portion - TVCSD			7,178.83	0.00	7,178.83
301.37	· WRCB Debt Portion-TVCSD			16,075.68	0.00	16,075.68
301.30	· Service Charges - County - Other			83,647.97	104,042.79	-20,394.82
Total 301.00 · Service Charges				180,870.34	177,488.29	3,382.05
303.10	· Permit and Inspection Fees			250.00	0.00	250.00
303.00	· Connection Fees - Other			10,000.00	0.00	10,000.00
305.00	· SUSD Sinking Fund - SWRCB			8,062.00	8,062.00	0.00
311.00	· Interest Income			1,278.22	2,987.55	-1,709.77
315.50	· Levy 4			9,201.72	7,869.19	1,353.60
Total Income				209,662.28	196,407.47	13,254.81
Expense						
413.00	· Grounds Maintenance			800.00	4,000.00	-3,167.74
410.10	· Sewage Collection Electric			263.24	374.00	-109.63
410.00	· Sewage Collection - Other			30.96	0.00	30.96
411.05	· Lab Bills			5,882.70	7,972.00	-2,063.78
411.10	· Maintenance Supplies			160.86	745.76	-584.90
411.03	· Sewage Treatment Electric			2,148.36	-1,750.59	3,899.80
411.00	· Sewage Treatment - Other			4,780.00	0.00	4,780.00
412.10	· Sewage Disposal Electric			260.93	266.00	-3.90
412.00	· Sewage Disposal - Other			23.82	1,000.00	-976.18
414.11	· Social Security Tax			174.38	630.00	-455.62
414.12	· Medicare Payroll Tax			42.42	105.00	-62.58
414.13	· State Unemployment Tax			95.22	310.00	-214.78
414.10	· Payroll Tax Expense - Other			0.00	0.00	0.00
414.05	· Administrator's Fees			22,477.50	44,700.00	-22,090.24
414.22	· Licenses and Permits			1,736.00	1,645.00	91.00
414.31	· Property & Liability Insurance			10,787.49	10,788.00	-0.51
414.33	· Worker's Comp Insurance			897.80	900.00	-2.20
414.41	· Postage and Delivery			373.00	349.00	24.00
414.42	· Printing and Copies			0.00	100.00	-100.00
414.43	· Office Supplies			369.49	120.00	249.49
414.44	· Sonic - Web Hosting			87.45	91.00	-3.26
414.45	· Equipment Expense			656.35	620.00	46.35
414.465	· Board Member Stipend			650.00	3,750.00	-3,100.00
414.467	· Board Training			0.00	1,000.00	-1,000.00
414.47	· Clerical/Bookkeeping			12,626.90	10,500.00	2,175.29
414.48	· Office Rent			900.00	900.00	0.00
414.49	· Secretary			2,070.00	3,600.00	-1,517.10
414.50	· O&M Contractual Services			50,227.30	48,553.00	1,816.95
414.551	· Legal Fees			0.00	2,500.00	-2,500.00
414.552	· Accounting			5,400.00	5,600.00	-200.00
414.553	· Consulting			0.00	5,000.00	-5,000.00
414.61	· Newsletter Expense			0.00	500.00	-500.00
414.60	· Publication and Notices - Other			184.50	0.00	184.50
414.62	· Dues and Subscriptions			1,290.00	1,275.00	15.00
414.67	· Solar Lease Admin Fee			750.00	750.00	0.00
414.70 · CIP, Repairs and Maintenance						
414.72	· Computer Repairs			0.00	2,200.00	-2,200.00
414.73	· Equipment Repairs			0.00	3,000.00	-3,000.00
414.74	· Treatment Ponds Maintenance			1,648.00	2,500.00	-852.00
414.764	· CCTV Inspection			0.00	10,000.00	-10,000.00
414.77	· Irrigation Field Maintenance			0.00	11,000.00	-10,645.16
Total 414.70 · CIP, Repairs and Maintenance				1,648.00	28,345.16	-26,697.16
414.81	· Travel			240.35	440.00	-199.65
414.85	· Training			0.00	200.00	-200.00
414.90	· Telephone and Internet Services			2,183.04	2,425.00	-234.70
415.50	· Depreciation Expense			40,442.88	0.00	40,442.88
417.30	· LAFCO Charges			130.16	190.00	-59.84
417.40	· County Teeter Admin Fee			184.00	138.00	46.00
420.20	· Interest Expense - SRF Loan			1,773.53	1,774.00	-0.47
Total Expense				172,748.63	190,760.17	-18,011.54
Net Income				36,913.65	5,647.30	31,266.35
Plus non-cash depreciation				40,442.88		
Less cash outlay for debt retirement				-40,305.33		
Other changes in receivables and payables				-21,343.76		
Increase in cash balances July through May				15,707.44		

GENERAL MANAGER'S REPORT

JUNE 9, 2021

UPDATE ON THE SCADA SYSTEM REPAIR PROJECT

I forwarded to Aspect Engineering Group the NSU input of their top priorities for correcting the problems with the SCADA system. The main issues with the system are:

- Effluent Pumps do not run in automatic setting.
- Aerators do not run in automatic setting.
- Last year we could not control irrigation zones or pumps. We intend to fire it up next week so we will be able to troubleshoot.
- There is a discrepancy between the SCADA readings and the manual readings on some of the flow meters.

Aspect's Operations Manager will be following up with me to schedule a time to remotely access our system and do a preliminary evaluation. As I reported last month, there may be some easy fixes.

UPDATE ON THE CAPITAL IMPROVEMENT PLAN

Roy's Sewer service began the closed-circuit TV inspection of TVCSD sewer mains on Thursday morning May 6. The inspection crew returned on May 24 and May 28 to complete Phase 1 of the inspections. To fill out the day, the crew time to inspect the sewer mains south of the creek crossing along Highway 1. I am in the process of evaluating the video and the reports at this time. Phase 2, which consists of the sewer main from the creek-crossing to the plant, will be scheduled in July as part of next fiscal year's CIP work.

Depending on the outcome of discussions with Aspect Engineering, we may try to contract for more software programming of the SCADA system. The SCADA system has been reporting data from the lift station and the plant continuously since November 25, 2020. This is a good sign, but we still need to calibrate the level sensors and re-establish remote control of equipment to have reliable readings.

Other than these projects, no other CIP projects are scheduled in this or next fiscal year.

SEWER CONNECTION REQUESTS

We received a request from Pamela Mulvay to connect to the sewer main on Carrie Street to serve a new home to be built on her vacant lot. After several miscommunications, she and I have been exchanging information.

STRATEGIC PLANNING

This topic will be discussed at the June regular Board meeting.



May 13, 2021

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

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

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
April 2021

Enclosed please find the Self-Monitoring Report.

Operations are 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,
NATURAL SYSTEMS UTILITIES

Brandon Jacka
Chief Plant Operator
Certified Chief Plant Operator #V 42398

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

NSU-CA was formerly Phillips Services Inc. dba Phillips & Associates

SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Discharge		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. (C)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia 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)	Cl2 Tank Added (gallons)	Coliform MPN/100
4/1/2021	11.7																0.0			
4/2/2021	11.7																0.0			
4/3/2021	11.7																0.0			
4/4/2021	11.7																0.0			
4/5/2021	11.7																0.0			
4/6/2021	11.7	70.0	7.7	15.7	120.0	420.0	0.2	0.4	4.5	1.9	2.6	480.0	24.0	8.6	5.0	15.7	0.0			
4/7/2021	10.0																0.0			
4/8/2021	10.0																0.0			
4/9/2021	10.0																0.0			
4/10/2021	10.0																0.0			
4/11/2021	10.0																0.0			
4/12/2021	10.0																0.0			
4/13/2021	10.0																0.0			
4/14/2021	10.0																0.0			
4/15/2021	10.0	90.0	8.2	15.8								460.0	13.0	8.7	5.0	15.8	0.0			
4/16/2021	11.6																0.0			
4/17/2021	11.6																0.0			
4/18/2021	11.6																0.0			
4/19/2021	11.6																0.0			
4/20/2021	11.6	58.0	7.9	15.9								480.0	19.0	8.4	4.5	15.9	0.0			
4/21/2021	11.3																0.0			
4/22/2021	11.3																0.0			
4/23/2021	11.3																0.0			
4/24/2021	11.3																0.0			
4/25/2021	11.3																0.0			
4/26/2021	11.3																0.0			
4/27/2021	11.3																0.0			
4/28/2021	11.3	90.0	8.3	15.5								400.0	20.0	8.7	5.0	15.5	0.0			
4/29/2021	13.0																0.0			
4/30/2021	13.0																0.0			
																	0.0			
Max	13.0		8.3	15.9	120.0	420.0	0.2	0.4	4.5	1.9	2.6	480.0	24.0	8.7	5.0	15.9			#DIV/0!	
Min	10.0		7.7	15.5	120.0	420.0	0.2	0.4	4.5	1.9	2.6	400.0	13.0	8.4	4.5	15.5			0.0	
Mean	11.2		8.0	15.7	120.0	420.0	0.2	0.4	4.5	1.9	2.6	455.0	19.0	8.6	4.9	15.7			#DIV/0!	
Total	334.6																0.0			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **April 2021**

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>4/6/21</i>	<i>4/15/21</i>	<i>4/20/21</i>	<i>4/28/21</i>
Day	TUES	THUR	TUES	WED
Time				
Operator	AG	AG	AG	AG
* Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y

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

TOMALES INFLUENT HEADWORKS

STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **April 2021**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	4/6/21	4/15/21	4/20/21	4/28/21
Day	TUES	THUR	TUES	WED
Time				
Operator	AG	AG	AG	AG
Rain fall, inches	0	0	0	0.1
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitoos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) **April 2021**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	4/6/21	4/15/21	4/20/21	4/28/21
Day	TUES	THUR	TUES	WED
Time				
Operator	AG	AG	AG	AG
- Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)

April 2021

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	4/6/21	4/15/21	4/20/21	4/28/21
Day	TUES	THUR	TUES	WED
Time				
Tech	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N
Cl2 gallons added	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N

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

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

**TOMALES WASTEWATER TREATMENT FACILITY
STANDARD OBSERVATION REPORT
FIELD DISCHARGE AREA**

Month: April 2021

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Day	4/6/21	4/15/21	4/20/21	4/28/21
Time	TUES	THUR	TUES	WED
Operator				
Evidence of standing water	AG	AG	AG	AG
* Evidence of runoff from site	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N
*Any odors	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y

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

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

EXCERPTS FROM A STRATEGIC PLANNING CONSULTANT: PREPARING FOR ENGAGEMENT

The primary motive for organizations to do strategic planning is to learn and to make decisions about the future of the organization based on that learning. There are many specific reasons for an organization to initiate a strategic planning process, including the following:

- To give organizations better control over external forces.
- To serve as a tool for decision-making and resource allocation.
- To bring everyone together in the organization so that they are on the same wavelength.
- To raise board members' awareness of current issues and operations.
- To reawaken and motivate key people within the organization.
- To position the agency for a merger or joint venture.
- To create a document suitable for fundraising or public relations.
- To increase morale and develop a sense of trust and cohesion.
- To set the stage to make a 'quantum leap' to a new level of development or functioning.
- To relate organizational capacity to community need.

The foundation of strategic planning at its very core, and an essential first step in the development of a results-based accountability system consists of a process that addresses the following questions:

- **Where are we?**
- **What do we have to work with?**
- **Where do we want to be?**
- **How do we get there?**

This process is where forces of risk management, candor, trust, and mutual accountability are most important. Directors are provided with the cues for the information they should expect to receive and the questions they may wish to ask. Some important strategic categories are:

- Direction, strategy, and goals (the plan and execution)
- Management strength (quality and stability of the team)
- Financial strength (income statement & balance sheet)
- Financial systems and controls (all information technology)
- Security and use of assets (human, intellectual and physical)

- Compliance (both regulatory & non-financial)
- Communication transparency (w/ regulators, staff & other stakeholders)
- Board/Staff Relationships (cooperation or competition; teamwork or power struggles)
- Competence of the Staff (capacity to lead into the future)
- Competence and effectiveness of the Board (capacity to provide appropriate advice, oversight and supervision)

Strategic planning is a partnership between the Board and Staff. Each participates equally in the planning process and provides important insights and information. In addition to helping develop the plan, the Board of Directors provides final approval for the plan and holds itself and Staff accountable for the expected results.

Answer the following questions:

1. **Customer:** Who is your customer? What does your customer value?
2. **Core Competencies:** What do we do especially well? What is our area of excellence? What competencies will we need to develop over the next 5 plus years?
3. **Future Goals/Objectives:** If I could craft the future of the agency, what would be included? What would NOT be included? (Think in terms of activities).
4. **Priorities/Impact:** What are the 10-20% of activities that could account for 80-90% of our results? What are the tasks you do today that yield the highest returns and rewards relative to the cost and effort of performing those activities?
5. **Barriers to Success:** What are the critical constraints on our ability to achieve our goals?
6. **Outcomes/Results:** What specific action or actions am I going to (or do I expect the agency to) take immediately based on my answers to these questions?

Sample Scope of Services:

- **Planning (8-12 hours,) week of: _____**
Create work plan, session materials & calendar/timing.
Create Agenda for a series of 3 facilitated meetings/
Identify and agree upon participants.
Confirm meeting facilities or zoom and other resource requirements.

- **Facilitated Sessions (14 hours), Beginning August 1, 2021**
Series of 3 sessions
 - The first 2 sessions will be 4 hours each
 - The final session will be 2 hours
 - Plus 4 hours of post-meeting documentation

- **Final Draft (8-12 hours), during the week following the final session.**

Estimated Total: 30-38 hours

-

Tomales Village Community Services District

2011 Five Year Strategic Plan

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

RE: DRAFT REQUEST FOR PROPOSAL: STRATEGIC PLANNING CONSULTANT

PROPOSED OUTLINE FOR RFP: 5-year Strategic & Succession Plan

INTRODUCTION-brief statement of TVCSD and the services requested by a strategic planning consultant, and desired outcomes for project; (can include a disclosure that TVCSD has no obligation to reimburse candidate for RFP preparation and any meetings or calls related to RFP process)

BACKGROUND-who we are, what we do: mission, brief history, challenges, 2015 strategic plan goals and outcomes, agency transition to increased efficiencies w/ planning and analysis, recent accomplishments, next steps/looking forward.

PROPOSAL CONTENTS & REQUIREMENTS-Consulting firm name, address, contact information; describe scope of services, including definition of a Strategic & Succession Plan; describe approach and strategy to complete the requested services; projected budget for scope of services and additional expenses for the project; list of 3 references & 2 examples of similar projects.

Include a cover letter: Title, name, firm name, address, all contact information, date proposal submitted.

Summarize proposed team and approach and structure of a strategic planning process in a one-month timeframe.

Include Qualifications: Describe background, experience, capabilities. Include bios of each team member (if applicable). List applicable degrees, licenses, certifications, insurance.

ELIGIBILITY-TVCSD describes experience desired/preferred. Clarify intent of consultant to work with Board, Staff & Committee members, not all stakeholders.

SCOPE OF SERVICES REQUESTED-

*Conduct a pre-meeting w/ Search Committee to sign contract, clarify expectations, clarify zoom or face to face for sessions, & set schedule for August 2021. TVCSD standard service contract with addendum will be utilized.

*Review relevant agency documents, website, last 5-year Strategic Plan.

*Partner with TVCSD Secretary to insure session notifications.

*Organize and facilitate meetings & encourage full participation to identify critical issues (opportunities and constraints), strategies & tactics, and priority outcomes.

*Lead the group through a process of succession planning for the agency focusing on Staffing, Board members & committee members to address retention, recruitment with special attention on maintaining agency continuity & knowledge.

*Interview other Stakeholders such as CFO at SUSD and NSU representative to gain perspective on their roles, goals & objectives and assessments for next 5-years.

*Present findings of preliminary direction of priority outcomes for a strategic & succession plan.

*Provide Draft of 5-year Strategic & Succession Plan for feasibility review by no later than August 21, 2021.

*Provide a Final Report of a TVCSD 5-year Strategic & Succession Plan by no later than September 1, 2021.

PROJECT SCHEDULE- RFP advertised on 6/25; RFPs are due July 10; interviews the week of July 12; the contract will be awarded by July 16; TVCSD will negotiate terms/contract by July 19. Project to be completed by 9/1/21.

Send Proposals and questions by 5 pm on July 10, 2021 to:

TOMALES
VILLAGE



COMMUNITY
SERVICES
DISTRICT

Request for Proposal

***General Management for Community
Services District,
a California Special District***

Table of Contents

1 Purpose	3
2 Background	3
3 Proposed Schedule of Events.....	Error! Bookmark not defined.
4 SELECTION CRITERIA – See Form at Appendix A	3
5 Scope of Work.....	4
5.1 Communications.....	5
5.1.1 Reporting.....	5
5.1.2 Document Forwarding	5
5.1.3 Customers	5
5.1.4 Regulators	5
5.1.5 District	5
5.1.6 Contractor Responsibilities	5
5.2 District General Management	5
5.2.1 Contractor’s Representative.....	5
5.2.2 Scope of Duties	6
5.2.3 Nature of services required	6
5.2.4 Limitations for Administrator Role	7
5.2.5 Availability.....	8
5.3 Non-Standard Duties	8
5.3.1 Non-Scheduled Work	8
5.3.2 District Initiated Work	8
5.3.3 Emergencies.....	8
5.3.4 New Construction	9
5.3.5 Work by Others	9
5.4 INSURANCE.....	9
5.4.1 Contractor’s Insurance.....	9
6 APPENDIX A - PROPOSAL EVALUATION FORM.....	Error! Bookmark not defined.

For more information, please refer to the TVCS D website: www.tomalescscsd.ca.gov

1 PURPOSE

The Tomales Village Community Services District (TVCS D), a California Special District, is requesting proposals from qualified and experienced firms or individuals who can provide efficient general management to the TVCS D located in Marin County for three (3) to five (5) years. This Request For Proposal (RFP) position will be completed by private contract through a transparent competitive bidding process.

The purpose of this RFP is to provide the TVCS D with the assurance that the general management of the District facility is in substantial compliance with all local, state, and federal provisions (where applicable). An important objective is to maintain a level of high quality service to the people of this services district through appropriate documentation and workflow methodology (best practices) in the most responsible and cost effective and environmentally sustainable manner possible.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the TVCS D hereinafter referred to as the "District" and the Contractor entity is hereinafter referred to as "Contractor."

The contract will be regulated according to the provisions of all State and local laws and ordinances that are applicable.

2 BACKGROUND

The Service District was formed in 1998 after being acquired from North Marin Water District. The primary purpose of the District is to operate and manage the wastewater treatment plant (WWTP) and the community park. The operation and maintenance of the WWTP is funded through service fees, while the capital improvements are funded through grants and low interest loans through the State Water Resources Control Board. Loans are repaid through operating funds. The operation and maintenance of the Tomales Community Park is funded entirely through donations, fundraisers, grants and Measure A funds. Capital improvements at the Park are paid for by state, federal and private grants and material and in-kind donations.

3 SELECTION CRITERIA – SEE FORM AT APPENDIX A

The District will evaluate proposals based on the following criteria and may short-list for interview purposes:

1. The completeness of the proposal in response to this RFP.
2. The methodology for carrying out the tasks described in the proposal.
3. The qualifications and experience of the personnel of the successful proposer, their performance of similar work and the experience and qualifications to perform the work.
4. References.
5. Proposed fees.
6. Interviews, if conducted.

The Board will rank all timely and responsive proposals. The Board may interview some or all proposers. If interviews are conducted, the proposal rankings will not be final until interviews are complete. When rankings are final, the Board or designated Board member(s) will commence negotiations with the highest ranked proposer.

After negotiating a proposed agreement that is fair and reasonable, the final agreement will be presented to the full Board for approval. The Board has final authority to approve or reject the final agreement.

By submitting a proposal, each proposer agrees to the following:

1. The District reserves the right to waive any irregularity in any proposal.
2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to request additional proposals.
4. The District reserves the right to request clarification of information submitted and to request additional information from any proposer.

5. The District reserves the right to award any contract to the next most qualified proposer, if it cannot reach agreement with the first selected proposer.
6. The agreement between the successful proposer and the District will be in a form supplied or approved by the District.
7. This RFP does not constitute an offer by TVCS D to enter into a contract, nor does any response to this RFP constitute an acceptance of an offer. A response to this RFP does not bind the District in any way.
8. The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
9. Each proposal will remain valid for a period of at least 60 calendar days from proposal due date.

4 SCOPE OF WORK

The Scope of Work is to provide full service general management of the District in accordance with all provisions within this RFP. The contract term is a three (3) to five (5) year agreement renewable through the TVCS D competitive bidding process (posted on TVCS D website). Contractor will provide an approved person or persons as needed to deliver the required services for this contract period. The firm selected will be a California entity and all subjects performing the District's general management functions will have the appropriate qualifications. Your proposal should contain, but not be limited to the following considerations:

Eligibility – educational background and references.

Experience with government administration and preferably non-profit.

A list of similar local government and non-profits or pertinent accounts served by you or your firm.

Your staff assignments and availability to complete the required duties on a timely basis.

- Participation of senior personnel assigned to the engagement.
- Frequency of contact with assigned personnel.
- Availability of staff to respond to questions within the scope of the described duties and the hourly charge, if any, for services outside the scope of the described duties (“Non-Standard Duties”).

Stability history - what assurances can you provide the District regarding the assignment of your permanent personnel to this engagement? Describe transition plan in the event of personnel changes.

Describe capability to manage, improve and maintain existing TVCS D systems.

Describe specific activities that will support and improve the environmental sustainability of the District. Give examples of proposed initiatives that will advance the Board's strategic sustainability goals.

Procedures and tools (i.e. software and hardware) used to perform general management transactions along with all supporting documents to develop management reports for all personnel within the District structure.

Describe package to be provided for regular Board meetings, availability of assigned personnel to attend Board meetings and discuss general management issues and concerns, as well as projections based on approved budget and District needs.

Your fee proposal to conduct the required general management function, along with your fee schedule for additional services that may be required beyond the scope of the basic general management engagement (i.e. management of occasional approved CIPs). The proposal should also state that any increase in the general management fee will be immediately disclosed to the TVCS D Board of Directors. This disclosure should include an estimation of the increased fees and the reason for the increase.

Estimated number of hours to complete the requested general management duties by classification of you and/or your employees, i.e. partners, senior, junior.

Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.

Administrative personnel will produce documentation detailing monthly activities and summary reports to be included in monthly TVCS D Board packet, annual budget supporting documents (as necessary), and provide general management input and analysis into the annual report.

4.1 COMMUNICATIONS

4.1.1 REPORTING

Contractor will maintain staffing and procedures necessary to insure timely professional communications with the District.

4.1.2 DOCUMENT FORWARDING

Both District and Contractor will immediately forward to each other any document or information received which concerns the general management of the District.

4.1.3 CUSTOMERS

Contractor will develop and provide a work request tracking system to document calls from District customers. The system will include a method for action tracking and reporting.

4.1.4 REGULATORS

Contractor shall provide written and oral communications with regulatory agencies concerning the general management of the District.

4.1.5 DISTRICT

Contractor will provide copies to the District of written communications with regulatory agencies and report substantive conversations or communications that affect the District. At least monthly the Contractor will attend a Board of Directors meeting and present Board-level reports.

4.1.6 CONTRACTOR RESPONSIBILITIES

- Cooperation - Contractor will cooperate with the District's engineers, attorneys, sub-contractors or others engaged by the District to ensure that general management transactions are complete and accurate. Non-Schedule Work may apply where appropriate.
- Professionalism - Contractor will conduct business in the highest professional manner and conduct themselves appropriately when dealing with District customers, regulators, citizens at large, politicians or others while conducting business on behalf of the District.

4.2 DISTRICT GENERAL MANAGEMENT

4.2.1 CONTRACTOR'S REPRESENTATIVE

Contractor will designate a General Manager as a main point of contact to conduct the business of the Contractor. The General Manager will assume the duties and legal requirements according to Government Code Section 61000 (Community Services District Law), "61002(f) *General Manager means the highest level management appointee who is directly responsible to the Board of Directors for the implementation of the policies established by the Board of Directors.*"

4.2.2 SCOPE OF DUTIES

The General Manager, or his designee, will have responsibility for managing the Contractor's activities under these Specifications.

4.2.2.1 Office Management

- Interface with community members, conduct surveys, and assimilate relevant information; receive complaints and forward to the Board.
- As directed by the Board, coordinate bid proposals and contracts for regular operations work to be performed.
- Adhere to all local and state laws and advise Board on changes to said laws and address compliance issues.
- Submit regulatory reports to local and state agencies as required.

4.2.2.2 Administrative Support

- Gather backup information for ongoing Board discussions of the annual budget process.
- Adhere to TVCS D Reserve Policy goals and objectives and assure that required funds are being added regularly and that use of funds follows TVCS D CIP protocols.
- Assist with documentation of policies; maintain historical and reference documents.

4.2.2.3 Sewer System Administration

- Oversee contract with sewer operations and maintenance contractor, insure performance standards are being met; oversee annual review of performance contract.
- Devise and maintain work order system. Maintain record book.
- Coordinate all new sewer hook-ups and insure they are all inspected and meet District standards according to ordinances and specifications.
- Maintain maps of all sewer components and new hook-ups and annexations.
- Assure the sewer maintenance schedule is adhered to and effective at all times.
- Oversee all capital improvement projects as directed by the Board and Standing Committees.
- Coordinate Sewer Plant Tours.

4.2.2.4 Administrator Performance Monitoring

Monitoring Administrator performance will be utilized to determine the degree to which Board policies, goals and objectives are being fulfilled and will include:

- Administrator's Reports to disclose compliance information.
- External Reports from regulators, auditors and relevant agencies.
- Direct Board inspection of documents, activities and circumstances directed by Board for policy compliance.
- Annual formal evaluation of Administrator performance with criteria to be measured as set by Board.

4.2.3 NATURE OF SERVICES REQUIRED

The Administrator will have a shared responsibility with the other contracted roles to carry out TVCS D's goals, objectives and policies with the Board of Directors approval, based on contracted services financed through the district's annual operating budget as set each fiscal year. The following areas present an overview of these shared areas of responsibility:

Shared responsibility to implement assigned goals with accurate, concise and timely information and counsel needed for work of Board, committees, operators, ratepayers and affiliate agencies and memberships, including the processes imposed by the Board's governance system.

- Fiscal stability and viability to meet service obligations to ratepayers.
- Achievement of targeted annual budget.

- Identification and communication to the Board of strategic opportunities for TVCS D.
- Safety of TVCS D assets and legal status.
- Accurate, timely and inclusive information needed for successful operation of TVCS D to include performance monitoring data on operations; relevant trends, material incidents and developments, significant decisions, legal jeopardy, changes in assumptions on which Board and Operation policies have been based; and optional points of view and counsel necessary for fully informed Board choices.
- Favorable perception of TVCS D among key leaders in government and industry and stakeholders, including favorable image of the Administrator, developed by working cooperatively with TVCS D Board, Committees, and ratepayers.
- Effective mechanism for Board, Committees, Fiscal Manager, and Operator communications to include ratepayer awareness and communication of the Board.
- Enhance image of the President of the Board in the community as TVCS D leader and spokesperson.

4.2.4 LIMITATIONS FOR ADMINISTRATOR ROLE

Certain actions will be unacceptable to the Board without policy approval and specific directives, and include new business ventures, acquisitions, major partnerships, budgeting, and binding contracts.

4.2.4.1 Required Meetings

- TVCS D Board of Directors meets monthly on the second Wednesday of each month, excluding August and December.
- Annual budget meetings, as necessary.
- Audit support – interface with Board approved auditor to provide input for the annual audit, as necessary.

4.2.4.2 Description of District as Entity

- Non-profit entity. California Community Services District.

4.2.4.3 Available Manuals and Information Sources

- Minutes of the board meetings of the District
- Functional work description of Administrator
- Policies and Procedures

Details of fixed assets are maintained. The fixed assets ledger was constructed with historical information by the current contracted General Manager during prior accounting periods.

Available for Examination:

- 5 Year Strategic Plan
- Prior Audit Reports.
- Prior fiscal year financial statements and supporting documents.
- Budgets – current and prior year. Budget is maintained and is available for examination.

Staff members will be available to pull and reproduce documents. Legal counsel will be made available with prior Board approval.

Work areas will be provided by the District in close proximity with the general management records on the premises.

4.2.4.4 Reporting Requirements

Monthly reports will be addressed to the Board of Directors and will contain relevant items for Board discussion, reference, or action as described within.

- Monthly management summary reports will be required to accompany the Board packets. It should contain a discussion of general management issues, project status, and other relevant results and recommendations affecting internal control, legality of actions, other instances of non-compliance with laws, and any other material matters.
- Any reports required by regulatory agencies, local and state laws.

4.2.4.5 Time Requirements

- Proposals will be delivered to the District office according to the schedule on page 3.
- Once a contract has been signed, work may begin immediately to transition the required tasks in a progressive manner with costs to be billed to the District as the charges generated by the Contractor in accordance with the original agreement.
- Preliminary work to review accounts can begin immediately.
- The general management transition will be completed in a timely manner.

4.2.5 AVAILABILITY

The Engagement Manager will be available to consult with District staff during normal business hours.

4.3 NON-STANDARD DUTIES

This section is intended to provide a mechanism to equitably manage changes in District general management that is considered to be beyond the normal scope of work.

4.3.1 NON-SCHEDULED WORK

Non-Scheduled Work will be billed in accordance with these Specifications in accordance with our then-current Schedule of Rates. Non-Scheduled Work will be invoiced at the end of the month in which the work was performed. At the Contractor's option, small specific project billing may be accumulated, or held, for a few months until a single invoice can be prepared. (Note: Non-Scheduled Work is a sole source mechanism for the District to utilize when sending out Requests for Proposals "RFPs" and obtaining multiple bids or proposals is unwarranted or uneconomical.)

Project Bids - Occasionally the District and Contractor may wish to prepare a separate contract outside the scope of these Specifications for Non-Scheduled Work. Upon receipt of a Request for Proposal (RFP) from District, Contractor may, or may not, submit a bid. In the case where a bid is submitted and accepted by the District, the terms of the bid will be exclusively those contained in the bid and will not automatically adopt these Specifications unless specified in writing otherwise. This provision is utilized most often when projects arise outside the Contractor's scope and the District desires to receive multiple bids or proposals.

4.3.2 DISTRICT INITIATED WORK

When authorized by the District, Contractor may perform work outside the scope of these specifications as Non-Scheduled Work.

4.3.3 EMERGENCIES

In the event of an emergency situation, Contractor shall make every reasonable effort to contact the District before incurring costs for Non-Scheduled Work. In the event the Contractor cannot reach the District, Contractor is authorized to make reasonable and necessary expenditures to alleviate the emergency condition. In the event such expenditures were made, Contractor shall notify the District the next normal work day and provide a written report to the District as soon as practical.

4.3.4 NEW CONSTRUCTION

When requested by the District, Contractor will undertake the general management of new or modified projects as Non-Scheduled Work. Within eighteen months Contractor will amend its agreement with the District to reflect the costs of the new or modified projects. Contractor shall provide estimates of these costs/services before commencing them and require approval for construction administration.

4.3.5 WORK BY OTHERS

District may have work done by others that impacts Contractor. Work performed by Contractor necessary to coordinate with others will be billed to District as Non-Scheduled Work.

4.4 INSURANCE

4.4.1 CONTRACTOR’S INSURANCE

Contractor will maintain and keep in full force the insurances listed in this section. Additionally, the Contractor will name the District as additional insured. Contractor will provide Certificates of Insurance to the District.

- Workers Compensation Insurance - Statutory amounts in compliance with state laws.
- Commercial General Liability and Automobile: \$1,000,000 per occurrence.
- Professional Liability Insurance: \$1,000,000 per occurrence.

All questions and correspondence should be directed in writing to:

Bill Bonini, Board President, Tomales Village Community Services District
P.O. Box 92, Tomales, CA 94971
Email: <mailto:wmabonini@yahoo.com>
Phone: (707) 878-2271

Contact with TVCS D personnel other than Bill Bonini, President TVCS D, regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before the stated due date.

My name is Chad Davisson. I am asking for your support in my efforts running for re-election to the CSDA Board of Directors. It has been my privilege to have spent my entire 35-year career serving California Special Districts. I have built my career in the field of water and wastewater, working for different Districts throughout California. I am currently the General Manager of Ironhouse Sanitary District in Contra Costa County.

Reflecting back on my career in Special Districts, I have had the unique opportunity to see first-hand, the value these singly focused agencies have in delivering our services efficiently and cost effectively, while maintaining the highest service levels. Building my career from entry level to executive management within Special Districts has given me both an understanding of day-to-day operational and resource needs as well as providing me with a deeper understanding of what I believe is critically important to an organization in terms of organizational culture and support of our communities.

I am passionate about issues of organizational sustainability and succession planning, fiscal responsibility and workforce diversity. As a current CSDA Board member, I am currently the chair of the Professional Development Committee and a member of the Fiscal Committee. Participation on these committees provides me the opportunity to work with the CSDA staff to develop relevant, cutting edge professional development content to educate and assist our Special District members.

Serving on the Executive Committee for the Contra Costa Chapter of CSDA, I have worked with my colleagues to interactively provide interesting, relevant content to our local Special District members on a myriad of important local issues.

Again, it has been an honor to serve on the CSDA Board and I appreciate your consideration in my re-election to a second term.

Respectfully,

Chad Davisson

General Manager, Ironhouse Sanitary District



Candidate Statement

Ric Lohman

Open Seat A on the BAY NETWORK Board

Dear Bay Network Colleagues,

I have a unique position in our Special Districts on the San Mateo County Coastside. I currently serve on the Montara Water and Sanitary District and manage both water and sewage issues. This area is also unique in that the three Sanitary agencies work together through a complex facilities-sharing agreement. I have served the local public in elected positions for over 25 years. These positions have been challenging, since much of our area is in San Mateo County's unincorporated region. I have had to deal with County laws and processes, demands from the City of Half Moon Bay, and the needs of our local unincorporated citizens. I have also been active in our county LAFCo for years, defending 7 attempts to merge local districts out of existence.

I feel that smaller districts have been under-represented in regional Boards, and their needs are different than the larger districts that are traditionally represented on our regional and state boards. Even though we are a small district, we still have to deal with all the larger issues, such as, affordable housing developments, sea level rise, ocean pollution, and regulators.

I would like to bring my broad political skills to our regional network and represent the often under-represented districts. I feel our smaller districts have unique issues in staffing, funding, and compliance that are often overlooked by the larger districts

I would appreciate your vote in the upcoming election.

Looking forward to seeing everyone live again in Monterey in the Fall.

Sincerely,

Ric Lohman

Cheryl Sudduth

CANDIDATE STATEMENT

At a time when our society continues to grapple with its deep ambivalence towards the freedoms, rights and humanities of people who may look, act, think and love differently from one another, there should be one constant that should never be at stake - access to clean, safe, affordable water & sewage systems. Our communities have been complacently standing by for fair treatment in a system that views equity as a *balancing* act rather than a must for all.

I spend my days in contracting, compliance and procurement, living my life with a strong ethical framework and approach all business and personal matters with unwavering integrity and diplomacy.

As an environmental scientist, I believe action, not talk, will help us make forward progress, which is why I lead by example. In addition to WCW Board President, I am also an ACLU Board Member, an appointed Commissioner of the CCC Racial Justice Oversight Body & Member of CA-HI Statewide Conference NAACP Environmental & Climate Justice Committee, as well as many environmental justice groups.

I am confident I possess the *right* blend of business acumen, political knowledge, technical expertise, *listening*, commUNITY involvement, relationship building, creative solution solving, consensus building, and balancing various stakeholder interests to positively serve the CSDA and it would be my honor to do so.

Throughout my career and my life, I have been unafraid to '*do the work*' - *whatever it takes* to take on righteous fights against systemic injustices. I will work tirelessly to ensure every Californian has access to clean, affordable water and sewage systems. *This is what I do.* The same passion, courage, humanity and commitment to justice I have carried in all of my social justice work, I will bring to this Board. ***Anyone can fill a position; I am and have been committed to do the work...***

I humbly ask for your support and your vote. Gracias.



**California Special
Districts Association**
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Cheryl Sudduth

District/Company: West County Wastewater

Title: Board of Directors, President

Elected/Appointed/Staff: Elected

Length of Service with District: 3 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Yes; I have attended nearly all of the CSDA in-person and virtual events and workshops over the past few years.

I also attend the Contra Costa County and Alameda County quarterly meetings & events. Prior to the pandemic, I attended all in-person meetings.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Yes; I am actively involved with ACWA, W.E.L.L., CA-HI NAACP Statewide Environmental & Climate Justice Committee, AWWA, AWWEE and Women in Water & Wastewater,

Black Women in Science & Engineering (BWISE), Nat'l Society Hispanic Engineers, Nat'l Disability Council, CA Disability Council, CA Diversity Council

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Vice-Chair WCA, appointed Commissioner of the CCC Racial Justice Oversight Body, Board of Sups Equity Task Force, Dist Atty Juvenile Justice Task Force

Community Advisory Bd: Senator Padilla (prev. Sen. Harris), Senator Feinstein, Rep. DeSaulnier, Rep. Lee, WCCUSD Parent Advisory Board, Albany Unified BPAG

4. List civic organization involvement:

ACLU-ABNEB Board, CCC Budget Justice Coalition SC, CC Immigration Rights Alliance SC, Racial Justice Coalition SC, Reimagine Public Safety CC SC, NAACP Legal Redress Comm

Climate Reality Project, Climate 350 Contra Costa, Contra Costa County Climate Leaders (4CL), Community for a Better Environment (CBE), Sierra Club, Sunflower Alliance

****Candidate Statement –** Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Chad Davisson

District/Company: Ironhouse Sanitary District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 6-years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am currently a Boardmember of CSDA, I serve as the Chair of the Professional Development Committee, am a member of the CSDA Finance Committee and serve on the SDRMA Board.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I have been involved with the California Assoc. of Sanitation Agencies, serving on the State Leg. Committee, as well as the California Water Environment Association.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I have worked closely with Contra Costa LAFCo, participating in the Municipal Service Review process, as well as chairing the East CC County Water Management Association looking at regional Water sustainability.

4. List civic organization involvement:

I am on the Executive Committee for the Contra Costa Chapter of CSDA. I also serve on the Exec Committee of the Bay Area Consortium of Water and Wastewater Education, as well as teach college level Water and Wastewater Courses preparing the future industry workforce.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Ric Lohman

District/Company: Montara Water and Sanitary District

Title: Director, Secretary

Elected/Appointed/Staff: Elected

Length of Service with District: 3 years. 13 with Granada Comm. Serv. Dist.

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Former president and current member of San Mateo County CSDA Chapter.

Attend state conferences

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Member of ACWA, Cal-LAFCo, CASA

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Current LAFCo representative for county Special Districts. Member Coastside Sewer

Authority JPA 15 years. Former member Midcoast Community Council

4. List civic organization involvement:

Director, California State Parks Assoc., Resource Conservation District SOI Committee.

Active in County infrastructure and Sea Level Rise committees.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**