

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting

WEDNESDAY November 13, 2013

Tomales Town Hall

6:00 PM

Mission Statement

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

1. **Call to Order**
2. **Additions, Corrections and Approval of the October 9, 2013 Regular Board Meeting Minutes**
3. **Financial Report**
(This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)
 - A. **Accept Check Registers and Approve Expenditures**
 - B. **Review and Adopt Financial Statements**
4. **Phillips & Associates Report**
(This is the time when a representative of the system's operating and maintenance company reports on the status of the system and brings up any concerns or recommendations for Board consideration.)
 - A. **Self Monitoring Report**
5. **Committee Reports**
(This is the time for the Committee Chairs to give an update on their committee and make recommendations to the Board for approval.)
 - A. **Newsletter Committee**
 1. Report on Status
 - B. **Park Committee**
 1. Entrance Gate Design Update
 2. Iron Ranger for Donation Collection
 - C. **Finance Committee**
 1. Review October FAC Meeting Minutes
 2. Review 5 year Strategic Plan and offer suggestions
 3. Draft Policy for Committees
 4. Efficiency Audit Recommendation
 - a. Recap and FAC recommendation (Did not have for Board Packet)
 - b. Re-evaluate 5 Year Plan per FAC Request
 5. Rate Study with RCAC
 - a. Information Request and Response
 6. Annual Budget Process

6. Pending Business

(This is the time the Board addresses all business not yet concluded.)

A. Grant Writing

1. Measure A funding for Special Districts

- a. Legal challenge
- b. New Grant Agreement
- c. Approval and Adoption of Grant Agreement

B. Capital Improvement Projects

1. Park Gate
2. Gazebo

C. Policy Manual

1. Board Member Handbook gleaned from Grizzly Flat CSD

D. Median Household Income Survey

1. Update on Status

E. Toxic Away Day November 9, 2013

1. Update on Status

F. California Green Business Certification

1. Smart Lights Customer Report

G. Annual Audit

1. Engagement Letter

H. Power One Solar Monitoring

1. Update on Status

I. Complaints and Correspondence from Customers

1. No correspondence from customers

7. New Business

(This is the time the Board addresses all new business not yet introduced.)

A. Meeting Schedule

1. Discussion about date and time for January Meeting

8. Administrator's Report

(This is the time when the Administrator of the District reports on the administrative and management issues that need Board consideration, and an overall update of District business.)

A. Manager's Report

9. Open Communication

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

- PGE Net Metering Statement
- PGE CSI Payment #30

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held October 9, 2013

Board Members Present: Walter Earle, Patty Oku, Sue Sims and Eric Knudsen

Board Members Absent: Hope Sturges

DRAFT

Also Present: Karl Drexel, Administrator

Donna Clavaud

Beth Koelker

Bruce Bramson

Venta Leon

Paul Duffey

Terry Duffey

Board President Walter Earle called the meeting to order at 6:10 p.m.

Approval of Minutes:

The Chair asked for additions or corrections of the September 11, 2013 board meeting minutes. Paul Duffey wanted to be on record as asking Phillips and Associates the pressure on the force main pipe when the pumps are running and he said he was told it was 175 PSI. With additions:

Patty Oku made a motion to approve the minutes of the September 11, 2013 Regular Board Meeting as amended. Motion seconded by Eric Knudsen. M/S/U.

Financial Report:

A. &B. The Administrator submitted the financial reports for September and a list of payables for the months of September and October along with copies of the check registers for the month of September. The Administrator indicated there were extraordinary expenses to SCADA Support Group for service repairs to relays.

Eric Knudsen made a motion to accept bank statements, accept the financial reports, and approve expenditures for September and October. Motion seconded by Patty Oku. M/S/U.

Phillips & Associates Report:

A. The Administrator reported the plant was operating normally and in good condition. He explained that everything is in good shape. He noted that the irrigation was off for the season and that there was about 12 feet of freeboard in the ponds. The Administrator noted that the SCADA system was recording data irregularly again and that Phillips and Associates was going to contact Telstar to see if they could fix the problem. He also noted that the Flow meter recordings were erratic and that in order for the manufacturer to recalibrate it, it would cost over \$3,000. Steve Phillips indicated he would retest the flow meter to see if it is the meter or the SCADA program.

Committee Reports:

A. Newsletter Committee

Terry Duffey reported that the next Newsletter would be coming out in November. Her suggestions for the Newsletter articles were a recap of Party in the Park, the election results, acknowledging the outgoing Board members, the RCAC Rate Study, and possibly a report from the FAC.

B. Park Advisory Committee

1. Eric Knudsen and Patty Oku reported on the Park Committee meeting and the gate plans. It was the consensus of the Park Committee that the gate design would be a small pedestrian gate with a 4' wide opening and approximately 8' high. There was discussion about making it a little higher so the Tomales Community Park sign letters could be a little bigger, but that would lead to permit issues. The drive through gate would remain

the same size with matching pickets across the railing for a nicer look. Donna Clavaud reported that Van Bebber about fabricating the sign letters and the Tomales High School welding instructor about assembling the sign. She also found a company that could powder coat the sign after it was fully assembled and the discussion was held about a color. Donna also reported that Jason McLean offered to donate the material for the posts for the sign out of cypress. The installation and the project contractor are yet to be determined.

2. There was discussion regarding the gazebo and what a new design would look like. It was decided that more discussion was necessary to come up with a design, but the consensus was the new gazebo should be about 20 feet in diameter and an octagon shape. Patty Oku and Eric Knudsen are going to try and get some pro bono design work done.

C. Financial Advisory Committee

1. Donna Clavaud noted that the September FAC meeting did not have a quorum so there wasn't a meeting.
2. She reported that they have not had a meeting to review and recommend a new Policy for committees.
3. Donna reported that the committee had reviewed the applicants for an efficiency study. She said the committee had narrowed the field to four candidates. She was asked to submit a written report for the next Board packet for Board review stating their recommendations and what they felt the pros and cons were for each of the four candidates. Donna also suggested the FAC may want to suggest the 5 year plan be re-evaluated at the November meeting.
4. Donna reported that the Rural Community Assistance Corporation has offered to perform a rate study at no cost to the District. One of the RCAC advisors has sent a list of questions regarding the finances of the District and the Administrator noted that he would be the best person to provide that information to him. Donna concurred. The Administrator said he would contact them.
5. There was nothing new on the annual budget process.

Pending Business:

A. Grant Writing

1. Measure A Funding for Special Districts

The Administrator submitted copies of e-mails with County Parks regarding adding an eighth agency to the Special District's allocation of Measure A funds. He also submitted a copy of a legal opinion from County Counsel adding Firehouse Park to the definition of Special District. He noted that by definition they did not qualify as a Special District and felt they should be funded through the County's share of the Measure A funds as they had agreed before the legal opinion came down. He recommended that the District ask Walter and Pistole to look into what it would cost to challenge the County's decision to include Firehouse Community Park Agency in the allocation for Special Districts. He noted that there was support from other District Managers, and that the TVCSD would be looking at a reduction in the allocation over the 9 year life of the plan of \$35,000 and felt it was worth investigating.

Patty Oku made a motion to authorize the Administrator to contact Walter and Pistole to investigate a legal challenge to the County's decision to add an eighth agency to the Special District allocation of Measure A. Motion was seconded by Eric Knudsen. M/S/U.

B. Capital Improvement Projects

1. The Park gate project has already been discussed
2. The gazebo and irrigation project will be included in the Measure A Work Plan for the Park project.

C. Policy Manual

1. Walter Earle reported that he did not have anything for the Board on the policy manual. The DRAFT policy regarding committees will be reviewed by the FAC and brought back to the Board next month.

D. Median Household Income Survey

Walter Earle reported that he and Hope Sturges had contacted some of the residents that had not returned their MHI survey's and left copies for those that were willing to submit them. He said they had good reception and that they thought there would be more surveys being returned. They will go out again to follow up.

E. Toxic Away Day

Patty Oku reported that she and the Administrator had contacted the San Rafael Fire Department to establish a Toxic Away Day in Tomales at the Tomales High School on November 9th for residents to dispose of household toxic materials such as paint, solvents, pool supplies, household chemicals and cleaners, etc. They also will take batteries, computer monitors and TVs. Patty and Karl will be helping with flyers and announcements.

F. California Green Business Certification

The Administrator reported that the Marin Energy Management Team and Dominican College Master's Program are assisting the Administrator in getting the District certified as a California Green Business. The application is in the works and a team from the Masters Program will be making a site visit and make suggestions as to what needs to be done for certification. A question arose as to the need for this and how the District would benefit from this. Members of the Board indicated that they were in favor of proceeding if for no other reason than to have the statewide distinction for all of the work the District has done to move the District toward an environmentally safe and friendly system. They agreed it was worth pursuing if there wasn't much cost involved. The Administrator said the only thing that has come up so far would be the replacement of the fluorescent lights at the treatment plant.

The Administrator also reported that one of the critical areas of concern for the certification is to use two sided printing whenever possible, which is why the Board packet was two sided this month. He indicated that he was unable, with the software and printer he had, to combine multiple .pdf files into one.pdf file, so he printed them all two-sided. He noted that Venta had a problem scanning them to a .pdf file and requested one Board Packet be one-sided so she could convert it to a .pdf. It was suggested the Administrator rent Acrobat Pro for three months and see how it works and if he can convert the Board Packet into a .pdf file.

Sue Sims made a motion that the Administrator rent Adobe Acrobat Pro for three months and purchase the program if possible if it works to make a .pdf file of the Board Packet. Motion was seconded by Patty Oku. M/S/U.

G. Complaints and Correspondence

The Administrator submitted a string of e-mails with the Hochstrasser family re Blair Fullers old property. No action was necessary.

New Business

A. Annual Audit Selection

The Administrator submitted several responses to his request for bids for audit services for the fiscal year 2012-2013. He noted the differences and similarities between the different responses and recommended Robert Johnson for this year's audit services. Sue Sims asked if it could wait until the following month and the Administrator noted that one of the things Robert Johnson's bid included was the Annual State Controller's report, which needed to be submitted by October 18th, so time was of the essence.

Patty Oku made a motion to accept Robert Johnson's proposal for audit services for fiscal year 2012-2013. Motion was seconded by Eric Knudsen. M/S/U.

B. Vacation Rental Sewer Service Fees

The Administrator reported that it was suggested to him that the District consider charging a higher rate for properties in town that are strictly vacation rentals. The reasoning behind it was that vacation rentals usually use more water than a single family home and the County charges them more because they feel there is an excess strain on public facilities. It was the consensus of the Board that it was not a good idea and would be costly to implement. The matter was dropped.

C. Iron Ranger Donation Pole for Park

The Administrator also reported that it was suggested to him that the District install an iron ranger donation pole at the park so people traveling through would have the ability to donate money. The Board thought it was worth looking into and asked the Administrator to investigate it further.

D. Power One Solar Monitoring

The Administrator reported that American Solar, the contractor that installed the solar system, is required to provide monitoring services for five years. They contracted with Fat Spaniel for those services. Since that time, Fat Spaniel was sold to Power One and they are saying the contract with Fat Spaniel was only for one year, not five. American Solar says it was for five. They are negotiating it.

E. Meeting Schedule

Walter Earle indicated that he had requested this agenda item to discuss making permanent changes in the meeting schedule. He noted that typically the Board has skipped the December meeting and thought having a couple of other months during the year like March and August be skipped was a good idea. He said he felt that it should be the new Board's decision as to whether or not they wanted to permanently make that kind of change, so the item was tabled.

Administrator's Report:

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

Open Communication:

No open communication

Correspondence

The Board suggested the Administrator subscribe to the "Good Board Work" Board training offered by BHI for all of the Board members for three months to see if they will use it and if it is worthwhile.

Adjourned at 8:20 PM

Next Meeting: November 13, 2013 6:00 PM.

Approved

Date

Tomales Village Community Services District

11/5/2013 4:07 PM

Register: 131.44 · Bank of Marin - Sewer

From 09/30/2013 through 10/31/2013

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
09/30/2013			311.00 · Interest Reven...	Interest		X	0.04	11,048.28
09/30/2013		Tomales Regional Hi...	137.00 · Accounts Rec...			X	63.00	11,111.28
10/04/2013	4055	Tomales Town Hall	423.10 · Contributions		100.00	X		11,011.28
10/04/2013	4056	KD Consulting	414.05 · Administrator'...	VOID:		X		11,011.28
10/04/2013	4057	KD Consulting	222.00 · Accounts Pay...		7,442.84	X		3,568.44
10/10/2013	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...	Operator	5,182.36	X		-1,613.92
10/10/2013	Bill Pay	SCADA Support Gro...	222.00 · Accounts Pay...		759.70	X		-2,373.62
10/10/2013	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		261.32	X		-2,634.94
10/10/2013	Bill Pay	AT & T	222.00 · Accounts Pay...		92.53	X		-2,727.47
10/10/2013			131.42 · Bank of Marin...	Funds Transfer		X	13,000.00	10,272.53
10/11/2013		Paul Norris	137.00 · Accounts Rec...			X	63.00	10,335.53
10/21/2013	Bill Pay	FedExKinko's	222.00 · Accounts Pay...		326.94	X		10,008.59
10/21/2013	Bill Pay	West Marin Citizen	222.00 · Accounts Pay...		85.00	X		9,923.59
10/25/2013		Tomales Regional Hi...	137.00 · Accounts Rec...			X	63.00	9,986.59
10/31/2013			311.00 · Interest Reven...	Interest		X	0.04	9,986.63

Tomales Village Community Services District

11/5/2013 4:09 PM

Register: 131.46 · Bank of Marin - Park

From 09/30/2013 through 11/04/2013

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
09/30/2013			311.50 · Interest Incom...	Interest		X	0.15	35,470.82
10/10/2013			320.30 · Unrestricted	Deposit		X	200.00	35,670.82
10/10/2013			416.10 · Property Taxes	Deposit		X	28.24	35,699.06
10/10/2013		Henry Elfstrom	137.00 · Accounts Rec...			X	70.00	35,769.06
10/10/2013	Bill Pay	Fishman Supply Co.	222.00 · Accounts Pay...		37.03	X		35,732.03
10/10/2013	Bill Pay	PGE - Park	222.00 · Accounts Pay...		126.25	X		35,605.78
10/10/2013	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		38.00	X		35,567.78
10/21/2013			320.30 · Unrestricted	Deposit		X	95.00	35,662.78
10/31/2013			311.50 · Interest Incom...	Interest		X	0.15	35,662.93
11/04/2013	1069	Baudelio Martinez	414.75 · Park Maintena...		101.37			35,561.56

Tomales Village Community Services District

11/5/2013 4:09 PM

Register: 131.42 · Bank of Marin - Flex Account

From 09/30/2013 through 10/31/2013

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
09/30/2013			311.00 · Interest Reven...	Interest		X	6.55	166,308.88
10/10/2013			131.44 · Bank of Marin...	Funds Transfer	13,000.00	X		153,308.88
10/29/2013			315.50 · Levy 4	Deposit		X	59.67	153,368.55
10/31/2013			311.00 · Interest Reven...	Interest		X	6.01	153,374.56

Tomales Village Community Services District

11/5/2013 4:10 PM

Register: 131.48 · Bank of Marin - Solar

From 09/30/2013 through 10/31/2013

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
09/30/2013			316.00 · CSI Solar Reb...	Deposit		X	1,310.85	32,245.07
09/30/2013			311.00 · Interest Reven...	Interest		X	0.13	32,245.20
10/21/2013			316.00 · CSI Solar Reb...	Deposit		X	1,344.90	33,590.10
10/31/2013			311.00 · Interest Reven...	Interest		X	0.14	33,590.24

Tomales Village Community Services District

11/5/2013 4:11 PM

Register: 131.31 · Redwood Credit Union

From 07/31/2013 through 10/31/2013

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
07/31/2013			311.00 · Interest Reven...	Interest		X	13.62	85,466.94
08/31/2013			311.00 · Interest Reven...	Interest		X	13.62	85,480.56
09/30/2013			311.00 · Interest Reven...	Interest		X	13.21	85,493.77
10/31/2013			311.00 · Interest Reven...	Interest		X	13.62	85,507.39

Tomales Village Community Service District

Payables
Oct - Nov 2013

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense</u>
25-Oct	Phillips & Assoc.	\$ 5,182.36	November O&M Services
23-Oct	PGE	\$ 82.67	WWTP PGE
19-Oct	PGE	\$ 100.02	Park PGE
20-Oct	AT&T	\$ 92.48	Tomales ATT Service
20-Oct	Capital One	\$ 224.03	Oct Board Packet - Fed Ex
		\$ 149.48	Office Supplies - Office Depot
		\$ 47.98	USPS Postage
		\$ 19.95	Sonic Web Hosting
4-Dec	Karl Drexel	\$ 400.00	Health Ins Allowance
4-Dec	Karl Drexel	\$ 6,754.00	Dec Admin Services
	Oct - Nov	<u>\$ 13,052.97</u>	
RESTRICTED FUNDS			
22-Oct	Walter & Pistole	\$ 1,330.67	Measure A Challenge
1-Nov	City National Bank	\$ 17,941.18	Solar Lease Payment
1-Nov	Municipal Finance	\$ 750.00	Lease Admin Fee
25-Oct	SWRCB	\$ 24,137.68	SRF Annual Payment
		<u>\$ 42,828.86</u>	
	Total	\$ 55,881.83	

Phillips & Associates

Management & Technical Resources

General
Engineering
Contractor
#A 751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

PhillipsOnSite.com

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

Invoice

Date	Invoice #
10/25/2013	4791

P.O. No.	Terms	Project
	Upon Receipt	

Description	Qty	Rate	Amount
Professional Management of Water and/or Wastewater Treatment System for Month of November 2013.		5,182.36	5,182.36
Thank you. We appreciate your business!		Total	\$5,182.36



ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 8044736439-1
Statement Date: 10/24/2013
Due Date: 11/12/2013

Service For:

Please see details page.

Your Account Summary

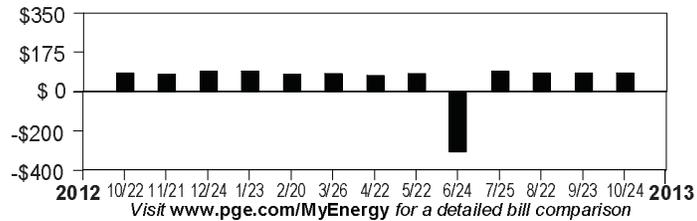
Credit Balance on Previous Statement	-\$328.10
Payment(s) Received Since Last Statement	0.00
Outstanding Credit Balance	-\$328.10
Current Electric Charges	\$82.67

Questions about your bill?

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

CREDIT BALANCE - NO PAYMENT DUE **-\$245.43**

Electric Monthly Billing History



Important Messages

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

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

9990804473643910000008267000000000



Account Number:
8044736439-1

Total Amount Due:
No Payment Due

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

PG&E
BOX 997300
SACRAMENTO, CA 95899-7300



ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 7399820768-9
Statement Date: 10/18/2013
Due Date: 11/04/2013

Details of Electric Charges

09/20/2013 - 10/18/2013 (29 billing days)

Service For: 10 VALLEY ST
Service Agreement ID: 7399820881
Rate Schedule: A1 Small General Service

09/20/2013 – 09/30/2013

Customer Charge	11 days @ \$0.32854	\$3.61
Energy Charges	160.068970 kWh @ \$0.21366	34.20
Energy Commission Tax		0.05

10/01/2013 – 10/18/2013

Customer Charge	18 days @ \$0.32854	\$5.91
Energy Charges	261.931030 kWh @ \$0.21446	56.17
Energy Commission Tax		0.08

Total Electric Charges \$100.02

Service Information

Meter #	1003182632
Current Meter Reading	38,419
Prior Meter Reading	37,997
Total Usage	422.000000 kWh
Serial	V
Rotating Outage Block	50



TOMALES VILLAGE
 SVC DISTRICT
 PO BOX 303
 TOMALES CA 94971 - 0303

Page 1 of 4
 Account Number 707 878-2767 432 3
 Billing Date Oct 20, 2013
 Web Site att.com

Bill-At-A-Glance

Previous Bill	92 . 53
Payment Received 10-15 Thank you!	92 . 53CR
Adjustments	. 00
Balance	. 00
Current Charges	92 . 48
Total Amount Due	\$92 . 48
Amount Due in Full by	Nov 12, 2013

Billing Summary

Billing Questions? Visit att.com/billing	Page	
Plans and Services	1	31 . 51
1 800 750-2355		
AT&T Internet Services	2	50 . 00
1 877 722-3755		
AT&T Long Distance	2	10 . 97
1 800 321-2000		
Total Current Charges		92 . 48

News You Can Use Summary

- PREVENT DISCONNECT
 - THIRD-PARTY BLOCKING
 - UNIVERSAL SVC FEE
 - CARRIER INFORMATION
 - WHITE PAGE CHANGES
- See "News You Can Use" for additional information

Plans and Services

Monthly Service - Oct 20 thru Nov 19

Service is billed in advance from the 20th of each month.

1. Bus Local Calling AssuranceSM	25 . 00
Single-Line Measure Business	
Line Sharing Basis	
Unlimited Local Calling Plan	
Caller ID	
Call Forwarding	
2. 900/976 Blocking	. 00
Total Monthly Service	25 . 00

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Charges for 707 878-2767

Order No. 66666666

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Rates Changed				
(Monthly Charges are Prorated from Oct 1, 2013 to your Billing Date, Oct 20, 2013)				
3.	Rate Change	1	. 01	. 01
	Federal Universal Service Fee			

Surcharges and Other Fees

4.	Federal Subscriber Line Charge			4 . 46
5.	Rate Surcharge			. 32CR
6.	State Regulatory Fee			. 04
7.	Federal Universal Service Fee			. 68
Total Surcharges and Other Fees				4 . 86

Government Fees and Taxes

8.	CA High Cost Fund Surcharge - A:			. 04
9.	CA High Cost Fund-B and CA Advanced Svc Fund			. 11
10.	California Teleconnect Fund Surcharge			. 15
11.	Universal Lifeline Telephone Service Surcharge			. 28
12.	CA Relay Service and Communications Devices Fund			. 05
13.	9-1-1 Emergency System			. 12
14.	Federal			. 89
Total Government Fees and Taxes				1 . 64

Total Plans and Services

31 . 51

Local Services provided by AT&T California or AT&T Nevada based upon the service address location.

GO GREEN - Enroll in paperless billing.



KD Management
 121 Seventh St
 Santa Rosa, CA 95401

Invoice

Date	Invoice #
11/3/2013	13-11

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

Terms
Due on receipt

Item	Description	Quantity	Rate	Amount
Admin Services	Admin Services - November 2013		6,754.00	6,754.00
Health Insurance ...	Health Insurance Allowance		400.00	400.00
THANK YOU			Total	\$7,154.00

Phone #	Fax #	E-mail	Web Site
707-575-6994	707-575-4306	karl@kdmanagement.us	www.kdmanagement.us

LAW OFFICES OF WALTER & PISTOLE
JEFFREY A. WALTER, a P. C.
VALERIE PISTOLE
670 West Napa Street, Suite F
Sonoma, CA 95476
Telephone: (707) 996-9690
94-2827870

October 22, 2013

Tomales Village Community Services Dist.
 P. O. Box 303
 Tomales, CA 94971

INVOICE FOR SERVICES RENDERED 5000.1 THROUGH OCTOBER 22, 2013

RE: Tomales Village Community Services Dist.
 Our File: 5000.1

Previous Balance Due	\$ 0.00
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Professional Services

10/15/13	JW	Telephone call re representing all districts in tax disputc. review e-mails. e-mails re same	0.85	@190	161.50
10/17/13	JW	Review file, review documents, review ordinance, review documents showing connection with County, conference re same, telephone call attempted, left message for client	0.60	@190	114.00
10/17/13	LZ	Research and analysis of documents	3.00	@190	570.00
10/18/13	JW	Telephone call from client Karl re multiple representations and next steps. e-mail to L. Zagaroli re updated information	0.45	@190	85.50
10/21/13	LZ	Research statutes. case law	2.00	@190	380.00

Summary of Services

JW	1.90 hr	@ 190.00	\$	361.00
LZ	5.00 hr	@ 190.00	\$	950.00

Total Professional Services	6.90	\$ 1,311.00
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Page 2

October 22, 2013

INVOICE FOR SERVICES RENDERED 5000.1 THROUGH OCTOBER 22, 2013

Tomales Village Community Services Dist.

Tomales Village Community Services Dist.

Our File: 5000.1

Gen.overhead,incl.copies,postage,ld.call	<u>19.67</u>
Total Fees	\$ 1,330.67

TOTAL NEW CHARGES	\$ 1,330.67
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TOTAL BALANCE DUE *** PLEASE PAY THIS AMOUNT **	\$ 1,330.67
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CITY NATIONAL BANK
2100 Park Place, Suite 150
El Segundo, CA 90245
Attn: Loan Servicing #354

INVOICE

DATE: NOVEMBER 1, 2013

TO: TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
P.O. BOX 303
TOMALES, CA 94971
Attention: Accounts Payable

INVOICE ITEMIZATION

RE: **LEASE AGREEMENT #09-006**
Dated July 1, 2009

LESSOR: MUNICIPAL FINANCE CORPORATION
Phone: ~~818-224-4787~~ 805-267-7140

ASSIGNEE: CITY NATIONAL BANK

PROPERTY: SOLAR PANELS AND TREATMENT FACILITIES

PAYMENT DUE: DECEMBER 16, 2013

MAKE CHECK PAYABLE TO: CITY NATIONAL BANK

TOTAL DUE: \$17,941.18

NOTES #09-006: SUMMARY OF PAYMENT SCHEDULES

Summary of Payments to be Made by Tomales Village CSD

#09-006A Lease Rental Payments to City National Bank

Lease Payment Date	Lease Payment
12/16/2009	17,941.18
12/16/2010	17,941.18
12/16/2011	17,941.18
12/16/2012	17,941.18
12/16/2013	17,941.18
12/16/2014	17,941.18
12/16/2015	17,941.18
12/16/2016	17,941.18
12/16/2017	17,941.18
12/16/2018	17,941.18
12/16/2019	17,941.18
12/16/2020	17,941.18
12/16/2021	17,941.18
12/16/2022	17,941.18
12/16/2023	17,941.18
12/16/2024	17,941.18
7/14/2025	17,941.18

#09-006C Administrative Fee Payments to Municipal Finance Corporation

Admin Fee Payment Date	Admin Fee Payment
12/16/2009	750.00
12/16/2010	750.00
12/16/2011	750.00
12/16/2012	750.00
12/16/2013	750.00
12/16/2014	750.00
12/16/2015	750.00
12/16/2016	750.00
12/16/2017	750.00
12/16/2018	750.00
12/16/2019	750.00
12/16/2020	750.00
12/16/2021	750.00
12/16/2022	750.00
12/16/2023	750.00
12/16/2024	750.00
7/14/2025	750.00

MUNICIPAL FINANCE CORPORATION

2945 Townsgate Road, Suite 200
Westlake Village, CA 91361
805-267-7140

Invoice

Date: November 1, 2013

To: Tomales Village Community Services District
P.O. Box 303
Tomales, CA 94971
Attention: Accounts Payable

**Administrative Fee regarding:
Lease Agreement #09-006**

Payment schedule (C)
Solar Panels and Treatment Facilities

Amount Due: \$750.00

Due Date: December 16, 2013

**Make Check payable to Municipal Finance Corporation
(Please use provided remittance envelope)**



State Water Resources Control Board

October 29, 2013

Mr. Karl Drexel
Administrator
Tomales Village Community Services District
P. O. Box 303
Tomales, CA 94971

Dear Mr. Drexel:

CLEAN WATER STATE REVOLVING FUND (CWSRF) FINANCING AGREEMENT, TOMALES VILLAGE Community Services District, AGREEMENT NO. C-06-4633-110, CONTRACT NO. 8843-550-0, ACCOUNTS RECEIVABLE NO. 8843-13-11

In accordance with the repayment provisions of your CWSRF Financing Agreement, your annual repayment is due in this office on or before **December 31, 2013**. Enclosed is a copy of your repayment schedule showing disbursements and any repayments to date.

Please make your check in the amount of **\$24,137.68**, payable to the State Water Resources Control Board. When making repayment, please refer to contract No. 8843-550-0 and accounts receivable No. 8843-13-11 to ensure proper credit to your account.

We recommend that you send the repayment by **REGULAR MAIL or OVERNIGHT MAIL**. If repayment is not received in this office within ten (10) days after the due date, a penalty of one-tenth of one percent (0.1%) per day will be assessed. The penalty will be assessed on the amount due from the repayment due date.

Submit your repayment to one of the following:

Regular Mail:
CWSRF Accounting Office
CWSRF Program
P. O. Box 1888
Sacramento, CA 95812-1888

Overnight Mail Service:
CWSRF Accounting Office
CWSRF Program
1001 I Street, 18th Floor
Sacramento, Ca 95814

If you have any questions, please call Ms. Susan Mitchell at (916) 322-3603.

Sincerely,

Kelly Valine,
Chief
Enclosure

Tomales Village Community Services District

Balance Sheet

As of October 31, 2013

Oct 31, 13

ASSETS

Current Assets

Checking/Savings

131.00 · Cash

131.31 · Redwood Credit Union 85,507.39

131.42 · Bank of Marin - Flex Account 153,374.56

131.44 · Bank of Marin - Sewer 9,986.63

131.46 · Bank of Marin - Park 35,662.93

131.48 · Bank of Marin - Solar 33,590.24

Total 131.00 · Cash 318,121.75

Total Checking/Savings 318,121.75

Accounts Receivable

137.00 · Accounts Receivable 111,474.00

Total Accounts Receivable 111,474.00

Other Current Assets

138.00 · Current Portion SUSD Receivable 1,150.48

Total Other Current Assets 1,150.48

Total Current Assets 430,746.23

Fixed Assets

100.00 · Property, Plant and Equipment

100.10 · Maps and Records 17,248.00

100.20 · Land and Land Rights 184,788.00

100.30 · Sewer Mains 300,700.59

100.31 · Sewer Laterals 17,671.74

100.40 · Pump & Lift Station 21,715.21

100.50 · Treatment Facilities 210,863.90

100.60 · Spray Disposal 170,547.09

100.70 · Force Mains 70,167.44

Total 100.00 · Property, Plant and Equipment 993,701.97

105.00 · Less Accumulated Depreciation -320,302.01

110.00 · Improvement Project

110.10 · Planning and Design 37,991.17

110.15 · Other Project Expenses 6,061.21

110.20 · Construction Management & Engin 37,211.44

110.25 · Storage Pipeline Replacement 20,225.00

110.30 · Force Main & Air Gap 25,283.00

110.35 · Infiltration & Inflow Reduction 34,424.23

110.40 · Telemetry & SCADA 62,946.00

110.45 · Sludge Removal & Pond Repairs

8.1 · Sand and Grease Trap 17,548.00

8.2 · Sand Filter Removal & Retrofit 88,866.00

8.3 · Remove and Dispose of Biosolids 65,505.48

8.4 · Treatment Pond Cell Upgrade 258,360.86

Tomales Village Community Services District

Balance Sheet

As of October 31, 2013

	<u>Oct 31, 13</u>
8.5 · Liner Subdrain, Sump, & Pump	59,889.00
8.6 · High Lift Pumps - 2 Units	79,795.95
8.7 · Replacement Flow Meter	14,941.00
8.8 · SCADA Monitoring and Alarms	44,806.61
110.45 · Sludge Removal & Pond Repairs - Other	<u>1,393.68</u>
Total 110.45 · Sludge Removal & Pond Repairs	631,106.58
110.50 · Irrigation Field Improvements	63,368.00
110.55 · Lift Station Rehabilitation	<u>20,776.68</u>
Total 110.00 · Improvement Project	939,393.31
111.00 · Park Development Project	
111.80 · Gazebo	550.00
111.10 · Planning and Design	
111.15 · Permits	6,066.31
111.10 · Planning and Design - Other	<u>9,137.36</u>
Total 111.10 · Planning and Design	15,203.67
111.20 · Construction Management	15,704.87
111.30 · Land Improvements	
111.31 · Handicap Paths	7,861.94
111.30 · Land Improvements - Other	<u>38,072.12</u>
Total 111.30 · Land Improvements	45,934.06
111.35 · Concrete curbs and walls	55,065.63
111.40 · Bathrooms and Laterals	76,845.23
111.45 · Well Pump & Filter	4,035.00
111.50 · Dutton Play Structure	31,819.69
111.55 · BBQ	
111.56 · Picnic Areas	1,448.00
111.55 · BBQ - Other	<u>3,615.49</u>
Total 111.55 · BBQ	5,063.49
111.60 · Play Surface	6,796.09
111.65 · Play Equipment	26,799.25
111.70 · Parking Lot	10,371.67
111.75 · Misc Park Additions	5,408.40
111.00 · Park Development Project - Other	<u>302.40</u>
Total 111.00 · Park Development Project	299,899.45
112.00 · Solar System	
112.10 · Design and RFP	3,980.00
112.20 · Const Management	5,435.86
112.30 · Construction and Supplies	259,163.00
112.40 · Administration	<u>1,366.35</u>
Total 112.00 · Solar System	269,945.21
Total Fixed Assets	2,182,637.93

Tomales Village Community Services District

Balance Sheet

As of October 31, 2013

Oct 31, 13

Other Assets	
136.00 · SUSD Note Receivable	22,401.04
139.00 · Less Current Portion	-1,150.48
151.00 · CREBs unamortized issuance cost	15,250.00
152.00 · Accumulated Amortization	-2,691.06
Total Other Assets	<u>33,809.50</u>
 TOTAL ASSETS	 <u>2,647,193.66</u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222.00 · Accounts Payable	49,816.82
Total Accounts Payable	<u>49,816.82</u>
Other Current Liabilities	
223.50 · Current Principal - SWRCB SRF	18,814.18
225.50 · Current Portion - CREBS	17,941.18
Total Other Current Liabilities	<u>36,755.36</u>
Total Current Liabilities	86,572.18
Long Term Liabilities	
211.00 · SWRCB SRF Loan	212,940.07
213.50 · Less Current Portion SWRCB SRF	-18,814.18
215.00 · CREBS Bond	251,176.64
215.50 · Less Current Portion CREBS	-17,941.18
Total Long Term Liabilities	<u>427,361.35</u>
 Total Liabilities	 513,933.53
Equity	
252.50 · Invested in Capital Assets-Park	279,894.00
252.00 · Invested in Capital Assets	1,275,692.46
260.00 · Retained Earnings	389,827.70
266.00 · Sinking Fund	47,755.03
267.00 · Capital Reserve Fund	18,870.50
267.51 · Operating Reserve Fund - Unrest	35,416.71
267.52 · Operating Reserve Fund - Restr	33,982.00
268.00 · Net Assets - Unrestricted	4,201.66
Net Income	47,620.07
Total Equity	<u>2,133,260.13</u>
 TOTAL LIABILITIES & EQUITY	 <u>2,647,193.66</u>

Tomales Village Community Services District

Profit & Loss

October 2013

Oct 13

Ordinary Income/Expense

Income

301.00 · Service Charges	
301.10 · Service Charges - Monthly	126.00
301.30 · Services Charges - County	<u>9,000.00</u>
Total 301.00 · Service Charges	<u>9,126.00</u>

311.00 · Interest Revenues	19.81
311.50 · Interest Income - Park	0.15
315.00 · Intergovernmental Revenues	
315.50 · Levy 4	<u>59.67</u>
Total 315.00 · Intergovernmental Revenues	<u>59.67</u>

316.00 · CSI Solar Rebate	1,344.90
320.00 · Contributions Income	
320.30 · Unrestricted	<u>295.00</u>
Total 320.00 · Contributions Income	<u>295.00</u>

322.00 · Park Use Rental	
322.60 · Water Tower PGE	<u>70.00</u>
Total 322.00 · Park Use Rental	<u>70.00</u>

Total Income	<u>10,915.53</u>
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Gross Profit	10,915.53
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Expense

410.00 · Sewage Collection	30.32
411.00 · Sewage Treatment	24.89
412.00 · Sewage Disposal	27.46
414.00 · Administration and General	
414.05 · Administrator's Fees	6,754.00
414.30 · Insurance	
414.35 · Health Insurance Allowance	<u>400.00</u>
Total 414.30 · Insurance	400.00

414.40 · Office Expense	
414.41 · Postage and Delivery	47.98
414.43 · Office Supplies	149.48
414.44 · Sonic - Web Hosting	19.95
414.46 · Board Meeting Exp	<u>224.03</u>
Total 414.40 · Office Expense	441.44

414.50 · Contractual Services	5,182.36
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**Tomales Village Community Services District
Profit & Loss**

October 2013

Oct 13

414.55 · Professional Fees	
414.56 · Legal Fees	1,330.67
Total 414.55 · Professional Fees	<u>1,330.67</u>
414.62 · Dues and Subscriptions	85.00
414.65 · Rents and Leases	
414.68 · Solar Lease Agreement	17,941.18
414.67 · Solar Lease Admin Fee	750.00
Total 414.65 · Rents and Leases	<u>18,691.18</u>
414.70 · Repairs and Maintenance	
414.75 · Park Maintenance	
414.755 · Park PGE	100.02
Total 414.75 · Park Maintenance	<u>100.02</u>
Total 414.70 · Repairs and Maintenance	100.02
414.80 · Travel and Meetings	
414.81 · Travel	288.84
Total 414.80 · Travel and Meetings	<u>288.84</u>
414.90 · Telephone & Internet Service	92.48
Total 414.00 · Administration and General	<u>33,365.99</u>
416.00 · Taxes	
416.10 · Property Taxes	-28.24
Total 416.00 · Taxes	<u>-28.24</u>
420.00 · Interest Expense-Long-Term Debt	
420.20 · Interest Payment - SRF Loan	5,323.50
Total 420.00 · Interest Expense-Long-Term Debt	<u>5,323.50</u>
423.00 · Other Nonoperating Expenses	
423.10 · Contributions	100.00
Total 423.00 · Other Nonoperating Expenses	<u>100.00</u>
Total Expense	<u>38,843.92</u>
Net Ordinary Income	<u>-27,928.39</u>
Net Income	<u><u>-27,928.39</u></u>

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

	<u>Jul - Oct 13</u>	<u>Jul - Oct 12</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
301.00 · Service Charges				
301.10 · Service Charges - Monthly	504.00	504.00	0.00	0.0%
301.15 · Service Charges - Annual Fees	756.00	756.00	0.00	0.0%
301.20 · Service Charges - SUSD	64,510.00	78,665.00	-14,155.00	-17.99%
301.30 · Services Charges - County	36,000.00	28,714.35	7,285.65	25.37%
301.50 · Non-Scheduled Work- Outside	0.00	2,953.00	-2,953.00	-100.0%
Total 301.00 · Service Charges	<u>101,770.00</u>	<u>111,592.35</u>	<u>-9,822.35</u>	<u>-8.8%</u>
305.00 · SUSD Sinking Fund Revenue	8,062.00	8,062.00	0.00	0.0%
311.00 · Interest Revenues	1,499.71	1,609.16	-109.45	-6.8%
311.50 · Interest Income - Park	0.53	1.49	-0.96	-64.43%
315.00 · Intergovernmental Revenues				
315.50 · Levy 4	59.67	104.21	-44.54	-42.74%
Total 315.00 · Intergovernmental Revenues	<u>59.67</u>	<u>104.21</u>	<u>-44.54</u>	<u>-42.74%</u>
316.00 · CSI Solar Rebate	5,463.03	4,470.50	992.53	22.2%
317.00 · Other Operating Income	0.00	1,118.19	-1,118.19	-100.0%
320.00 · Contributions Income				
320.20 · Restricted	10,000.00	0.00	10,000.00	100.0%
320.30 · Unrestricted				
320.32 · PitP 2013	7,112.00	0.00	7,112.00	100.0%
320.31 · 2012 PitP	0.00	8,846.00	-8,846.00	-100.0%
320.30 · Unrestricted - Other	295.00	530.00	-235.00	-44.34%
Total 320.30 · Unrestricted	<u>7,407.00</u>	<u>9,376.00</u>	<u>-1,969.00</u>	<u>-21.0%</u>
Total 320.00 · Contributions Income	17,407.00	9,376.00	8,031.00	85.66%
322.00 · Park Use Rental				
322.60 · Water Tower PGE	280.00	280.00	0.00	0.0%
322.50 · Cleaning and Security Deposit	-400.00	-200.00	-200.00	100.0%
322.00 · Park Use Rental - Other	0.00	250.00	-250.00	-100.0%
Total 322.00 · Park Use Rental	<u>-120.00</u>	<u>330.00</u>	<u>-450.00</u>	<u>-136.36%</u>
323.00 · Founders Day Committee	-779.00	815.00	-1,594.00	-195.58%
Total Income	<u>133,362.94</u>	<u>137,478.90</u>	<u>-4,115.96</u>	<u>-2.99%</u>
Gross Profit	133,362.94	137,478.90	-4,115.96	-2.99%
Expense				
410.00 · Sewage Collection	135.54	135.27	0.27	0.2%
411.00 · Sewage Treatment	102.98	578.82	-475.84	-82.21%
412.00 · Sewage Disposal	105.55	103.83	1.72	1.66%

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

	<u>Jul - Oct 13</u>	<u>Jul - Oct 12</u>	<u>\$ Change</u>	<u>% Change</u>
414.00 · Administration and General				
414.05 · Administrator's Fees	27,016.00	26,234.35	781.65	2.98%
414.22 · Licenses and Permits	20.00	0.00	20.00	100.0%
414.30 · Insurance				
414.31 · Property & Liability Insurance	5,269.54	5,329.33	-59.79	-1.12%
414.33 · Worker's Comp Insurance	304.00	227.81	76.19	33.45%
414.35 · Health Insurance Allowance	1,600.00	2,400.00	-800.00	-33.33%
Total 414.30 · Insurance	<u>7,173.54</u>	<u>7,957.14</u>	<u>-783.60</u>	<u>-9.85%</u>
414.40 · Office Expense				
414.41 · Postage and Delivery	131.97	56.15	75.82	135.03%
414.42 · Printing and Copies	762.53	58.31	704.22	1,207.72%
414.43 · Office Supplies	191.88	75.38	116.50	154.55%
414.44 · Sonic - Web Hosting	59.85	79.80	-19.95	-25.0%
414.45 · Equipment Expense	0.00	366.62	-366.62	-100.0%
414.46 · Board Meeting Exp	575.40	296.96	278.44	93.76%
Total 414.40 · Office Expense	<u>1,721.63</u>	<u>933.22</u>	<u>788.41</u>	<u>84.48%</u>
414.50 · Contractual Services	20,623.11	19,907.98	715.13	3.59%
414.55 · Professional Fees				
414.56 · Legal Fees	1,330.67	0.00	1,330.67	100.0%
Total 414.55 · Professional Fees	<u>1,330.67</u>	<u>0.00</u>	<u>1,330.67</u>	<u>100.0%</u>
414.60 · Publication and Notices				
414.61 · Newsletter Expense	98.40	0.00	98.40	100.0%
Total 414.60 · Publication and Notices	<u>98.40</u>	<u>0.00</u>	<u>98.40</u>	<u>100.0%</u>
414.62 · Dues and Subscriptions	270.52	345.40	-74.88	-21.68%
414.65 · Rents and Leases				
414.68 · Solar Lease Agreement	17,941.18	0.00	17,941.18	100.0%
414.67 · Solar Lease Admin Fee	750.00	0.00	750.00	100.0%
Total 414.65 · Rents and Leases	<u>18,691.18</u>	<u>0.00</u>	<u>18,691.18</u>	<u>100.0%</u>
414.70 · Repairs and Maintenance				
414.77 · Irrigation Field Maintenance	0.00	3,065.00	-3,065.00	-100.0%
414.71 · Plant and Building Maintenance	0.00	150.00	-150.00	-100.0%
414.73 · Equipment Repairs	759.70	0.00	759.70	100.0%
414.75 · Park Maintenance				
414.755 · Park PGE	483.15	461.58	21.57	4.67%
414.75 · Park Maintenance - Other	79.93	309.47	-229.54	-74.17%
Total 414.75 · Park Maintenance	<u>563.08</u>	<u>771.05</u>	<u>-207.97</u>	<u>-26.97%</u>
Total 414.70 · Repairs and Maintenance	<u>1,322.78</u>	<u>3,986.05</u>	<u>-2,663.27</u>	<u>-66.82%</u>
414.80 · Travel and Meetings				
414.81 · Travel	288.84	95.12	193.72	203.66%
414.83 · Meetings and Seminars	25.00	0.00	25.00	100.0%
Total 414.80 · Travel and Meetings	<u>313.84</u>	<u>95.12</u>	<u>218.72</u>	<u>229.94%</u>

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

	<u>Jul - Oct 13</u>	<u>Jul - Oct 12</u>	<u>\$ Change</u>	<u>% Change</u>
414.90 · Telephone & Internet Service	380.12	612.18	-232.06	-37.91%
Total 414.00 · Administration and General	<u>78,961.79</u>	<u>60,071.44</u>	<u>18,890.35</u>	<u>31.45%</u>
416.00 · Taxes				
416.10 · Property Taxes	-28.24	41.02	-69.26	-168.84%
Total 416.00 · Taxes	<u>-28.24</u>	<u>41.02</u>	<u>-69.26</u>	<u>-168.84%</u>
417.00 · Other Operating Expenses				
417.10 · Bank Service Charges	-39.00	-40.00	1.00	-2.5%
417.30 · LAFCO Charges	124.00	104.00	20.00	19.23%
Total 417.00 · Other Operating Expenses	<u>85.00</u>	<u>64.00</u>	<u>21.00</u>	<u>32.81%</u>
420.00 · Interest Expense-Long-Term Debt				
420.20 · Interest Payment - SRF Loan	5,323.50	0.00	5,323.50	100.0%
Total 420.00 · Interest Expense-Long-Term Debt	<u>5,323.50</u>	<u>0.00</u>	<u>5,323.50</u>	<u>100.0%</u>
423.00 · Other Nonoperating Expenses				
423.10 · Contributions	100.00	0.00	100.00	100.0%
423.30 · Fundraising Expense				
423.31 · PitP				
423.317 · Brats and Dog Sales	182.78	362.40	-179.62	-49.56%
423.311 · Publicity	0.00	50.51	-50.51	-100.0%
423.312 · Supplies	80.00	122.13	-42.13	-34.5%
423.313 · Beer Sales	0.00	64.00	-64.00	-100.0%
423.314 · Wine Sales	0.00	8.00	-8.00	-100.0%
423.315 · Apple Garden Farms	0.00	138.50	-138.50	-100.0%
423.316 · Oyster Sales	193.97	236.43	-42.46	-17.96%
423.318 · BROS BBQ	0.00	479.60	-479.60	-100.0%
423.31 · PitP - Other	500.00	0.00	500.00	100.0%
Total 423.31 · PitP	<u>956.75</u>	<u>1,461.57</u>	<u>-504.82</u>	<u>-34.54%</u>
Total 423.30 · Fundraising Expense	<u>956.75</u>	<u>1,461.57</u>	<u>-504.82</u>	<u>-34.54%</u>
423.50 · Founders Day Committee				
423.55 · Tomales Day Music	0.00	850.00	-850.00	-100.0%
423.51 · Special Event Insurance	0.00	285.63	-285.63	-100.0%
Total 423.50 · Founders Day Committee	<u>0.00</u>	<u>1,135.63</u>	<u>-1,135.63</u>	<u>-100.0%</u>
Total 423.00 · Other Nonoperating Expenses	<u>1,056.75</u>	<u>2,597.20</u>	<u>-1,540.45</u>	<u>-59.31%</u>
Total Expense	<u>85,742.87</u>	<u>63,591.58</u>	<u>22,151.29</u>	<u>34.83%</u>
Net Ordinary Income	<u>47,620.07</u>	<u>73,887.32</u>	<u>-26,267.25</u>	<u>-35.55%</u>
Net Income	<u><u>47,620.07</u></u>	<u><u>73,887.32</u></u>	<u><u>-26,267.25</u></u>	<u><u>-35.55%</u></u>

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

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul - Oct 13	Budget	Jul - Oct 13	Budget	Jul - Oct 13	Budget	Jul - Oct 13	Budget
Ordinary Income/Expense								
Income								
301.00 · Service Charges								
301.10 · Service Charges - Monthly	0.00		0.00		504.00	504.00	504.00	504.00
301.15 · Service Charges - Annual Fees	0.00		0.00		756.00	756.00	756.00	756.00
301.20 · Service Charges - SUSD	0.00		0.00		64,510.00	74,888.00	64,510.00	74,888.00
301.30 · Services Charges - County	0.00		0.00		36,000.00	36,000.00	36,000.00	36,000.00
Total 301.00 · Service Charges	0.00		0.00		101,770.00	112,148.00	101,770.00	112,148.00
305.00 · SUSD Sinking Fund Revenue	0.00		0.00		8,062.00	8,062.00	8,062.00	8,062.00
311.00 · Interest Revenues	0.00		0.00		1,499.71	1,587.00	1,499.71	1,587.00
311.50 · Interest Income - Park	0.53	2.40	0.00		0.00		0.00	
315.00 · Intergovernmental Revenues								
315.50 · Levy 4	0.00		0.00		0.00	2,049.00	0.00	2,049.00
315.80 · Measure A	0.00	10,000.00	0.00		0.00		0.00	
Total 315.00 · Intergovernmental Revenues	0.00	10,000.00	0.00		0.00	2,049.00	0.00	2,049.00
316.00 · CSI Solar Rebate	0.00		5,463.03	4,700.00	0.00		5,463.03	4,700.00
318.00 · Other Nonoperating Revenue								
318.30 · Transfer In	0.00		0.00		0.00	16,211.00	0.00	16,211.00
Total 318.00 · Other Nonoperating Revenue	0.00		0.00		0.00	16,211.00	0.00	16,211.00
320.00 · Contributions Income								
320.20 · Restricted	10,000.00		0.00		0.00		0.00	
320.30 · Unrestricted								
320.32 · PitP 2013	7,112.00		0.00		0.00		0.00	
320.31 · 2012 PitP	0.00	7,000.00	0.00		0.00		0.00	
320.30 · Unrestricted - Other	295.00		0.00		0.00		0.00	
Total 320.30 · Unrestricted	7,407.00	7,000.00	0.00		0.00		0.00	
Total 320.00 · Contributions Income	17,407.00	7,000.00	0.00		0.00		0.00	
322.00 · Park Use Rental								
322.60 · Water Tower PGE	280.00	280.00	0.00		0.00		0.00	
322.50 · Cleaning and Security Deposit	-400.00		0.00		0.00		0.00	
322.00 · Park Use Rental - Other	0.00	100.00	0.00		0.00		0.00	
Total 322.00 · Park Use Rental	-120.00	380.00	0.00		0.00		0.00	
323.00 · Founders Day Committee	-779.00		0.00		0.00		0.00	
Total Income	16,508.53	17,382.40	5,463.03	4,700.00	111,331.71	140,057.00	116,794.74	144,757.00
Gross Profit	16,508.53	17,382.40	5,463.03	4,700.00	111,331.71	140,057.00	116,794.74	144,757.00
Expense								
410.00 · Sewage Collection	0.00		0.00		135.54	128.00	135.54	128.00
411.00 · Sewage Treatment	0.00		0.00		102.98	1,054.00	102.98	1,054.00
412.00 · Sewage Disposal	0.00		0.00		105.55	104.00	105.55	104.00

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

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul - Oct 13	Budget	Jul - Oct 13	Budget	Jul - Oct 13	Budget	Jul - Oct 13	Budget
414.00 · Administration and General								
414.05 · Administrator's Fees	0.00		0.00		27,016.00	26,864.00	27,016.00	26,864.00
414.22 · Licenses and Permits	0.00	50.00	0.00		20.00		20.00	
414.30 · Insurance								
414.31 · Property & Liability Insurance	0.00		0.00		5,269.54	5,329.00	5,269.54	5,329.00
414.33 · Worker's Comp Insurance	0.00		0.00		304.00	408.00	304.00	408.00
414.35 · Health Insurance Allowance	0.00		0.00		1,600.00	1,600.00	1,600.00	1,600.00
Total 414.30 · Insurance	0.00		0.00		7,173.54	7,337.00	7,173.54	7,337.00
414.40 · Office Expense								
414.41 · Postage and Delivery	0.00	50.00	0.00		131.97	90.00	131.97	90.00
414.42 · Printing and Copies	52.38	50.00	0.00		710.15	45.00	710.15	45.00
414.43 · Office Supplies	0.00		0.00		191.88	50.00	191.88	50.00
414.44 · Sonic - Web Hosting	0.00		0.00		59.85	79.80	59.85	79.80
414.45 · Equipment Expense	0.00		0.00		0.00	300.00	0.00	300.00
414.46 · Board Meeting Exp								
414.465 · Board Member Stipend	0.00		0.00		0.00	2,000.00	0.00	2,000.00
414.46 · Board Meeting Exp - Other	0.00		0.00		575.40	320.00	575.40	320.00
Total 414.46 · Board Meeting Exp	0.00		0.00		575.40	2,320.00	575.40	2,320.00
414.47 · Clerical/Bookkeeping	0.00		0.00		0.00	640.00	0.00	640.00
Total 414.40 · Office Expense	52.38	100.00	0.00		1,669.25	3,524.80	1,669.25	3,524.80
414.50 · Contractual Services	0.00		0.00		20,623.11	20,320.00	20,623.11	20,320.00
414.55 · Professional Fees								
414.56 · Legal Fees	1,330.67		0.00		0.00	500.00	0.00	500.00
414.58 · Consulting	0.00		0.00		0.00	10,500.00	0.00	10,500.00
Total 414.55 · Professional Fees	1,330.67		0.00		0.00	11,000.00	0.00	11,000.00
414.60 · Publication and Notices								
414.61 · Newsletter Expense	0.00		0.00		98.40	150.00	98.40	150.00
414.60 · Publication and Notices - Other	0.00		0.00		0.00	75.40	0.00	75.40
Total 414.60 · Publication and Notices	0.00		0.00		98.40	225.40	98.40	225.40
414.62 · Dues and Subscriptions	0.00		0.00		270.52	1,400.00	270.52	1,400.00
414.65 · Rents and Leases								
414.68 · Solar Lease Agreement	0.00		17,941.18		0.00		17,941.18	
414.67 · Solar Lease Admin Fee	0.00		750.00		0.00		750.00	
Total 414.65 · Rents and Leases	0.00		18,691.18		0.00		18,691.18	
414.70 · Repairs and Maintenance								
414.77 · Irrigation Field Maintenance	0.00		0.00		0.00	1,275.00	0.00	1,275.00
414.72 · Computer Repairs	0.00		0.00		0.00	240.00	0.00	240.00
414.73 · Equipment Repairs	0.00		0.00		759.70	500.00	759.70	500.00

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

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul - Oct 13	Budget	Jul - Oct 13	Budget	Jul - Oct 13	Budget	Jul - Oct 13	Budget
414.75 · Park Maintenance								
414.755 · Park PGE	483.15	392.00	0.00		0.00		0.00	
414.75 · Park Maintenance - Other	79.93	253.00	0.00		0.00		0.00	
Total 414.75 · Park Maintenance	<u>563.08</u>	<u>645.00</u>	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	
Total 414.70 · Repairs and Maintenance	563.08	645.00	0.00		759.70	2,015.00	759.70	2,015.00
414.80 · Travel and Meetings								
414.81 · Travel	0.00		0.00		288.84	186.18	288.84	186.18
414.83 · Meetings and Seminars	0.00		0.00		25.00	150.00	25.00	150.00
Total 414.80 · Travel and Meetings	<u>0.00</u>		<u>0.00</u>		<u>313.84</u>	<u>336.18</u>	<u>313.84</u>	<u>336.18</u>
414.90 · Telephone & Internet Service	0.00		0.00		380.12	360.00	380.12	360.00
Total 414.00 · Administration and General	<u>1,946.13</u>	<u>795.00</u>	<u>18,691.18</u>		<u>58,324.48</u>	<u>73,382.38</u>	<u>77,015.66</u>	<u>73,382.38</u>
416.00 · Taxes								
416.10 · Property Taxes	-28.24		0.00		0.00		0.00	
Total 416.00 · Taxes	<u>-28.24</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	
417.00 · Other Operating Expenses								
417.10 · Bank Service Charges	0.00		0.00		-39.00		-39.00	
417.30 · LAFCO Charges	0.00		0.00		124.00	150.00	124.00	150.00
Total 417.00 · Other Operating Expenses	<u>0.00</u>		<u>0.00</u>		<u>85.00</u>	<u>150.00</u>	<u>85.00</u>	<u>150.00</u>
420.00 · Interest Expense-Long-Term Debt								
420.20 · Interest Payment - SRF Loan	0.00		0.00		5,323.50		5,323.50	
Total 420.00 · Interest Expense-Long-Term Debt	<u>0.00</u>		<u>0.00</u>		<u>5,323.50</u>		<u>5,323.50</u>	
423.00 · Other Nonoperating Expenses								
423.10 · Contributions	0.00		0.00		100.00		100.00	
423.30 · Fundraising Expense								
423.31 · PitP								
423.317 · Brats and Dog Sales	182.78		0.00		0.00		0.00	
423.312 · Supplies	80.00		0.00		0.00		0.00	
423.316 · Oyster Sales	193.97		0.00		0.00		0.00	
423.31 · PitP - Other	500.00	1,600.00	0.00		0.00		0.00	
Total 423.31 · PitP	<u>956.75</u>	<u>1,600.00</u>	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	
Total 423.30 · Fundraising Expense	<u>956.75</u>	<u>1,600.00</u>	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	
Total 423.00 · Other Nonoperating Expenses	<u>956.75</u>	<u>1,600.00</u>	<u>0.00</u>		<u>100.00</u>		<u>100.00</u>	
Total Expense	<u>2,874.64</u>	<u>2,395.00</u>	<u>18,691.18</u>		<u>64,177.05</u>	<u>74,818.38</u>	<u>82,868.23</u>	<u>74,818.38</u>
Net Ordinary Income	<u>13,633.89</u>	<u>14,987.40</u>	<u>-13,228.15</u>	<u>4,700.00</u>	<u>47,154.66</u>	<u>65,238.62</u>	<u>33,926.51</u>	<u>69,938.62</u>
Net Income	<u>13,633.89</u>	<u>14,987.40</u>	<u>-13,228.15</u>	<u>4,700.00</u>	<u>47,154.66</u>	<u>65,238.62</u>	<u>33,926.51</u>	<u>69,938.62</u>

Tomales Village Community Services District

Statement of Cash Flows

October 2013

	<u>Oct 13</u>
OPERATING ACTIVITIES	
Net Income	-27,928.39
Adjustments to reconcile Net Income to net cash provided by operations:	
137.00 · Accounts Receivable	-9,000.00
222.00 · Accounts Payable	43,234.37
223.50 · Current Principal - SWRCB SRF	-18,814.18
Net cash provided by Operating Activities	<u>-12,508.20</u>
 Net cash increase for period	 -12,508.20
 Cash at beginning of period	 <u>330,629.95</u>
Cash at end of period	<u><u>318,121.75</u></u>

Phillips & Associates
Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

October 10, 2013

PhillipsOnSite.com

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

RE: Self-Monitoring Report
Tomales, Marin County
September, 2013

Mr. Allen

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

Operations is satisfactory and maintenance on schedule.

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

Sincerely,

PHILLIPS & ASSOCIATES

Steve C. Phillips
Process Control Engineer

Certified Plant Operator #IV-05675
cc: Tomales Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmond

Tamales Wastewater Facility
Non-compliance Report
September 2013

NON-COMPLIANCE:

On September 3rd & 10th at station Pasture Irrigation COD exceeded maximum COD limit of 210 mg/L.

PROBABLE CAUSE:

Seasonal Algae growth

CORRECTIVE ACTION:

On September 17th Pasture Irrigation COD sample was collected at the inflow to the storage pond prior to Pasture Irrigation and after the treatment process. The COD sample taken at this site was within the permit limits and the seasonal Pasture Irrigation has been resumed as of October 1st, 2013

SELF MONITORING REPORT																							
Date	INFLUENT				PAND NO.1				WEST STORAGE POND				EAST STORAGE POND				EFFLUENT DISPOSAL						
	Daily (KGALS)	Weekly (KGALS)	COD (mg/l)	TSS (mg/l)	pH Units	D.O. (mg/l)	Temp. C	Free-board	pH Units	D.O. (mg/l)	Temp C	Free-Board	pH Units	D.O. (mg/l)	Temp C	Free-Board	Daily (KGALS)	Weekly (KGALS)	pH Units	D.O. (mg/l)	COD (mg/l)	Cl2 (mg/l)	Coliform MPN/100
9/1/2013	16.0						2.8									0.0							
9/2/2013	14.0						2.7									0.0							
9/3/2013	12.0		890.0	310.0			2.7	9.5	11.2	22.1	10.7	9.5	10.1	22.3	10.9	29.0		9.4	2.0	470.0	3.2	8.0	
9/4/2013	12.0						2.7									31.0							
9/5/2013	13.0						2.7									29.0							
9/6/2013	13.0						2.7									32.0							
9/7/2013	17.0	97.0					2.7									28.0	149.0						
9/8/2013	14.0						2.6									32.0							
9/9/2013	15.0						2.6									32.0							
9/10/2013	12.0						2.6	9.9	7.1	19.4	9.9	9.8	5.9	18.8	11.3	30.0		9.6	2.1	250.0	3.5	4.0	
9/11/2013	15.0						2.6									32.0							
9/12/2013	14.0						2.5									29.0							
9/13/2013	13.0						2.5									31.0							
9/14/2013	14.0	97.0					2.5									31.0	217.0						
9/15/2013	13.0						2.6									31.0							
9/16/2013	14.0						2.8									31.0							
9/17/2013	13.0						2.8	9.3	6.4	18.7	11.6	9.8	5.5	17.7	11.7	0.0		9.4	2.0	185.0	3.5	900.0	
9/18/2013	12.0						2.8									0.0							
9/19/2013	12.0						2.8									0.0							
9/20/2013	13.0						2.8									0.0							
9/21/2013	16.0	93.0					2.7									0.0	62.0						
9/22/2013	15.0						2.7									0.0							
9/23/2013	15.0						2.7									0.0							
9/24/2013	14.0						2.6	10.0	5.4	20.1	11.6	10.0	10.2	20.3	11.7	0.0							
9/25/2013	14.0						2.6									0.0							
9/26/2013	13.0						2.6									0.0							
9/27/2013	13.0						2.6									0.0							
9/28/2013	12.0	96.0					2.5									0.0	0.0						
9/29/2013	15.0						2.6									0.0							
9/30/2013	13.0						2.9									0.0							
Max	17.0	97.0	890.0	310.0	0.0	0.0	0.0	2.8	10.0	11.2	22.1	11.6	10.0	10.2	22.3	32.0	217.0	9.6	2.1	470.0	3.5	900.0	
Min	12.0	93.0	890.0	310.0	0.0	0.0	0.0	2.5	9.3	5.4	18.7	9.9	9.5	5.5	17.7	10.9	0.0	0.0	9.4	2.0	185.0	3.2	4.0
Avg	13.7	95.8	390.0	310.0	2.0	2.0	2.7	2.7	9.7	7.5	20.0	11.0	9.8	7.5	18.4	21.4	34.3	102.0	9.5	2.0	301.7	3.4	300.0
Total	411.0															428.0							

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) September 2013

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

INSPECTION					
Date	9-3-13	9-10-13	9-17-13	9-24-13	
Day	Tue	Tue	TUES	TUES	
Time	1100	1030	1045	1230	
Tech	ms	ms	E-C	E-C	
* Evident of any leaks	No	No	NO	NO	
Tank level, inches	33	30	29 1/2	29.5	
Cl2 gallons added	0	75	0	0	
New tank level after adding Cl2, inches	0	27	29 1/2	29 1/2	
Gallons used for treatment since last check	24 gal	24 gal	52	0	
Warning Signs Improperly Posted	No	No	NO	NO	

3. * Any Yes response s please report immediately to supervisor ~~by~~ 1 inch = 8 gallons cl2

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

TOMALES EFFLUENT STORAGE POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) September 2013

2. Pond Standard Observation required every week

INSPECTION					
Date	9-3-13	9-10-13	9-17-13	9-24-13	
Day	Tue	Tue	Tues	Tues	
Time	1230	1045	1040	1250	
Tech	MS	MS	E.C	E.C	
* Evidence of seepage from ponds	No	No	No	No	
* Nuisance odors from ponds	No	No	NO	No	
* Warning signs improperly posted	No	No	NO	NO	
* Public contact with pond water	No	No	NO	No	

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

Temperature	65°	60°		65	
Weather- Calm, Oc, Rain, etc.	Clear	Oc	clear	clear	
Wind direction & speed, mph	5-10 East	5-10 East	10-15 East	15-20	
Number of waterfowl	3	2	0	0	

4. Report Yes or No and any Yes responses please report immediately to Supervisor

5. I certify that this report information is true to the best of my knowledge.

Supervisor Signature

Date

Revised 02/2010

TOMALES WASTEWATER TREATMENT FACILITY

Revised 0804

STANDARD OBSERVATION REPORT PASTURE IRRIGATION (001)

Month of September 20 13

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

Inspection Date	9-3-13	9-10-13	9-17-13	9-24-13	
Day	Tue	Tue	Tues	TUES	
Time	1130	1005	1100	1300	
Operator	MS	MS	EC	EC	
Wind Speed & Direction	5-10 East	5-10 East	10-15 East	15-20 East	
* Evidence of runoff from site	No	No	NO	NO	
Evidence of erosion caused by irrigation	No	No	NO	NO	
** Any odors	No	No	NO	NO	
Mosquito breeding resulting from irrigation	No	No	NO	NO	
Improper posting warning signs	No	No	NO	NO	

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

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

revised 02/2010

TOMALES TREATMENT POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) September 2013
2. Pond Standard Observation required every week year round.

INSPECTION					
Date	9-3-13	9-10-13	9-17-13	9-24-13	
Day	Tue	Tue	Tues	Tues	
Time	1030	1030	1010	1200	
Tech	ms	ms	E-C	E-C	
Rain, Inches	0	0	0	0.50	
Number of waterfowl	2	8	0	0	
* Evidence of seepage from ponds	No	No	NO	NO	
* Nuisance odors from ponds	No	NO	NO	NO	
* Warning signs improperly posted	No	No	NO	NO	
* Public contact with pond water	No	No	NO	NO	

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

Karl Drexel

Subject: FW: Tomales Setember 2013 RPT

From: STEVENPSI@aol.com [mailto:STEVENPSI@aol.com]

Sent: Thursday, October 10, 2013 3:50 PM

To: karl@tomalescsd.ca.gov

Subject: Re: Tomales Setember 2013 RPT

Karl,

The higher normal coliform was most likely caused by small part partials encapsulating the coliform organism. If the chlorine used for disinfection cannot make contact and kill it the test result show positive. I presume, that the storage ponds being as low as it is that there are, some partials are being discharged. The 900 MPN /100mls is within the permit requirements and no need to collect a repeat sample within 48hrs. The permit states that the 5 day median shall nor exceed 240 MPN/100mls. or a single sample exceed 10,000 when verified by a repeat sample within 48 hrs. The current 5 day median is 8.

Hope this answers your question.

Steve

In a message dated 10/10/2013 10:28:39 A.M. Pacific Daylight Time, karl@tomalescsd.ca.gov writes:

The explanation about the non-compliance looks fine. How did we get to 900 on coliform? Shouldn't we take another test afterwards when things go higher than normal? – Karl

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

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

From: STEVENPSI@aol.com [mailto:STEVENPSI@aol.com]

Sent: Thursday, October 10, 2013 10:04 AM

To: karl@tomalescsd.ca.gov

Subject: Tomales Setember 2013 RPT

Karl,

Attached is the October 2013 WW RPT for your review. If all looks good to you, I will mail out tomorrow.

Steve Phillips

PHILLIPS & ASSOCIATES
2201 Jefferson Street
Napa, CA. 94559

Office:707-254-1931
Cell: 707-888-4018

Party in the Park and Other District News

The Park

This year's Party in the Park fundraiser was another big success, with some proceeds going toward Park maintenance and upkeep and a large portion going towards a new gazebo. Live music, great food and beverages, fun and games for the kids, a raffle, a silent auction, and a live auction all contributed to make this event a financial success, and a fun time for all. The food and drink booths, along with book sales and individual donations, generated over \$3,000. The raffle and auctions added another \$3,000. With the revenue from the Party and the service of many wonderful volunteers, we were able to meet the threshold for a \$10,000 challenge grant from the Dean Witter Foundation. This money, along with a grant last year from Supervisor Kinsey, brings the funding for an irrigation system and a new gazebo to over \$26,000. Thank you to all who donated time, prizes, cash, music, auctioneering, etc. to the Party. The District's Park Committee is working on the planning and design of the needed improvements, and the Administrator is searching for additional grants and donations to supplement the total. Anyone interested in being on the Park Committee may contact Eric Knudsen or Patty Oku.

The Tomales Farm and Flea Market organizers and the District are working on the design of a new entranceway to the Park at the lower gate. The Flea Market has generated over \$3,000 toward a new overhead sign at the pedestrian entrance and a redesign of the large vehicle gate. The sign design is in keeping with the historic old Tomales High School sign built by the school

shop classes in the 1930s or '40s. The Park Committee has contacted local ranchers, contractors, and the current high school welding shop teacher for help in the construction and installation of the new sign and gate.

In 2014 the TVCSD plus six other eligible districts will begin to receive funds from Measure A, earmarked for capital park projects. The seven districts (including TVCSD) have held meetings to decide on an equitable allocation of those funds. The County, however, has added an eighth agency to the mix, thereby reducing the amount of the original share. The TVCSD is looking into the legality of the County's action under the Measure A ordinance. Meanwhile, the District is going ahead with the planning and design of the following projects: a new slightly larger gazebo, drinking fountains at the bathroom, and an automatic irrigation system to maintain the open meadow and landscaping year around. Anyone wanting to help or participate in the planning, design and/or construction of any of these projects, please call Karl at 878-2767.

Financial Advisory Committee Report

The FAC has been working on three major recommendations to the Board. Firstly, the FAC has developed an Annual Budget Process to serve as a guideline for TVCSD in an effort to increase stakeholder participation and general budgetary transparency. This yearlong process includes a review of strategic goals and objectives, trends and forecasts, and an analysis of planned capital improvements for the next year. This descriptive document and annual

timeline (see image) was recently voted on by the TVCSD Board and will be part of the District's policy manual, currently being drafted.

Secondly, the FAC also recommended a third party Efficiency Audit to assess District performance and the efficiency and effectiveness of operations and administration. An RFP was sent out, and six firms sent in bids. The FAC has been studying the bids and checking references prior to the Board taking action to proceed. While the current Board is interested in recommendations that can save money and resources, they voted to delay any action until after the first of the year. New board members seated in January will then be able to weigh in on this decision. Other districts have saved money and improved "best practices" as a result of such a study.

Thirdly, the FAC advised a Rate Study to assess TVCSD's rate structure and determine if our rates meet current and future needs, including adequate funding of reserves for emergencies, repairs, improvements, etc. Fortunately the Rural Communities Assistance Corporation (RCAC) has agreed to perform the study free of charge and has begun their analysis of relevant data. This information will be yet another tool for TVCSD's strategic planning as we move forward.

Median Household Income Survey

It is not too late to send in your confidential MHI survey, conducted by the RCAC. The TVCSD's eligibility for scarce State and Federal wastewater grants will be determined by the survey. The more surveys submitted, the more accurate the results will be. With too few surveys, the State will rely on its own

inaccurate estimate of \$105,000 for Tomales's MHI. The RCAC's resultant MHI is effective for five years.

Within 8-10 years the District will need to repair aging pipes. If the District qualifies with a modest MHI, we will be able to apply for grants.

Board Election Results

Congratulations to Bill Bonini, Brian LaMoreaux, and Deborah Parrish who have won the 4-year seats and to Xxxxx who has won the 2-year seat. Thank you to the outgoing board members for their service in working toward the betterment of the District. They are Walter Earle, Hope Sturges, and Xxxxxxx.

TVCS D's Financial Advisory Committee Meeting Minutes

October 21, 2013

Present: Deborah Parrish (Chair), Sue Sims (Board member), Chick Petersen, Bruce Bransom, Venta Leon, Donna Clavaud

Absent: none

Guests: Paul and Terry Duffy

Deborah convened the meeting at 6:30pm and reviewed the agenda items for discussion. It was agreed that this meeting would serve first as a review and update of ongoing issues since there was no quorum at the last meeting. Ongoing agenda items include the Annual Budget Process, review of Walter's policy draft on FAC, the Efficiency Audit bids, and the Rate Study now underway.

Meeting minutes were recorded and a summary has been written by Donna Clavaud.

1. Annual Budget Process:

The new process has been approved by the TVCS D Board of Director's and will be included in a TVCS D Policy Manual now being developed.

Recommendation: Committee members agreed that there should be a review of goals and objectives identified in the TVCS D Strategic 5-year Plan at the November Board Meeting in a effort to get on track with the Budget Timeline.

2. Draft Policy # 4060: Committees of the Board of Directors:

Recommendation:

Under 4060.3- add "with approval of Board members"

Under 4060.5.5 -omit "over \$5,000".

3. Efficiency Audit Bids:

Members agreed that it is prudent to postpone any action on this issue until RCAC completes the Median Income Study and the Rate Study. Also, since there will be a new Board elected to serve, it makes sense to wait until they can take such action. Donna agreed to contact the firms, give them an update, and relay that TVCS D will re-contact them in early 2014.

4. Rate Study:

All members support the Rate Study and are pleased that RCAC has offered to conduct the analysis for TVCS D for no fee. Members agree it will serve as yet another strategic planning tool as TVCS D moves forward. It was agreed to email Karen McBride and Stevan Palmer to strengthen the channels of communication should they require FAC input.

5. TVCSD Newsletter:

Donna agreed to send a summary article to be included in the November district newsletter.

Deborah adjourned the meeting at 7:55pm.

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 4060

4060.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.2 The following standing committees can be appointed at the discretion of the Board:

4060.2.1 Financial Advisory Committee;

4060.2.2 Park Advisory Committee;

4060.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January. Committee Members need not be board members, but serve at the pleasure of the board.

4060.3.1 Standing Committee members will satisfactorily complete mandatory two hour ethics training at the District's expense within one month of being appointed to the Committee.

4060.3.2 Standing Committee members who are assigned or reassigned to any District Committee will only be required to repeat the ethics training if two years have elapsed since their last completion of the course.

4060.4 The Board's standing committees may be assigned to review CSD functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

4060.5 The Board's standing Financial Advisory Committee shall be utilized to provide financial oversight on behalf of the Board of Directors. The Financial Advisory Committee shall:

4060.5.1 Review Monthly Financial Statements and Expenditure Details with Staff and make recommendations to the Board.

4060.5.2 Review other financial reports and issues with the District Staff as directed by the Board.

4060.5.3 Review the Annual Budget with Staff and make recommendations to the Board.

4060.5.4 Work with Staff on financial issues, revenue and expenditure issues as directed by the Board.

4060.5.5 Review and advise the Board on all expenditures over \$5,000.

4060.6 The Board's standing Park Advisory Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District and community goals regarding the Park.

4060.7 The full Board of Directors shall be responsible for carrying out these duties for the Tomales Village Community Services District

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	<ul style="list-style-type: none"> Focus on practicing and communicating fiscal responsibility. Investigate new grant sources and fundraising opportunities. Complete open projects and financially maintain park. Review environmental concerns on a regular basis. Regularly educate and inform all stakeholders. Provide ongoing education for Board of Directors. Promote website and newsletter to disseminate accurate information.
ACTION PLANS - Year 1	<ul style="list-style-type: none"> Create Finance Committee to provide oversight, analyze budget and current revenues, expenses, and identify relevant "Best Practices". Increase revenue and decrease expenses. Develop permanent statement in newsletter & website describing procedure to address concerns and questions. Develop financial fact sheet to educate all ratepayers. Complete contract and open bids for system operator. Advertise park availability by next newsletter. Obtain permanent spot on Town Hall newsletter. Conduct survey to determine community wants, needs, and interest in volunteering. Develop financial, legal, technical Advisory Group to tap local expertise and interest. Post rate schedule.
ACTION PLANS - Within 2 Years	<ul style="list-style-type: none"> Investigate repair of collection system. Outreach via newsletter, community letters & information meetings. Revise and renew Mission Statement. Create TVCSD Policy Manual. Address and resolve legal structure of TVCSD. Educate broader community that Tomales citizens provide park financial support. Locate and enroll Business Sponsors for park.
ACTION PLANS - 3 Years and Beyond	<ul style="list-style-type: none"> Create Park Committee to assist with ongoing management and maintenance needs. Remove gorse from irrigation field. Establish annual tour of plant, contact SUSD.

Karl Drexel

From: Karl Drexel [karl@tomalescsd.ca.gov]
Sent: Saturday, October 19, 2013 7:01 PM
To: 'Stevan Palmer'
Cc: 'Karen McBride'
Subject: Rate Study Information
Attachments: Equivalent Units Billing-200 gpd x .667rev 10-13-10.pdf; Year End P&L 2013.xlsx; Year End P&L 2011.xlsx; Year End P&L 2012.xlsx; New Balance Sheet 6-30-13.xlsx; SRF Repayment Schedule2012.pdf

Hi Stevan,

I am the District Administrator and will be compiling the information you are requesting. Please include me in any correspondence you have regarding the rate study. Thanks. **See Answers below.**

Karl

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

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

From: Karen McBride [<mailto:KMcBride@rcac.org>]
Sent: Thursday, September 26, 2013 11:02 AM
To: donna.clavaud@gmail.com
Cc: karl@tomalescsd.ca.gov; Stevan Palmer
Subject: Re: Tomales Rate Study

Hi Donna,

Nice to chat with you yesterday. I contacted my Supervisor, Stevan Palmer who is able to look at your rates for you. He has requested some info (see below) to get the ball rolling. I will continue to work with getting the income survey data. Karl tells me that Hope and Walt went back out this past week end to encourage folks to get them in so we'll give them a little more time on this end.

Stevan, Donna Clavaud's phone number is (707) 878-2138 and all of Stevan's contact info is below.

Thanks all for your efforts on this!

Hey Karen, see below...

**Basic rate study information required =
of total accounts**

99 Total Billed Parcels plus the Shoreline Unified School District (3 schools and District Office)

75 Single Family Residences billed 79.58 EUs

7 Multiple Family Residences billed 17.00 EUs

10 Commercial parcels billed 25.40 EUs

4 Institutional parcels billed 7.60 EUs

3 Additional Institutional billed 3.0 EUs

99 Parcels – 132.58 EUs @ 756/yr = \$100,230.48

(See Equivalent Unit Billing)

SUSD pays 34% of District's Operating Costs per MOU ≈ \$74,000 this year

Other Operating Income:

SUSD Note Receivable = \$2,641

SUSD Sinking Fund (Share of Long Term Debt) = \$8,062

SUSD Share of Capital Improvements = \$-0- this year

of commercial accounts versus residential accounts

See Above

Current rate schedule – Is it a flat fee? Base rate + commodity charge? Tiered rate structure? Are commercial accounts charged differently than residential? are there different rates for different sized meters?

Flat Rate \$756/ EU/Yr (See Attached Equivalent Unit Billing) – District does not have meters

Are there other types of accounts besides Commercial and Residential?

Institutional (Church, Halls, Retreats, Schools)

Water use data (assuming the system is metered) – each accounts water use my month for a minimum of 12 months. We need the most recent data available. If not all accounts are metered then an estimate of water usage for unmetered accounts is needed. The data should be on a excel spreadsheet (or Lotus, etc.) in the format shown below (if possible). It might take some phone calls to the billing software support to find out how to export the billing data into a spreadsheet in this form.

	Jan 2013	Feb 2013	Mar 2013	Apr 2013
Account 1	500	480	540	620
Account 2	300	310	340	520

District does not provide Water. Only Wastewater Collection, Treatment and Disposal

System revenues/expenses for past three fiscal years.

See Attached Year-End P&Ls

Data on planned capital improvements. Other major expenditures planned.

Still working on a CIP list. Nothing planned at this time.

Information on outstanding debts/loans.

See Attached Balance Sheets and State SRF Re-payment Schedule (we can discuss in detail)

General and Reserve account balances.

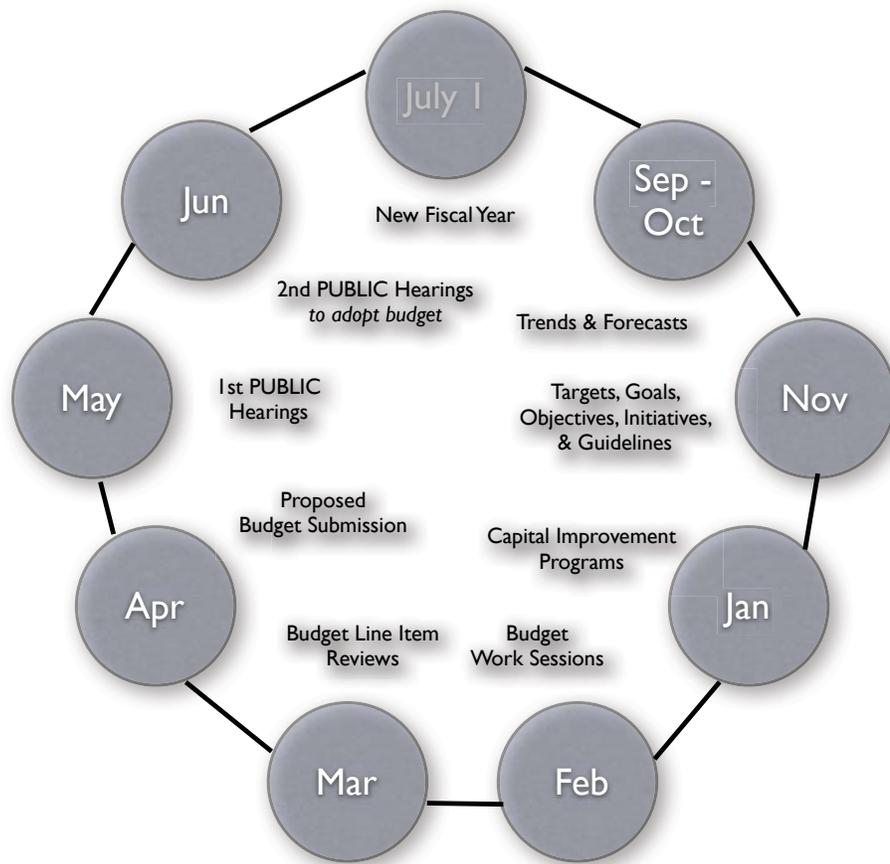
See Attached Balance Sheets

Note: RCAC looks at revenue sufficiency when doing a rate study, to assure that not only basic Operations and Maintenance costs are covered by revenues, but reasonable reserves are being funded for purposes such as responding to emergencies and capital improvements and repairs. This often requires multiple phone calls and a high level of communication between RCAC staff and system staff.

STEVAN PALMER

RCAC | ENVIRONMENTAL PROGRAMS
Rural Development Specialist II | Nevada
(775) 750-1884 (MOBILE)
(775) 323-8886 (FAX)
85 Keystone Ave, Suite K
Reno, Nevada 90503
www.rcac.org

KAREN MCBRIDE
RCAC/ENVIRONMENTAL PROGRAMS/CALIFORNIA
Rural Development Specialist
(916) 447-9832 ext 1012
(916) 549-3265 (CELL)
3120 Freeboard Drive #201
West Sacramento, CA 95691
www.rcac.org



TVCSD Annual Budget
Process Timeline

Karl Drexel

Subject: FW: Legal Opinion

From: Jeff Walter [mailto:jwalter@walterpistole.com]
Sent: Friday, November 01, 2013 2:11 PM
To: karl@tomalescsd.ca.gov
Cc: 'Laura Zagaroli'
Subject: Re: Legal Opinion

Karl: Is there a reasonable possibility that the Special Districts' intervention and submittal of a protest letter at this time cause delay in the distribution of Measure A funds to the cities and towns?

Jeffrey A. Walter & Pistole
670 W. Napa Street, Suite F
Sonoma, CA 95476
Phone: (707) 996-9690
Fax: (707) 996-9603
Email: jwalter@walterpistole.com
www.walterpistole.com

----- Original Message -----

From: Karl Drexel
To: 'Jeff Walter'
Cc: 'Laura Zagaroli'
Sent: Friday, November 01, 2013 12:24 PM
Subject: RE: Legal Opinion

Jeffrey,

The TVCSD and the six official Marin County Special Districts that have been meeting with County Parks over the last seven months regarding the allocation of Measure A funds for Cities Towns and Special Districts, does not have any interest in effecting any change to the overall percentages agreed upon. Our position is, and always has been that the 26.7% of the 15% going to Cities, Towns, and Special Districts that is allocated to Special Districts should be split seven ways as was agreed to by County Parks and not 8 ways as is currently proposed in the Memorandum of Agreement. We in no way have any intention of disrupting the Cities and Towns portion of Measure A that they have agreed to. I hope this clarifies our position.

Karl

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

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

 Please consider the environment before you print

From: Jeff Walter [mailto:jwalter@walterpistole.com]
Sent: Friday, November 01, 2013 12:03 PM
To: karl@tomalescsd.ca.gov

Cc: Laura Zagaroli
Subject: Re: Legal Opinion

Karl:

Since our firm represents two cities in Marin County that will also be receiving Measure A funds, our office cannot take any action that would be adverse to their interests. From the comments you have made and correspondence you have sent to us, it was my clear understanding from the outset of your request for our services that our involvement would have nothing to do with Marin County cities: that you are in no way intending to modify the allocation agreed to as respects the cities and towns and no way intending to affect how or when they would receive their allocations.

Please confirm that that is your intent. If there is any scenario that you think the position the special districts may wish to advocate would affect the cities' and towns' allocation and receipt of Measure A funding, please advise me of that at your earliest convenience.

Jeffrey A. Walter
Walter & Pistole
670 W. Napa Street, Suite F
Sonoma, CA 95476
Phone: (707) 996-9690
Fax: (707) 996-9603
Email: jwalter@walterpistole.com
www.walterpistole.com

----- Original Message -----

From: [Karl Drexel](#)
To: '[Leanne Kreuzer](#)'; '[Leighton Hills](#)'; '[Johnathan Logan](#)'; '[Horne, Thomas](#)'; jelam@tcsd.us; '[Madeline Thomas](#)'
Cc: [Laura Zagaroli](#); [Jeff Walter](#)
Sent: Friday, November 01, 2013 10:44 AM
Subject: RE: Legal Opinion

Thank you, Leanne, for putting it so eloquently. That is the position of the TVCSD as well. If the rest of the Districts are in agreement, I will have Walter and Pistole work on a strongly worded formal letter to County Counsel and see if we can schedule a meeting before the Dec 3rd presentation to the BOS. Thanks again and please advise ASAP so we can move forward.

Karl

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

Karl Drexel, SDA
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From: Leanne Kreuzer [<mailto:lkreuzer@strawberryrec.org>]
Sent: Friday, November 01, 2013 9:47 AM
To: karl@tomalescsd.ca.gov; '[Leighton Hills](#)'; '[Johnathan Logan](#)'; '[Horne, Thomas](#)'; jelam@tcsd.us; '[Madeline Thomas](#)'
Subject: RE: Legal Opinion

Good morning,

The Strawberry Recreation District formally has decided to contest the decision to acknowledge Firehouse Community Park as a Special District and the inclusion of the organization in the Measure A funding allocated specifically for Special Districts. SRD will financially contribute to the legal services for a formal letter to be prepared and facilitated by Tomales Village Community Special District on behalf of any and all Special Districts interested in being represented in this appeal. Please remember that County Counsel has agreed to meet with the Special Districts to discuss this item however they would appreciate a single uniform statement articulating any and all of the points related to the item.

The SRD board will be adopting all the related documentation for the County of Marin Measure A policies and procedures they will review both spread sheets that have been provided and will omit the spread sheet at this time as we navigate the conversation further.

SRD hopes that all the special districts will join together in the effort to follow the letter of the law in this case and encourage the County to take responsibility for funding Firehouse Community Park through the County of Marin's portion of Measure A funds not the Special Districts.

We all agree that they should be eligible for County Funds however they should not be considered a Special District.

Sincerely,

Leanne Kreuzer

District Manager
Strawberry Recreation District
118 E. Strawberry Drive
Mill Valley, CA 94941
T: (415)383-6494
F: (415)383-6635

email: lkreuzer@strawberryrec.org
website: <http://strawberry.marin.org>

From: Karl Drexel [<mailto:karl@tomalescsd.ca.gov>]
Sent: Thursday, October 31, 2013 12:41 PM
To: Leanne Kreuzer; 'Leighton Hills'; 'Johnathan Logan'; 'Horne, Thomas'; jelam@tcsd.us; 'Madeline Thomas'
Subject: Legal Opinion

Good Afternoon All,

As you know, I contacted a legal firm to determine if the seven Special Districts in Marin County had a legitimate chance at challenging the County Parks Department and Board of Supervisors decision to add Firehouse Community Park Agency in the mix for Measure A funds. I sent them all of the e-mails from the County, the Agreements, meeting agendas and backup documentation showing FCPA is not a Special District. I also told them that Linda Dahl at the September 3rd meeting assured Firehouse Park that they would not be left out and that County Parks will find them funding from their own allocation. They put a lot of time and effort in reviewing all of the information and documentation, interviewed people from the County and County Counsel, represent several of the cities in Marin that already have the Agreement and feel like there is not a strong enough case to litigate the issue for \$20-\$80,000, although we will all be losing much more than that over the next nine years, so you all would have to make that decision. They do believe, however, a strongly worded letter to County Counsel arguing the letter of the law, rather than just the intent MIGHT get them to fund Firehouse Park from the County's allocation and put the Special District allocation back to seven. It is a crap shoot at best, but something we all need to consider.

To date they have billed us for 7.9 hours at \$190/hr or \$1,500. A letter would run another \$1,000 to \$1,300. I would like all of you to ask your Boards what they would like to do from this point forward. Do they feel it is worth the money to send a letter to see if the County is willing to change the allocation, or do we just drop it and settle for what we have. I would also like you to ask your Boards to help me with the bill we already have. It is a lot of money for one small district, but if we split it 7 ways, it becomes manageable. If we split it on the allocation criteria, those with the

most to lose would pay a little more and we could get a strongly worded letter developed and sent out ASAP. The Agreement that says eight special districts is already being returned by the cities and towns. Please put this on your November Agendas or a special meeting asap. Thanks.

Karl

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

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

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Karl Drexel

Subject: FW: Measure A Program: Meeting follow-up
Attachments: Measure A Grant Agreement 10-31-13.pdf
Importance: High

From: Jeff Walter [<mailto:jwalter@walterpistole.com>]
Sent: Thursday, October 31, 2013 12:37 PM
To: karl@tomalescsd.ca.gov; Laura Zagaroli
Subject: Re: Measure A Program: Meeting follow-up
Importance: High

Attached is the form of grant agreement that the County submitted to the City of Novato to approve. I have "Bate" stamped each page. At Bate stamp page 18, please note that the County is asking each recipient agency to agree to an allocation method that includes 8 "special districts." And this allocation must be agreed to as being "final."

Karl. Time is of the essence. Please contact your peers at the other districts to find out if they want us to send that letter, at your earliest convenience.

Jeffrey A. Walter
Walter & Pistole
670 W. Napa Street, Suite F
Sonoma, CA 95476
Phone: (707) 996-9690
Fax: (707) 996-9603
Email: jwalter@walterpistole.com
www.walterpistole.com

----- Original Message -----

From: [Karl Drexel](#)
To: [Laura Zagaroli](#) ; [Jeffrey Walter](#)
Sent: Thursday, October 31, 2013 12:09 PM
Subject: FW: Measure A Program: Meeting follow-up

I don't know if you have a copy of this or not, but here is the wrap up of the September 3rd meeting and the County's indication that we were back with seven Special Districts. This also includes the MOA where they use the number seven and eight in the same document, but the clear intent at this time was for seven.

Karl

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

Karl Drexel, SDA
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PO Box 303
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 Please consider the environment before you print

From: Wright, Kevin [<mailto:KWright@marincounty.org>]
Sent: Thursday, September 05, 2013 9:12 AM
To: 'karl@tomalescsd.ca.gov'; 'Leanne Kreuzer'; 'Leighton Hills'; Johnathan Logan; Horne, Thomas; 'jlam@tcsd.us'; 'Madeline Thomas'

Cc: Miska, Ron; Dahl, Linda

Subject: Measure A Program: Meeting follow-up

Good morning everyone, I wanted to follow up after our discussion Tuesday and thank everyone for their participation. Please forward this to the board members who participated in Tuesday's discussion and help me by providing an updated contact list of board members who will be attending future meetings.

I also wanted to provide you and your board members with the grant agreement and forms going before the Board of Supervisors for review on the 10th. Please note: The language in the form of grant agreement may still change slightly following the BOS meeting. We are working with the cities and towns to incorporate some additional legal language covering indemnification, third party beneficiaries, expenses, integration, amendments, and severability. Once County Counsel has reviewed changes to the agreement we will forward this final draft to each of you for review and signature. We expect to send the final draft out to you September 25th, and will request a signed copy back October 15th. I will assist you with reviewing all changes by sending a highlighted copy distinguishing the new language from the original agreement. If additional time is needed to review the changes this may push our timeline back a little, but we will still make every effort to send out the first disbursement in early January.

Finally, I have attached the allocation spreadsheet for the seven districts developed in April of this year. From discussion during our meeting Tuesday, I am not making any changes to the population figures at this time. I am sending this spreadsheet so each of you are aware of the population numbers and allocation method we will be using to generate first disbursement estimates later this month.

Thank you again for working with us to get this program off the ground. We will be communicating regularly with all of you as we approach the first disbursement of the City, Town and Special District Program. Beyond that I will seek to establish an annual meeting to facilitate ongoing discussion during the life of this Measure A program.

Kevin



Kevin Wright
EXTERNAL AFFAIRS COORDINATOR

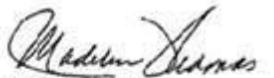
Marin County Parks
3501 Civic Center Drive, Suite 260
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415-497-3553 M
415-473-2129 T
KWright@marincounty.org
marincountyparks.org

Karl Drexel

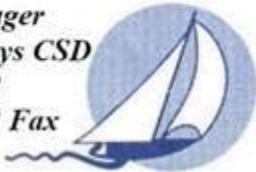
From: Madeline Thomas [bmkcsd-dm@sbcglobal.net]
Sent: Wednesday, November 06, 2013 2:27 PM
To: 'Wright, Kevin'
Cc: Darrick Chase; Ernie Ganas; 'Madeline Thomas'; Noemi Camargo; Ruth Simpson; tobbio@aol.com; Vince Lattanzio
Subject: Measure "A"
Importance: High

Hi Kevin, the Bel Marin Keys CSD has decided to contest the decision to acknowledge Firehouse Community Parks as a Special District and the funding allocated they will receive from the 7 Special Districts. We have decided to contribute to the legal services for a formal letter to be prepared and facilitated by Tomales Village Community Special District on behalf of all the Special Districts interested in being represented in this appeal. Our Board of Directors and the District's counsel have not had adequate time to review all the changes and the options available. We will not be able to approve the revised Agreement by November 11th due to the fact our next Board Meeting is not until November 21, 2013.

We will notify you as soon as possible what our Board has decided at the regular CSD Meeting.



*District Manager
Bel Marin Keys CSD
415-883-4222
415-883-3683 Fax*



GRANT AGREEMENT FOR DISBURSEMENT OF TAX PROCEEDS

BETWEEN

COUNTY OF MARIN

AND

CITY OF _____
TOWN OF _____
_____ DISTRICT

This Grant Agreement (hereinafter "AGREEMENT") is made and entered into this 3rd day of December, 2013, by and between the County of Marin, a political subdivision of the State of California (hereinafter "COUNTY"), and the CITY/TOWN of _____, or _____ DISTRICT (hereinafter "CITY", "TOWN" or "DISTRICT", whichever is applicable), a political subdivision of the State of California, collectively hereinafter the "PARTIES".

Recitals

Whereas, the Marin Parks, Open Space, and Farmland Preservation Transactions and Use Tax Ordinance (hereinafter "MEASURE A"; attached as Exhibit A) was approved by Marin County voters on November 6, 2012; and

Whereas, MEASURE A levies a one-quarter of one-percent transactions and use tax (hereinafter "sales tax") in Marin County and is estimated to generate approximately \$10,000,000 per year for the life of the measure; and

Whereas, the MEASURE A expenditure plan, included in Exhibit A, allocates 15% of the revenues from the sales tax increment to a City, Town, and Special District Program (hereinafter "PROGRAM") to assist Marin's municipalities and applicable special districts in managing their parks, open space preserves, recreation programs, and vegetation to promote biodiversity and reduce wildfire risk; and

Whereas, the term, applicable special districts, means a local public entity located wholly within the unincorporated area of Marin that was explicitly formed to provide services to the community for park and recreation purposes and/or park and recreation purposes plus open space. Applicable special districts do not include federal agencies, state agencies, extensions of the County government (i.e. CSAs) and/or districts located within an incorporated town or city even if such agencies or districts provide services to the community for recreation, open space or recreation programming.

Whereas, COUNTY is charged with the fiduciary duty to administer the MEASURE A sales tax proceeds consistent with applicable laws; and

Whereas, MEASURE A, requires that an allocation method be developed as a means to determine the amount of funding each municipality and applicable special district receives on an annual basis from the PROGRAM; and

Whereas, the Marin County Board of Supervisors approved said allocation method on December 3rd, a copy of which (Exhibit B) is attached hereto and made a part hereof (hereinafter "ALLOCATION METHOD"); and

Whereas, the objective of this AGREEMENT is to establish a mutually beneficial relationship between PARTIES to disburse and account for MEASURE A fund expenditures;

Therefore, PARTIES are entering into this AGREEMENT.

Statement of Agreement

1. It is mutually agreed and understood that, upon signing of this AGREEMENT:
 - a. COUNTY is responsible for allocating, managing, accounting for, and disbursing all PROGRAM funds.
 - b. COUNTY will disburse PROGRAM funds to CITY/TOWN/DISTRICT semiannually (two times per fiscal year), as follows:
 - i. Disbursement 1 will occur on or about the first Monday in July each year, conditional upon receipt by Marin County Parks of an Annual Measure A Work Plan prepared by CITY/TOWN/DISTRICT, in the form attached as Exhibit C, by June 1 of the same calendar year. Disbursement 1 will consist of PROGRAM funds from Measure A revenue received from the Board of Equalization during the preceding January 1 through June 30 period and allocated to the CITY/TOWN/DISTRICT according to the ALLOCATION METHOD. If CITY/TOWN/DISTRICT submits its Annual Measure A Work Plan after June 1, Disbursement 1 shall occur approximately 30 days subsequent to submittal.
 - ii. Disbursement 2 will occur on or about the first Monday in January, conditional upon receipt by Marin County Parks, by September 15th of the same fiscal year, of an Annual Measure A Expenditure Report prepared by CITY/TOWN/DISTRICT, in the form attached as Exhibit D, describing actual expenditures for the preceding fiscal year. Disbursement 2 will consist of PROGRAM funds from Measure A revenue received from the Board of Equalization during the preceding July 1 through December 31 period and allocated to the CITY/TOWN/DISTRICT according to the ALLOCATION METHOD. If CITY/TOWN/DISTRICT submits its Annual Measure A Expenditure Report after September 15, Disbursement 2 shall occur approximately 30 days subsequent to submittal. Late Expenditure Reports will delay annual reporting on Measure A, and the work of the Measure A Community Oversight Committee. CITY/TOWN/DISTRICT is encouraged to produce Expenditure Reports on time.
 - iii. COUNTY will make every effort to make disbursements within the time periods specified above, and shall not willfully delay or withhold

PROGRAM funds for reasons other than those stated in this AGREEMENT, but shall not be responsible for the consequences if disbursements are delayed for any reason. Disbursements will occur by electronic transfer.

- iv. Notwithstanding the foregoing schedule, the first disbursement will occur on or about the first Monday in January 2014. The first disbursement will consist of PROGRAM funds from Measure A revenue received from April 1, 2013 through December 31, 2013 and allocated to the CITY/TOWN/DISTRICT according to the ALLOCATION METHOD, and may be applied to CITY/TOWN/DISTRICT PROGRAM expenditures and obligations made or incurred during that period. Any money spent prior to the approval of the first Work Plan may not be reimbursed by Measure A funds if the work performed does not meet the requirements of the Work Plan and Measure A Ordinance.
- c. CITY/TOWN/DISTRICT's allocation of PROGRAM funds must be used as described in Exhibit A to this AGREEMENT. Only the following uses are allowed:
 - i. To maintain, restore and/or renovate existing parks, preserves and recreational facilities.
 - ii. To construct new parks and recreational facilities or acquire parklands.
 - iii. To engage in vegetation management to reduce wildfire risk, promote biodiversity or control invasive non-native weeds on private, municipal, or district lands.
- d. Without changing the ALLOCATION METHOD, COUNTY may review and adjust CITY/TOWN/DISTRICT's allocation every three years, beginning with the date of this AGREEMENT, to reflect population changes in the municipalities and applicable special districts receiving PROGRAM funds. COUNTY shall provide CITY/TOWN/DISTRICT's with notice of any adjustments.
- e. For CITY/TOWN/DISTRICT's budgeting purposes, COUNTY will provide an estimate of a CITY/TOWN/DISTRICT's annual allocation for the coming fiscal year on or about February 1, for as long as the tax is in effect. COUNTY will base the estimate on the annual budget approved by the Board of Supervisors and account for an estimated delay in payment from the sales tax is assessed to the time a payment is made to COUNTY of three (3) months. Actual allocation may be higher or lower than the estimate due to variability in annual tax receipts. The first estimate of annual allocation will occur on or about October 18, 2013.
- f. CITY/TOWN/DISTRICT is not required to match funds.
- g. CITY/TOWN/DISTRICT will segregate PROGRAM funds from other funds available to it. CITY/TOWN/DISTRICT is required to establish a Measure A Revenue Account and an annual Measure A Budget, out of which expenditures may be made.
- h. CITY/TOWN/DISTRICT need not expend its annual allocation of PROGRAM funds in a single fiscal year. Allocations may accumulate with the CITY/TOWN/DISTRICT and carry over into multiple, successive fiscal years if,

for example, CITY/TOWN/DISTRICT wishes to use the funds for a program, project or projects that cannot be funded with a single year allocation.

- i. CITY/TOWN/DISTRICT will expend the sum total of its annual allocations by 10 years after the date the original MEASURE A expires. On that date, PROGRAM funds not expended by CITY/TOWN/DISTRICT shall revert and be due to COUNTY.
- j. CITY/TOWN/DISTRICT's first Annual Measure A Work Plan, as described in Exhibit C will be due to COUNTY on December 16, 2013. Future annual work plans shall be due as stated in item "b" above. If CITY/TOWN/DISTRICT submits its first Annual Measure A Work Plan after December 1, the Disbursement described in item b(iv) above shall occur approximately 30 days subsequent to submittal.
- k. CITY/TOWN/DISTRICT is responsible for ensuring that environmental review and permitting requirements are fulfilled, if applicable, for all projects receiving Measure A funds.
- l. CITY/TOWN/DISTRICT will spend Measure A funds solely on project or program costs. Project or program costs are defined as costs associated with staff, contractors, consultants or materials related to projects identified in the annual Work Plan.
- m. The accuracy of CITY/TOWN/DISTRICT's annual Measure A Expenditure Reports will be certified by the CITY/TOWN/DISTRICT's chief fiscal officer.
- n. COUNTY may audit CITY/TOWN/DISTRICT's expenditure of PROGRAM funds.
- o. COUNTY will assist CITY/TOWN/DISTRICT to establish practices and procedures, as necessary, to facilitate CITY/TOWN/DISTRICT's fulfillment of its responsibilities pursuant to this AGREEMENT.

2. Indemnification

CITY/TOWN/DISTRICT shall defend, indemnify, hold harmless, and release COUNTY, its elected and appointed officials, officers, agents, and employees, from and against any and all actions, claims, damages, liabilities, or expenses (hereinafter "LIABILITY") that may be asserted by any third party arising out of or in connection with CITY/TOWN/DISTRICT'S performance under or the making of this AGREEMENT, except to the extent that LIABILITY is caused by the negligence or willful misconduct of COUNTY.

COUNTY shall defend, indemnify, hold harmless, and release CITY/TOWN/DISTRICT, its elected and appointed officials, officers, agents, and employees, from and against any and all actions, claims, damages, liabilities, or expenses (hereinafter "LIABILITY") that may be asserted by any third party arising out of or in connection with COUNTY'S performance under or the making of this AGREEMENT, except to the extent that LIABILITY is caused by the negligence or willful misconduct of CITY/TOWN/DISTRICT.

3. Duration and Termination

The terms of this AGREEMENT shall remain in full force and effect for 10 (ten) years from the date adopted and signed. This AGREEMENT may be renewed by the mutual consent of all PARTIES. Any party may terminate this AGREEMENT by notifying the other party a minimum of 30 (thirty) days in advance.

4. Contacts and Notices

All notices under this Agreement shall be in writing (unless otherwise specified) delivered to the parties by hand, by commercial courier service, or by United States mail, postage prepaid, addressed to the parties at the addresses set forth below or such other addresses as the parties may designate by notice.

For County:

Director
Marin County Parks
3501 Civic Center Drive, Suite 260
San Rafael, CA 94903
Phone: (415) 473-6387
Fax: (415) 473-3795
Email: LDahl@marincounty.org

For City, Town or District:

Title
Name of City/Town/District
Address
Phone
Fax
E-mail

5. NO THIRD PARTY BENEFICIARIES

Nothing contained in this agreement shall be construed to create, and the PARTIES do not intend to create, any rights in third parties.

6. EXPENSES

Except as otherwise provided in Section 2 of this AGREEMENT, each party shall be solely responsible for and shall bear all of its own respective legal expenses in connection with any dispute arising out of this AGREEMENT and the transactions hereby contemplated. PARTIES may not use PROGRAM funds for the aforementioned purpose.

7. INTEGRATION

This AGREEMENT, including Exhibits A, B, C and D which are attached hereto and incorporated herein by reference, represents the entire AGREEMENT of the PARTIES with respect to the subject matter thereof. No representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein.

8. AMENDMENT

Except as otherwise provided herein, this AGREEMENT may not be changed, modified or rescinded except in writing, signed by all PARTIES hereto, and any attempt at oral modification of this AGREEMENT shall be void and of no effect.

9. SEVERABILITY

Should a court of competent jurisdiction rule or declare that any part of this AGREEMENT is unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this AGREEMENT, which shall continue in full force and effect; provided that the remainder of this AGREEMENT can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the PARTIES.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT on the day and year above written.

CITY, TOWN OR DISTRICT

Mayor or other authorized representative

Attest:

Clerk of the City/Town/District

Approved as to Form:
CITY/TOWN/DISTRICT COUNSEL

By: _____

COUNTY OF MARIN

President, Board of Supervisors

Attest:

Clerk of the Board

Approved as to Form:
COUNTY COUNSEL

By: _____

EXHIBIT A

Marin County Ordinance No. 3586

EXHIBIT B

Allocation Method

EXHIBIT C

Form of Annual Measure A Work Plan

EXHIBIT D

Form of Annual Measure A Expenditure Report



Work Plan

Measure A City, Town, and Applicable Special District Program Proposed Expenditure of Measure A Funds for April 1, 2013 to June 30, 2014

Timely and accurate completion of this report is a condition of receiving Measure A funds.

Instructions:

- This work plan must be completed by an authorized representative of the recipient.
- Please complete this work plan, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Coordinator (kwright@marincounty.org), by December 15, 2013. In future years, this work plan will be due on June 1, before the start of the new fiscal year.
- Contact Mr. Wright by e-mail (kwright@marincounty.org) or phone (415) 473-2129 if you have any questions, or if you have suggestions to improve this form.
- Marin County Parks will review this plan within one month of its receipt to ensure that proposed expenditures are consistent with Marin County Ordinance 3586 (Measure A).
- Recipients must provide Marin County Parks with 30-days prior notice of any project additions or substitutions that are proposed while a work plan is in effect.
- Marin County Parks will provide the recipient with an estimate of recipient's Measure A funding for Fiscal Year 2013-14 by October 18, 2013.
- Total actual project expenditures may not exceed recipient's actual Measure A funding for any given fiscal year, plus any balance remaining from previous years.

This portion of page is intentionally blank. Proceed to next page.

A. Name of Recipient (city, town, or special district): _____

B. Recipient's representative and contact information: (Please print all information)

Name: _____
(Print)

Title: _____
(Print)

Address: _____

City, Zip: _____

Phone: _____

E-mail: _____

C. Total estimated funds for current fiscal year 2013-14:

i.. Balance of recipient's Measure A funds from previous fiscal years	ii. Estimate of recipient's Measure A funds for Fiscal Year 2013-14. (This information will be provided by Marin County Parks)	iii. Total estimated available funds for current fiscal year (i + ii).
\$ 0	\$	\$

D. Recipient's Measure A Work Plan for Fiscal Year 2013-14:

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
Estimated Total					\$

**Select work or project purpose only from the following menu: (see next page for additional choices)

- a) Routine maintenance
- b) Renovation of existing recreational facility, including infrastructure (includes planning, environmental review, permitting, design development, etc.)

- c) Construction of new park or recreation facility (includes planning, environmental review, permitting, design development, etc.)
- d) Parkland acquisition
- e) Vegetation management to reduce wildfire risk
- f) Vegetation management to promote biodiversity
- g) Vegetation management to control invasive, non-native weeds

E. Certification

I certify that the information contained herein is true and accurate, to the best of my knowledge.

Signature

Title

Print Name

Date

Smart Lights Program

1013 Pardee Street, Berkeley, CA 94710

Fax (510) 981-0102

Tel (510) 981-7750

www.smartlights.org



To: Karl Drexel
707-878-2767

Hello Karl:

The following is the SmartLights Customer Report for **Tomaes Village Community Services District - WWTP**. A glossary of abbreviations and terminology is included for your convenience.

To help you implement your energy efficiency upgrade, SmartLights will provide you with a rebate of **\$49.14**. The rebate is part of the **\$527.92** total cost of the project.

The proposed project will save you an estimated **\$15.69** per year in electricity costs, with a payback of approximately 30.5 years, based on wattage reduction identified by SmartLights and the operating schedules you provided. Please verify these schedules in the report to ensure their accuracy. With a return on investment of 3%, this is one of the best investments you can make today and it will reduce your yearly carbon footprint by 46 lbs of CO2!

To reserve your rebate and begin project installation, please sign and date the final two pages of the report, titled 'Customer Participation Agreement' and 'Customer Work Order'. Then simply fax or mail it to us at the number/address listed above.

You may also modify the proposed project to ensure that it meets your needs and budget. Possible options include reducing the scope of the project, using your own contractor, or installing the equipment yourself. Whatever your concerns, I will work with you to ensure that the project meets your specific needs.

As a courtesy to you, the SmartLights rebate quoted above is available to your business for 15 days. If I don't hear back from you within that period, I may need to make your rebate available to other businesses. Funding for this extremely popular program is limited, and services and incentives are available on a first-come, first-served basis.

Please call me by 11/18/2013 to let me know if you would like to proceed with the installation, or to discuss any questions or concerns you might have about the proposed project. I can be reached at 510-981-7751.

Thank you for your interest in the SmartLights Program. I look forward to working with you!

Cordially,
Tiare Ordanza
Tiare Ordanza

Customer Report

Tomales Village Community Services District - WWTP
 10 Irwin Rd
 Tomales, CA 94971



Presented To	Site Contact
Karl Drexel Tomales Village Community Services District 10 Irwin Rd Tomales CA 94971	Karl Drexel Tomales Village Community Services District 10 Irwin Rd Tomales CA 94971

Audit Number 12043	Utility & Rate PG&E	A-1
Audit Type Lighting	Business Type MBT	
Rebate Code 2013-14 CLP MARIN v2	Survey Date 10/22/2013	
Program Marin Energy Watch 2013	Report Date 10/31/2013	

Project Summary - Lighting

Total Install Cost	\$ 527.92	In order to minimize potential change orders, please make sure you fully understand the proposed measures outlined in this report. The SmartLights specialist will be more than happy to discuss these measures with you. Please retain this report for your records, as it will be very helpful when ordering replacement products. Calculations based on per kWh and 2013-14 MARIN Calculated Lighting Project Rebate - \$0.14/kWh, \$0.19/kWh LED rebate.
Total Rebate	\$ 49.14	
Final Cost	\$ 478.78	
Estimated Savings	\$ 15.69 Per Year	
Simple Payback	30.5 Years	
Return on Investment	3%	
Rebate % of Total Cost	9.31%	
Estimated Monthly Savings	\$ 1.31	
Estimated Energy Savings	86 kWh/year	
Power Reduction	0.208 kW	
CO2 Emissions Reduction	46.636 lbs CO2/year	

Program Manager

Jessica Sealock
 Program Manager
 Community Energy Services Corp.
 1013 Pardee Street, Suite 201
 Berkeley CA 94710
 jessica@ebenergy.org
 510-981-7758

Auditor

Tiare Ordanza
 Project Manager
 Community Energy Services Corp.
 1013 Pardee Street, Suite 201
 Berkeley CA 94710
 tiare@ebenergy.org
 510-981-7751

Contractor

California consumers are not obligated to purchase any full fee service or other service not funded by this Program. This Program is funded by California utility ratepayers under the auspices of the California Public Utilities Commission (CPUC).

01 | Main

Existing / Proposed	Schedule	Total Cost	Rebate	Net Cost
(8) T12 4' 40M2-2L	A	\$427.92	\$49.14	\$378.78
(8) T8 4' 32E2-2L-PREM-LPO-5000 °K	A			

8 Remove existing (2) 4' lamps and (1) ballast; install (2) 4' T8 lamps and (1) LPO/2L electronic ballast

Measure Schedules

(A) 8 hours/week – average rate \$.182/kwh, 413.67 hrs/yr

Smart Lights Program

1013 Pardee Street, Berkeley, CA 94710

Fax (510) 981-0102

Tel (510) 981-7750

www.smartlights.org



Abbreviations and Terminology used in this Report:

- **(#)** = Quantity of Existing and/or Proposed fixture included in Measure.
- **Schedule** = The letter in the column corresponds with a schedule that is detailed at the end of the Areas and Measures Report.
- **Change Orders: [#]** = If a change order has been created this title will appear before the explanation of the change.
- **Custom** = Custom equipment descriptions indicate that the upgrade is a custom measure created specifically for this project; this upgrade may include custom wattages, costs and/or specifications.
- **INC** = Incandescent, the typical inefficient old-style light bulb.
- **CFL** = Compact Fluorescent Lamp, typically a screw-in fluorescent lamp with miniature straight or twisted tubes that replaces an incandescent. These come in a variety of shapes and sizes, including candle, globe, pear, track, and reflector.
- **LED** = Light-Emitting Diode, the newest energy efficient option can replace any existing lighting technology. LED upgrades can be either retrofits or new fixtures.
- **T8** = Tubular fluorescent, 1" diameter, the industry standard efficient lamp that can be retrofitted into existing fixtures in conjunction with electronic ballasts.
- **PREM** = Premium, high efficiency electronic ballast, uses less watts than a first-generation electronic ballast, improves performance, and is the SmartLights standard ballast.
- **E** = Electronic ballast, which is used to upgrade fluorescent, CFL and HID fixtures.
- **TAND** = "Tandem"-wired ballast, shared between fixtures; for example, a 4-lamp ballast used for two 2-lamp fixtures.
- **LPO** = Low Power Output ballast (i.e. low ballast factor), used to reduce the energy consumption and light output of the newer T8 lamps, in order to maximize savings or where high light levels are not necessary.
- **NPO** = Normal Power Output ballast (i.e. normal or standard ballast factor), used to match the light output of new standard fluorescent lamps.
- **HPO** = High Power Output ballast (i.e. high ballast factor), used to increase the light output of T8 lamps where more light is needed, or where two T8 lamps might replace 3 or 4 lamps.
- **FIXT** = New Fixture, this prefix indicates that the upgrade is a new, complete fixture. The next piece of text often specifies what type of fixture will be installed (i.e. AREA or POLE).
- **BILEVEL** = Bi-level operation, means that the fixture operates at a high and low level based on occupancy (triggered by a motion sensor).
- **Color Temperature** = The "warm" or "cool" appearance of a light source, where the lower numbers (in temperature degrees Kelvin) are considered "warm", and the higher numbers "cool". Example: incandescent lighting has a color temp of about 2700°K and is considered very "warm", while typical office "cool white" fluorescent lamps are about 5000°K.
- **Any struck out text** = Any text that is struck out indicated that the Area, Measure, and/or Fixture has been inactivated and is no longer included in the project scope or calculations.

Equipment List

Qty		Unit Labor	Unit Equip	Labor Cost	Equip Cost	Total Cost
8	T8 4' 32E2-2L-LPO	\$21.38	\$32.11	\$171.04	\$256.88	\$427.92
	Remove existing (2) 4' lamps and (1) ballast; install (2) 4' T8 lamps and (1) LPO/2L electronic ballast					

Notes:

Costs include disposal and tax

Custom = custom priced item

SetUp Fee = extra fee for contractor travel, setup, materials and recycling

Access Labor = extra labor costs for areas with difficult access

Ceiling Labor = extra labor costs for high ceiling installations

Installation Preference = extra labor costs for any unique installation requests

Set Up Fee

Total Base Labor

Extra Access Labor

Extra Ceiling Labor

Installation Preference

Total Equipment

Extra Cost

Total

SmartLights Customer Participation Agreement

I, the undersigned, on behalf of the business customer identified below, acknowledge and agree to the following:

Eligibility

I am an electric or natural gas Customer of PG&E with an active meter serviced by PG&E. If I have an existing on-site cogeneration or self generation, the SmartLights program will not pay incentives for energy savings that exceed my annual energy usage from PG&E.

Project Completion

I have reviewed the recommendations in the Customer Report and Work Order. I hereby authorize the SmartLights Program of Community Energy Services Corp. ('CESC') to contact a participating licensed contractor ("Installation Contractor") to complete the recommended energy efficiency project. I have obtained any necessary authorization from the landlord or property manager to complete the project. In most cases, the project should be completed within 3 weeks of signing the attached Customer Work Order. Work will occur during a time that is mutually agreeable to both me and the Installation Contractor. Labor for work performed outside of the normal work week will be charged accordingly. I understand that I am responsible for paying my portion of the project costs (total costs minus the Instant Rebate), and that my portion is due to the Installation Contractor upon project completion and receipt of the project invoice. I, as a California consumer, am not obligated to purchase any full fee service or other service not funded by this Program. Los consumidores en California no están obligados a comprar servicios completos o adicionales que no estén cubiertos bajo este programa. Funding for the Program is limited. Instant Rebates will be paid on a first-come, first-served basis until 12/31/2014 or until funds are depleted, whichever occurs first. Rebates are considered taxable income. Prices and rebates subject to change if I delay installation by more than 2 months after contract signing.

Correction of Electrical Code Violations is Not Covered

Although code violation are rarely found, if any code violations are found that affect the completion of the project, I can either opt to (1) have the Installation Contractor stop work and charge me only for completed work, or (2) have the Installation Contractor provide an additional estimate for correcting the code violations. Costs for correcting the code violations are solely my responsibility and are outside the scope of this contract.

Role of Administrators and Contractors, Access Agreement

I will be signing a Customer Work Order contract (attached) with the Installation Contractor for work recommended in the Customer Report and Work Order. In the event of any defect in the work (including equipment and installation), I will look solely to the equipment manufacturer or Installation Contractor and I absolve CESC and its employees of any liability with respect to the work. I agree to allow CESC staff and/or external PG&E-approved verifiers access to the facility should external inspection be required for purposes of verification, monitoring, and program evaluation. The rebate is subject to change if any equipment is not found installed as specified. This Program is funded by California utility ratepayers under the auspices of the California Public Utilities Commission. Este programa está financiado por los usuarios de servicios públicos en California bajo la jurisdicción de la Comisión de Servicios Públicos de California.

Estimate Energy Savings

The estimated energy savings quoted in the Customer Report and Work Order are based on the equipment operating schedules that are included in the proposal and an averaged PG&E utility rate. I believe these schedules accurately describe how the equipment is operated at the facility listed in this document. Since many factors contribute to energy use in any facility, and the installed equipment is only one factor, I understand that CESC and the Installation Contractor assigned to me do not guarantee that a specific level of energy or cost savings will result from the implementation of energy conservation measures funded under this Program.

Life of Product

I understand incentive payments are based on related energy benefits over the life of the product. I agree if 1) I do not provide PG&E with 100% of the related benefits for the life of the product or a period of 5 years, whichever is less, or 2) I cease to be a distribution Customer of PG&E during said time period, then I shall refund a prorated amount of incentive payment(s) to PG&E based on the actual period of time for which I provided the related energy benefits as an electric Customer of PG&E.

"Double Dipping"

I can only use the SmartLights Program rebates to offset costs for the work and equipment specified as part of the project. I will not be able to apply financial incentives offered by another utility, state, or manufacturer program funded by California ratepayers under the auspices of the California Public Utilities Commission towards work or equipment that is covered by this Agreement. I agree not to apply for or receive incentives or services for the project work or equipment from another utility, state, or manufacturer program.

Limitation of PG&E Liability

Neither PG&E nor any of its employees make any warranty, express or implied, nor assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any data, information, method, product or process disclosed in this document and other Program documents (the "disclosed items"). In addition, PG&E and its employees do not represent that use of the disclosed items will not infringe any privately-owned rights, including, but not limited to, patents, trademarks, or copyrights.

Parallel Review

All proposed projects containing calculated lighting measures are subject to the CPUC Energy Division's (ED) Parallel Review process. With the pending approval of the Lighting Calculator, SmartLights Program has received approval to pilot a streamlined "modified review" process, in order to reduce the amount of time and resources required by the ED process. Utilizing the process includes inherent risks related to changes in savings values and incentive values, in any case that changes are made to the Lighting Calculator and/or my project. I agree to allow SmartLights to submit information pertinent to my project to the CPUC ED to implement this review.

Project Permits

After energy-saving measures are installed and operable and before incentive or rebates are paid, recipients must comply with the following terms, as applicable, and will be required to certify after installation:

For HVAC measures installations contractor shall certify that appropriate permits have been obtained, if applicable, and contractor must document permit number, permitting agency, contractor name, signature and date.

For all rebates or incentives offered by PG&E for an energy efficiency improvement or installation of energy efficient components, equipment, or appliances, the recipient must certify that appropriate permits have been obtained and, if a contractor performed the installation or improvement, that the contractor holds the appropriate license for the work performed. In the case of Direct Install measures in which the Third Party Implementer or contractor/installer is the recipient of the rebate or incentive, the Implementer shall certify that permitting requirements have been met.

Signature of Authorized Business Representative

Date

Karl Drexel
Tomales Village Community Services District
10 Irwin Rd

Customer Work Order and Contractor Work Agreement

Customer Work Order

I, the undersigned, on behalf of the business customer identified below, acknowledge and agree to the following:

I hereby authorize the licensed Installation Contractor below to perform work as recommended in the Customer Report and Work Order and to use such labor and material as deemed advisable. I will be invoiced for the Customer Net Cost of \$478.78, which is equal to the Total Installed Cost minus the Instant Rebate. Payment is due to the Installation Contractor immediately upon completion of the installation, unless otherwise arranged with the Installation Contractor. All goods remain the property of the Installation Contractor until paid in full. Invoices aged over 30 days from date of invoice will become past due and a monthly service charge of 1.5% may be added to any outstanding balance, and may incur legal action.

Warranties

Per the equipment and installation standards of the SmartLights Program, the Installation Contractor will provide me with the following manufacturer warranties:

- New LED luminaries shall be warranted by the manufacturer for for a period not less than 5 years.
- New LED lamps shall be warranted by the manufacturer for a period not less than 3 years.
- Ballasts for tubular fluorescent lamps shall be warranted by the manufacturer for a period of not less than 5 years.
- Tubular and compact fluorescent lamps (CFLs) shall be warranted by the manufacturer for a period of not less than 1 year.
- New fixtures shall be warranted by the manufacturer for a period of not less than 1 year.
- Exit signs shall be warranted by the manufacturer for a period of not less than 10 years.
- Photocells, time clocks, and occupancy sensors shall be warranted by the manufacturer for a period of not less than 3 years.

In addition, the Installation Contractor will warrant the labor portion on all installed products for one year after project completion.

I understand that, after the 1-year contractor labor warranty expires and for any product that is not covered by the above, it is my responsibility to contact the manufacturer of any failed equipment to take advantage of the manufacturer's warranty.

Change Orders

Proposed changes adding more than \$25 to the original estimate must be approved in writing by me before proceeding. It is the responsibility of the Installation Contractor to identify any discrepancies in fixture quantities and any issues affecting retrofit viability prior to or during construction of each space and to notify SmartLights staff in writing of any proposed changes in scope. It is also the responsibility of the Installer to notify me of any proposed changes to the scope, and to get my signed approval on the change order provided to the contractor by SmartLights staff.

The SmartLights Customer Work Order is part of this direct agreement with the Installation Contractor. I agree to sign the forms necessary for the Installation Contractor to receive the rebate funds when the work is complete.

I have read, understood, and accept all of the above terms and conditions; I authorize the work to proceed; and I shall be bound by all of the terms and conditions as ordered by the undersigned and his/her agents.

Signature of Authorized Business Representative

_____ Date _____

*** CUSTOMER DO NOT WRITE IN THIS BOX***

Contractor Work Agreement

I, the undersigned, on behalf of the Installation Contractor identified below, acknowledge and agree to the following:

The price and specifications of this bid proposal are satisfactory and are hereby accepted by the Installation Contractor. The cost of the work included in this bid proposal is not to exceed \$527.92 unless a customer signed and approved change order is received by the SmartLights Project Manager. I agree to honor the terms and conditions of the accompanying Customer Work Order.

All work will be completed within 3 weeks of the project start date shown below or by an agreed upon alternate date provided to SmartLights, in writing, by me.

All work will be completed pursuant to the SmartLights Program Manual and Installation Standards. In order for the SmartLights Program to release the project for invoicing, the undersigned will provide to the customer warranty information for all equipment installed, and submit to the Program a completed Project Completion and Acceptance Certificate, as well as itemized invoices for the applicable equipment and labor.

Yes, I accept the project, to start on:

No, I do not accept the project - state reasons below:

.....
.....

Signature of Contractor Representative:

Date: _____

Print name: _____

Company: _____

Address: _____

City, State, Zip: _____

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

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

Board of Directors
Tomales Village Community Services District
P.O. Box 303
Tomales, CA 95971

October 11, 2013

We are pleased to confirm our understanding of the services we are to provide for Tomales Village Community Services District for the year ended June 30, 2013.

We will audit the statement of net position of Tomales Village Community Services District as of June 30, 2013, and the related statements of revenues, expenses and changes in net position and cash flows for the year then ended. Also, any supplemental information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements.

We will also prepare the District's Financial Transactions Report to the California State Controller. Management is responsible for the preparation and fair presentation of the Financial Transactions Report in accordance with the instructions of the California State Controller and for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of the Financial Statements in the Financial Transactions Report.

Audit Objective

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts and will include tests of the accounting records and other procedures we consider necessary to

enable us to express such an opinion. If our opinion is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained herein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, results of operations and cash flows in conformity with U.S. generally accepted accounting principles. Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any

document that contains, and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of the audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to determine the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.



Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2010 peer review report accompanies this letter.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Handwritten signature of Robert W. Johnson in cursive.

Robert W. Johnson, CPA

RWJ:jn

APPROVAL:

Signature: _____

Title: _____

Date: _____



David E. Vaughn CPA

(209) 957-8806, fax (209) 957-9589

4540 Gnekow Drive, Stockton, Ca. 95212-1307

System Review Report

July 1, 2010

To the Owners,
Robert W. Johnson Accountancy Corporation
and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the accounting and auditing practice of Robert W. Johnson Accountancy Corporation (the firm) in effect for the year ended December 31, 2009. My review was conducted in accordance with Standards for Performing and Reporting on Peer reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of performing and reporting with professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included an engagement performed under *Government Auditing Standards*.

In my opinion, the system of quality control for the accounting and auditing practice of Robert W. Johnson Accountancy Corporation in effect for the year ended December 31, 2009, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency* or *fail*. Robert W. Johnson Accountancy Corporation has received a peer review rating of *pass*.

A handwritten signature in black ink that reads 'David E. Vaughn'. The signature is written in a cursive, flowing style.

David E. Vaughn, CPA

Karl Drexel

Subject: FW: Final Notice: Expired Power-One Monitoring Service License - American Solar Corp
Attachments: SQ_TVCSO_2010.pdf

From: Liu, Tiannan [<mailto:Tiannan.Liu@power-one.com>]
Sent: Friday, October 25, 2013 11:40 AM
To: Darren Malvin
Cc: karl@tomalescsd.ca.gov; monitoring@americansolar.net
Subject: Final Notice: Expired Power-One Monitoring Service License - American Solar Corp

Dear Mr. Malvin,

I hope this finds you well. I am following up again to see if you had time to ask your accounting department to look for the documents. Please kindly send me the proof at your earliest convenience. If I still cannot hear back from you before **11/1/2013**, we will need to shut down **TVCSO Treatment Plant** temporarily until we make some progress. I am sorry for the inconvenience and thank you again for your help.

Sincerely,

Tiannan Liu | AR Billing & Collection
Power-One | A MEMBER OF THE ABB GROUP
152 N Third Street, Suite 904, San Jose, CA, 95112
Office: +1.408.785.5213
Tiannan.Liu@Power-One.com

From: Liu, Tiannan
Sent: Tuesday, October 08, 2013 3:51 PM
To: 'Darren.Malvin@AmericanSolar.Net'
Cc: karl@tomalescsd.ca.gov; monitoring@americansolar.net
Subject: RE: Expired Power-One Monitoring Service License - American Solar Corp

Dear Darren,

I hope this finds you well. I am just following up to see if you had time to search for the payment proof to show that you've paid five years of service to Fat Spaniel. As far as I know, Fat Spaniel didn't sell many five-year contracts in 2010 and the attached old signed quote also shows that.

Therefore, please show us related documents for us to withdraw the past due charges. Please tell me the **check #** or the **date of payment and payment amount** so we can check in our system. Otherwise, we can talk about the past due amount together.

Thank you again in advance for your help, I really appreciate it. And I am sorry for the inconvenience. Please let me know if I can help with anything.

Sincerely,

Tiannan Liu | AR Billing & Collection
Power-One | A MEMBER OF THE ABB GROUP
152 N Third Street, Suite 904, San Jose, CA, 95112
Office: +1.408.785.5213
Tiannan.Liu@Power-One.com



From: Darren Malvin [<mailto:Darren.Malvin@AmericanSolar.Net>]
Sent: Monday, September 09, 2013 1:29 PM
To: Liu, Tiannan
Cc: karl@tomalescsd.ca.gov; monitoring@americansolar.net
Subject: RE: Expired Power-One Monitoring Service License - American Solar Corp

Tiannan,

Our records indicate that we paid for 5 years. This was required by the State of California and is what we needed to comply with. There is no reason that we would have signed up for and paid for less than what was required. I recall that Fat Spaniel gave us a good deal, which was why we went with them (not knowing they were on the verge of bankruptcy) and am not sure why you are now showing 1 year instead of the 5 that we needed, and paid for, but I am sure that it must be some sort of clerical or accounting error, which I know were abundant during the "transition." We do require that you clear this up quickly though and that you do not fail to provide the required reporting to the state.

Also, out of curiosity, why you are charge 350% of what you are showing that Fat Spaniel quoted for the same thing (in your attached documents)?

Darren Malvin
American Solar Corp.
415.868.1111 x111
415.271.1700 Cell

475 Gate 5 Rd, #119
Sausalito, CA 94965
www.AmericanSolar.Net



The information contained in this communication is confidential and may be legally privileged. It is intended solely for the use of the individual or entity to whom it is addressed and others authorized to receive it. If you are not the intended recipient, please notify the sender immediately and you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is strictly prohibited and may be unlawful.

KARL W. DREXEL
Management Consultant

Administrators Report 11-13-13

1. Work on Measure A allocation for Special Districts. Work with Walter and Pistole to determine what legal challenge is available and the projected costs, Work with other Special Districts for a seven District allocation instead of an eight District allocation.
2. Met with Steve Philips regarding a CIP for electrical and motor replacement.
3. Work on Green Business Certification checklist. Meet with Green MBA Team and tour plant and Park, review requirements and work on plan. Met with Smart Lights representative for Fluorescent light replacement and rebates.
4. Research and order signs for garbage and recycle bins at Park. Research water conservation signs for Park bathroom.
5. Work with auditor regarding updated long term debt and State Controller's Annual Report.
6. Work with RCAC regarding information necessary for rate study.
7. Work on Toxic Away Day, posting flyers, preparing notices, submitting notices to local papers.
8. Work on Newsletter articles for Fall Newsletter.
9. Research Board policies for samples for Walter and Paul.
10. Work with David re Park completion and Green Certification requirements. Reviewed and revise purchasing plan for paper products.
11. Research Iron Rangers.
12. File Monthly SSO report to State, enter and pay bills, reconcile bank accounts, transcribe minutes, compile Board Packets, and other regular administrative duties.
13. In addition to regular administrative duties, worked on CWEA Redwood Empire Section Small Treatment Plant of the Year Award application, California State Certified Green Business application.



**Pacific Gas and
Electric Company**

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



Service Dates: September 19, 2013 to October 18, 2013

True-up period from Jul 2013 to Jun 2014

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

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

PAGE 1

TOTAL CURRENT MONTH'S BILLED AMOUNT: \$24.89*

*This amount is the minimum you must pay this month and is reflected on your regular monthly blue bill, in addition to the energy charges that you may pay monthly or at the end of the true-up period shown below. It includes the following components:
Distribution \$24.89.

ENERGY CHARGES/CREDITS

Current Month Energy Charge or Credit (-) **\$-635.60**

Cumulative Energy Charges or Credits (-) for the current true-up period: **\$-2,218.34**

This Cumulative Energy Charge does not reflect any payment you may have made.

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

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

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	TOU PERIOD	PRIOR READ	CURRENT READ	DIFFERENCE	METER CONSTANT	ENERGY
1007184994	Summer	Peak	23,285	21,919	-1,366	1	-1,366
1007184994	Summer	Part	38,464	38,222	-242	1	-242
1007184994	Summer	Off	97,069	97,746	677	1	677
TOTALS			58,818	57,887			-931

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1007184994	Summer	58,818	57,887
TOTALS		58,818	57,887

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



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



Service Dates: September 19, 2013 to October 18, 2013

True-up period from Jul 2013 to Jun 2014

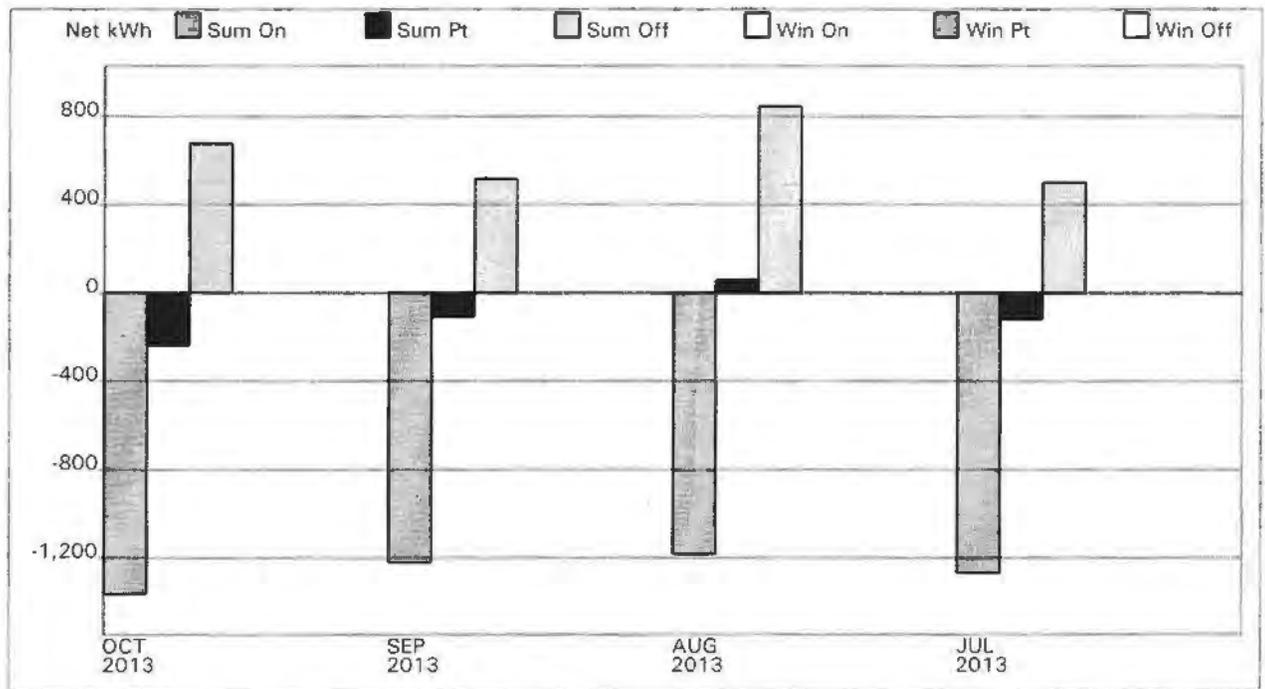
TOMALES VILLAGE COMM SERV DIST
 OFF IRVIN RD
 TOMALES, CA. 94971

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

ENERGY TRUE-UP HISTORY:

BILLING MONTH	BILL TO DATE	SUMMER ON	SUMMER PART	SUMMER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
OCT 2013	10/18/13	-1,366	-242	677	-931	\$-635.60
SEP 2013	09/19/13	-1,223	-110	514	-819	\$-553.51
AUG 2013	08/20/13	-1,185	58	846	-281	\$-447.41
JUL 2013	07/22/13	-1,271	-121	499	-893	\$-581.82
TOTALS					-2,924	\$-2,218.34

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



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

EVY Mellon WCS Everett, MA 02149

53-292 113

Date: 10/10/2013

Check No. 3540203

Pay \$*****1,344.90*

*ONE THOUSAND THREE HUNDRED FORTY-FOUR***** AND 90/100 DOLLARS

To The Order Of

CEER ACCOUNTS PAYABLE

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

Signature box containing: Dinyan B. Mistry, VP, CONTROLLER, and CFO; Nicholas Bizer, VP and TREASURER

0003540203 011302920 059978

TOMALES VILLAGE COMM SVS DIST
Check no. 3540203
Date 10/10/2013
SAP Vendor Number ZCEER
Payment Document 2060086903

Thank you for participating in Pacific Gas and Electric Company's energy efficiency program. Please visit www.pge.com or call 800-933-9555 (for your home) or 800-468-4743 (for business) for more information about saving energy.

Table with 5 columns: Application Number, Program Number, Date, Amount Paid, Reference. Row 1: 2K13208662, SPC 13, 10/08/13, 1,344.90, CSI-13744 PMT# 30 DATE 09/01/13 KWH 5,173. Totals: USD 1,344.90

Special Handle Code: 15

1175AR75