Certificate of Election and Oath of Office

STATE OF CALIFORNIA,

County of ***Marin*** } ss.

I, the undersigned ***Registrar of Voters*** *of* ***Marin*** *County, having jurisdiction over the conduct of the* ***Uniform District*** *Election held in and for the* ***Tomales Village Community Services*** *District on the* ***5th*** *day of* ***November***, *20* ***13***, *do hereby certify that at the election* ***WILLIAM BONINI*** *was elected to the office of* ***Director*** *for the district, as appears by the official record of the results of the election, on file in my office.*

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this ***9th*** *day of* ***September***, *20* ***13***,

By Elaine Dimmold - ***Registrar of Voters***

STATE OF CALIFORNIA,

County of ***Marin*** } ss.

OATH OF OFFICE

I, ***WILLIAM BONINI***, *do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

Director, Tomales Village Community Services District
(NAME OF OFFICE)

(SIGNATURE)
(Required by Elections Code Section 200; refer to California Constitution Article 20, section 3.)

KARL W. DREXEL
(NAME OF PERSON ADMINISTERING OATH)

Administrator
(TITLE OF PERSON ADMINISTERING OATH)

_____ day of _____, 20 ____

Before taking office, each member must take and subscribe to this Oath of Office before a governing board member, other school officer, state or county officer, judicial officer or notary public, to be filed with the County Clerk/Registrar of Voters. (Gov. C. 1360-1369)

Certificate of Election and Oath of Office

STATE OF CALIFORNIA,

County of ***Marin*** } ss.

I, the undersigned ***Registrar of Voters*** *of* ***Marin*** *County, having jurisdiction over the conduct of the* ***Uniform District*** *Election held in and for the* ***Tomales Village Community Services*** *District on the* ***5th*** *day of* ***November***, *20* ***13***, *do hereby certify that at the election* ***BRIAN LAMOREAUX*** *was elected to the office of* ***Director*** *for the district, as appears by the official record of the results of the election, on file in my office.*

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this ***9th*** *day of* ***September***, *20* ***13***,

By Elaine Dennis - *Registrar of Voters*

STATE OF CALIFORNIA,

County of ***Marin*** } ss.

OATH OF OFFICE

I, ***BRIAN LAMOREAUX***, *do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

Director, Tomales Village Community Services District
(NAME OF OFFICE)

(SIGNATURE)
(Required by Elections Code Section 200; refer to California Constitution Article 20, section 3.)

KARL W. DREXEL
(NAME OF PERSON ADMINISTERING OATH)

ADMINISTRATOR
(TITLE OF PERSON ADMINISTERING OATH)

_____ day of _____, 20 ____

Before taking office, each member must take and subscribe to this Oath of Office before a governing board member, other school officer, state or county officer, judicial officer or notary public, to be filed with the County Clerk/Registrar of Voters. (Gov. C. 1360-1369)

Certificate of Election and Oath of Office

STATE OF CALIFORNIA,

County of ***Marin*** } ss.

I, the undersigned ***Registrar of Voters*** *of* ***Marin*** *County, having jurisdiction over the conduct of the* ***Uniform District*** *Election held in and for the* ***Tomales Village Community Services*** *District on the* ***5th*** *day of* ***November***, *20* ***13***, *do hereby certify that at the election* ***DEBORAH PARRISH*** *was elected to the office of* ***Director*** *for the district, as appears by the official record of the results of the election, on file in my office.*

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this ***9th*** *day of* ***September***, *20* ***13***,

By Elaine Beinhart - ***Registrar of Voters***

STATE OF CALIFORNIA,

County of ***Marin*** } ss.

OATH OF OFFICE

I, ***DEBORAH PARRISH***, *do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

Director, Tomales Village Community Services District
(NAME OF OFFICE)

(SIGNATURE)
(Required by Elections Code Section 200; refer to California Constitution Article 20, section 3.)

KARL W. DREXEL
(NAME OF PERSON ADMINISTERING OATH)

Administrator
(TITLE OF PERSON ADMINISTERING OATH)

_____ day of _____, 20 ____

Before taking office, each member must take and subscribe to this Oath of Office before a governing board member, other school officer, state or county officer, judicial officer or notary public, to be filed with the County Clerk/Registrar of Voters. (Gov. C. 1360-1369)

E633 (0301) SEQUOIA (63618)

Certificate of Election and Oath of Office

STATE OF CALIFORNIA,

County of ***Marin*** } ss.

I, the undersigned ***Registrar of Voters*** *of* ***Marin*** *County, having jurisdiction over the conduct of the* ***Uniform District*** *Election held in and for the* ***Tomales Village Community Services*** *District on the* ***5th*** *day of* ***November***, *20* ***13***, *do hereby certify that at the election* ***SUE SIMS*** *was elected to the office of* ***Director*** *for the district, as appears by the official record of the results of the election, on file in my office.*

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this ***22nd*** *day of* ***November***, *20* ***13***,

By Elaine Dinnold - ***Registrar of Voters***

STATE OF CALIFORNIA,

County of ***Marin*** } ss.

OATH OF OFFICE

I, ***SUE SIMS***, *do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

Director, Tomales Village Community Services District
(NAME OF OFFICE)

(SIGNATURE)
(Required by Elections Code Section 200; refer to California Constitution Article 20, section 3.)

KARL W. DREXEL
(NAME OF PERSON ADMINISTERING OATH)

ADMINISTRATOR
(TITLE OF PERSON ADMINISTERING OATH)

_____ day of _____, 20 ____

Before taking office, each member must take and subscribe to this Oath of Office before a governing board member, other school officer, state or county officer, judicial officer or notary public, to be filed with the County Clerk/Registrar of Voters. (Gov. C. 1360-1369)

E633 (0301) SEQUOIA (63618)

TOMALES VILLAGE

COMMUNITY SERVICES DISTRICT

Tomales Community Park Advisory Committee

Name Walter Earle Address PO Box 258

City Tomales Zip 94971 Phone (h) 878.2345 (w) 878.2009

E-mail walter@mostlynatives.com Best time to contact

Employment experience: Have Co-owned Mostly Natives Nursery with Margaret Graham since 1984.

Community / Volunteer / Grant writing experience: Board member of TVCSD from 2004-2013. President 2009-2013. Active in development of the park. Currently active in park events, upkeep and maintenance.

My primary interests are: Gardening, reading, photography, hiking, community involvement.

I am interested in participating on the Community Park Committee for the following reasons: The Tomales Park is a very special place, one built with community support and involvement. I would like to continue my work on this great project in a more formal way.

My Qualifications / Experience interests include: Active member of the Tomales community, full time resident since 1994.

Return to TVCSD, P.O. Box 303, Tomales, California 94971
For more information, call (707) 878-2767

TOMALES VILLAGE

COMMUNITY SERVICES DISTRICT

Tomales Community Park Advisory Committee

Name Margaret Graham Address pob 258

City Tomales Zip 94971 Phone (h) 878.2345 (w) 878.2009

E-mail margaret@mostlynatives.com Best time to contact

Employment experience:
nursery work

Community / Volunteer / Grant writing experience:
Board member TVCSD, co-chair West Marin Mosquito group, Board member MSMVCD

My primary interests are:
hiking and plants

I am interested in participating on the Community Park Committee for the following reasons:
I enjoy working with other people in the park

My Qualifications / Experience interests include:

Return to TVCSD, P.O. Box 303, Tomales, California 94971
For more information, call (707) 878-2767

AGENDA

Tomales Village Community Services District (TVCSD)

(707) 878-2767

Special Board of Directors Meeting

WEDNESDAY January 15, 2014

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.

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1. **Certificate of Election and Oath of Office for New Board Members**
2. **Call to Order**
3. **Election of Officers – President, Vive-President, Secretary/Treasurer**
4. **Appointment of Standing Committee Members – Park and Finance Committees**
5. **Additions, Corrections and Approval of the November 13, 2013 Regular Board Meeting Minutes**
6. **Financial Report**
   (This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)
   - **A. Accept Check Registers and Approve Expenditures**
   - **B. Review and Adopt Financial Statements**
7. **Phillips & Associates Report**
   (This is the time when a representative of the system's operating and maintenance company reports on the status of the system and brings up any concerns or recommendations for Board consideration.)
   - **A. Self Monitoring Report (October and November)**
   - **B. SCADA Communications at Lift Station and Irrigation Field**
   - **C. Irrigation Field Water Gun Replacements (for future CIP)**
8. **Committee Reports**
   (This is the time for the Committee Chairs to give an update on their committee and make recommendations to the Board for approval.)
   - **A. Newsletter Committee**
     1. Report on Status
   - **B. Park Committee**
     1. Review December Meeting minutes
     2. Entrance Gate Design Update
     3. Gazebo Design and Specifications
     4. Work Plan Approval by County
     5. Request to discuss concept of including a Paul Duffey sculpture within the design of a Peace Garden setting at the Park

C. **Finance Committee**
   1. Review December FAC Meeting Minutes
   2. Review 5 year Strategic Plan and offer suggestions
   3. Draft Policy for Committees
   4. Annual Budget Process

D. **Finance Committee Agenda Recommendations**
   1. Executive Summary of the Status of the District Business
   2. Implement a Board Training Plan i.e. Board Roles and Responsibilities, Board Secretary Training, Rules of Conduct for meetings
   3. Training of Board Officers – Roles and Responsibilities
   4. Suggested 2014 priority items
   5. Identify Goals, Timelines and Plans for 2014

9. 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. Letter to Board of Supervisors
      b. Update on Status

B. **Capital Improvement Projects**
   1. Park Gate
   2. Gazebo

C. **Policy Manual**
   1. Board Member Handbook gleaned from Grizzly Flat CSD review

D. **Median Household Income Survey**
   1. Update on Status

E. **Rate Study with RCAC**
   1. Report on Status

F. **California Green Business Certification**
   1. Report on Status

G. **Annual Audit**
   1. Report on Status

H. **Complaints and Correspondence from Customers**
   1. No correspondence from customers

10. New Business

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

A. **WDR Update**
   1. Letter From Blair Allen with RWQCB

B. **Good Board Work Updates**
   1. Weekly Updates from BHI

C. **Grand Jury Report**
   1. Request for Data

11. 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**

12. Open Communication

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

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING
Minutes of Meeting held November 13, 2013

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

Also Present: Karl Drexel, Administrator

Donna Clavaud	Beth Koelker	Bill Bonini
Bruce Bramson	Venta Leon	Nicole Vigeant
Paul Duffey	Terry Duffey	Karen McBride
Brian Lamoreaux		

Board President Walter Earle called the meeting to order at 6:06 p.m.

Approval of Minutes:

The Chair asked for additions or corrections of the October 9, 2013 board meeting minutes. Being none:

Patty Oku made a motion to approve the minutes of the October 9, 2013 Regular Board Meeting. Motion seconded by Eric Knudsen. M/S/U.

Financial Report:

A. &B. The Administrator submitted the financial reports for October and a list of payables for the months of October and November along with copies of the check registers for the month of October. The Administrator noted there were additional bills that came in since the Board packet and they were CSDA annual dues and CWEA annual dues. He also noted the two major long term obligations are due in December and will be paid out of Restricted Funds. Those are the Solar Lease Agreement and the SRF loan.

Eric Knudsen made a motion to accept bank statements, accept the financial reports, and approve expenditures for October, November and December. 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.

Committee Reports:

A. Newsletter Committee

Terry Duffey submitted a copy of the Newsletter for review and approval. Patty Oku suggested the Newsletter be delayed until the election results are finalized. Discussion was held regarding delaying the Newsletter, sending out an additional Newsletter after the first of the year, or sending out the Newsletter as written.

Patty Oku made a motion to delay the publication of the Newsletter until the election results are finalized by the Elections Department. Motion seconded by Eric Knudsen. Ayes: Oku, Knudsen. Noes: Sims, Earle. Absent: Sturges. Motion Failed.

B. Park Advisory Committee

1. Donna Clavaud reported that she and Beth Koelker had another meeting with the fabricator and another meeting with the welding instructor at the high school. She reported that the fabricator agreed with the design and font type and would fabricate individual letters rather than it being cut from one sheet of metal. Beth submitted a full

size mock up to show the actual size and lettering style. There was discussion regarding the welding integrity with the font style, and Beth noted that Van Bebber thought it would be fine. There was discussion regarding the color of the sign and the consensus was it should be a primary color that is already in use in the Park. Possibly the same red as some of the play equipment. Donna will get color chart from the powder coat people for the next Park committee meeting.

2. The Administrator noted he had not looked into the Iron Rangers anymore and had nothing to report.

C. Financial Advisory Committee

1. Donna Clavaud submitted the minutes for the October FAC meeting. Nothing additional to report.
2. The committee recommended the 5-year Strategic Plan be revisited. Walter Earle indicated that discussion was held at a previous meeting, reviewing the items that have been completed and what still needed completion. Walter will put the Strategic Plan on the website with a place to indicate the status of each bulleted item.
3. The committee recommended two changes to the Committee Policy. One was that Committee Members are appointed by the President and "approved by the Board." The other recommended change was the Finance Committee review and advise the Board on ALL expenditures, not just those over $5,000. The Administrator noted that the standard policy of committees set up by special districts was to look at the big picture rather than the everyday activities of the District. He noted most policies for Finance Committees deal with Capital expenses and typically have a threshold they review and advise from. Most Districts set the threshold at $5,000 to $25,000. Donna reported that the Committee would revisit the issue at a future meeting. It was decided to make the change to "with Board approval", but to leave the term Staff and to leave the $5,000 threshold intact for now. The consensus was that the policy was a good beginning, but no action was taken.
4. Donna reported that the efficiency audit had been tabled.
5. Karen McBride, from RCAC, reported that their rate study expert had received all of the information from the District and was working on it. They are behind, but they should have something within a month.
6. There was nothing new on the annual budget process. Walter reported that he had not put the 5-Year Strategic Plan on the website, but that he would find a place for it. Patty asked if he could make it possible to check off the things that have been accomplished as they are accomplished. He said he would look into it. Paul Duffey noted Measure A would be an example of achieving the goal of finding funding sources and grants.

Pending Business:

A. Grant Writing

1. **Measure A Funding for Special Districts**

The Administrator submitted copies of e-mails with County Parks and other special districts, along with the County Counsels legal opinion, regarding the County adding an eighth district to the special district allocation. He noted that Jeff Walter, from Walter and Pistole, had worked on a letter of objection to the County Parks and County Counsel. He noted that several of the other Districts were supportive of the letter and agreed to help fund it, however, Jeff Walter also represents a couple of the cities in Marin County and the city administrators objected to him representing special districts because they were afraid the County might delay the allocation process for them if the objection went through, so Walter and Pistole have withdrawn their services. They waived their bill and recommended another attorney who felt it would be about $5,000 to write the argument against the eighth district. The other districts balked at that expense so the issue is still up in the air. Bel Marin Keys CSD had a Board meeting and they voted to object to the Memorandum of Agreement with County Parks and have instructed their counsel to write a letter on their behalf, so they will be taking point from this point forward, but it is still up in the air. The Administrator indicated that Bel Marin Keys and a few of the other

special district boards have decided to not accept the new grant agreement with an eight district allocation, but that they have given their managers authority to accept it if it comes down to a necessary capitulation. He recommended that Tomales Board do the same. There was discussion regarding the political fallout involved of pursuing this and the response of Supervisor Kinsey as well as the community of Bolinas. The Administrator reiterated the fact that none of the special districts is begrudging the Firehouse Community Park Agency funding from Measure A. They all feel they should get funding, but that it should come from the County's 65% allocation and not the 4% allocation of the Special District fund. Sue Sims voiced concern over the unknown costs of pursuing a challenge to the inclusion of the eighth district. The Administrator assured her that the special districts are not going to pursue the issue to a law suit and the total cost for the District should not exceed $800.

Patty Oku made a motion to dissent from the new Grant Agreement allocating eight districts to the special district allocation and reconfirm the original Grant Agreement with the County to include the seven original special districts in the allocation and to authorize the Administrator the power to reject the dissent if he feels it becomes necessary. Motion was seconded by Eric Knudsen. M/S/U.

The Administrator also presented the Measure A Work Plan for the first year allocation to include a new gazebo, irrigation system, a drinking fountain, more tables and small freestanding BBQs, and repairs to the water tower.

B. Capital Improvement Projects

1. The Park gate project has already been discussed
2. The Measure A Work Plan already listed will be submitted for approval.

C. Board Policy Manual

The Board of Directors Handbook was submitted by Walter for discussion. The consensus was that it was a good start and something to work with. Sue Sims felt it was important to clarify that a total policy manual would include much more than just the Board of Directors Handbook. Walter agreed, saying he had also been working with the Fall River Mills policy manual and this Board of Directors handbook would only be a part of a comprehensive District policy manual. Discussion was held about the handbook and it was decided that it needed further study and the President of the Board tabled it until January.

D. Median Household Income Survey

Karen McBride reported that there were 50 surveys returned, which amounted to 53% and they need 80% in order to certify the survey. There was extensive discussion regarding vacant homes, changes in rentals, commercial property listed, etc. It was decided that Walter would update the list and Karen would take it back and update the figures needed.

E. Toxic Away Day

The Administrator reported that the Toxic Away Day was a success according to the sponsors. They had approximately 27 drop offs and over 5,000 pounds of waste collected.

F. California Green Business Certification

The Administrator reported that the district has been basically assured of the certification based on all of the work the District has already done to be environmentally friendly. One thing that needed to be completed was to replace the fluorescent lights at the treatment plant. He noted that a non-profit organization out of Berkeley called Smart Lights offers rebates and provides contractors to do the work. He also noted that he was getting bids from another local electrician. The bid for the replacement of the ballasts and bulbs was $527 before the rebate.

Patty Oku made a motion to authorize the Administrator to have the lights and ballasts replaced for $600 or less, giving preference to a local electrical contractor. Motion was seconded by Eric Knudsen. M/S/U.

G. Annual Audit

The Administrator submitted a copy of the auditor's standard engagement letter for review.

H. Power One Solar Monitoring

The Administrator reported that the company monitoring the solar generation and reporting to PGE had submitted an Invoice to American Solar for the service for the last two years. American Solar contends that they paid for the service for five years, so the two companies are negotiating a settlement. They are continuing to monitor and report while they are negotiating. The District paid for 5 years of monitoring and reporting to PGE as part of the original contract.

I. Complaints and Correspondence

The Administrator noted there was nothing to report.

New Business

A. Meeting Schedule

Sue Sims suggested the January meeting be held on the third Wednesday of the month instead of the second Wednesday because the second Wednesday comes early in January. Walter Earle agreed to move the January meeting to January 15, 2014 at 6:00. He also asked if that would be when the new Board members were sworn in. It was agreed that it would be. Bruce Bramson suggested that an option would be for the new Board members to go to the County Elections office and be sworn in. The Administrator noted that the District already has the original Certificate of Election and Oath of Office with the Administrators name and title as the one administering the oath of office so they would need to have the County make up new Certificates. Bruce said that the County Elections Office would make a new original right there on the spot.

Administrator's Report:

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

Open Communication:

Bruce Bramson thanked the existing Board members for doing an extraordinary job and effort under extended extraordinary pressure.

Correspondence

No action taken

Adjourned at 8:35 PM

Next Meeting: January 15, 2013 6:00 PM.

_____

Approved Date

Tomales Village Community Services District

1/9/2014 2:12 PM

Register: 131.44 · Bank of Marin - Sewer

From 11/01/2013 through 12/31/2013

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/04/2013	4058	KD Management	222.00 · Accounts Pay...		7,154.00	X		2,832.63
11/19/2013	Bill Pay	CSDA	222.00 · Accounts Pay...		773.00	X		2,059.63
11/19/2013	Bill Pay	AT & T	222.00 · Accounts Pay...		92.48	X		1,967.15
11/19/2013	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...	Operator	5,182.36	X		-3,215.21
11/19/2013	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		441.44	X		-3,656.65
11/19/2013	4059	SWRCB SRF Loan	222.00 · Accounts Pay...		24,137.68	X		-27,794.33
11/19/2013	4060	SWRCB	222.00 · Accounts Pay...		970.00	X		-28,764.33
11/19/2013	4061	CWEA	222.00 · Accounts Pay...		236.00	X		-29,000.33
11/19/2013			131.42 · Bank of Marin...	SRF, Solar Lea...		X	57,000.00	27,999.67
11/19/2013			131.42 · Bank of Marin...	Solar Pd from ...	18,750.00	X		9,249.67
11/30/2013			311.00 · Interest Reven...	Interest		X	0.08	9,249.75
12/07/2013	4062	KD Management	222.00 · Accounts Pay...		7,289.72	X		1,960.03
12/10/2013		Paul Norris	137.00 · Accounts Rec...			X	63.00	2,023.03
12/13/2013	Bill Pay	AT & T	222.00 · Accounts Pay...		92.32	X		1,930.71
12/13/2013	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...	Operator	5,182.36	X		-3,251.65
12/13/2013	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		702.05	X		-3,953.70
12/13/2013	Bill Pay	SDRMA	222.00 · Accounts Pay...		152.00	X		-4,105.70
12/13/2013	Bill Pay	Marin County Dept o...	222.00 · Accounts Pay...		282.50	X		-4,388.20
12/13/2013			131.42 · Bank of Marin...	Funds Transfer		X	13,000.00	8,611.80
12/18/2013		Tomales Regional Hi...	137.00 · Accounts Rec...			X	63.00	8,674.80
12/31/2013			311.00 · Interest Reven...	Interest		X	0.06	8,674.86

Tomales Village Community Services District

1/9/2014 2:14 PM

Register: 131.46 · Bank of Marin - Park

From 11/01/2013 through 12/31/2013

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/04/2013	1069	Baudelio Martinez	414.75 · Park Maintena...		101.37	X		35,561.56
11/13/2013		Henry Elfstrom	137.00 · Accounts Rec...			X	70.00	35,631.56
11/19/2013	Bill Pay	Compliance Signs	222.00 · Accounts Pay...		139.00	X		35,492.56
11/19/2013	Bill Pay	PGE - Park	222.00 · Accounts Pay...		100.02	X		35,392.54
11/30/2013			311.50 · Interest Incom...	Interest		X	0.14	35,392.68
12/10/2013			320.30 · Unrestricted	Deposit		X	100.00	35,492.68
12/10/2013	1070	USPS	414.41 · Postage and D...	Annual Permit ...	200.00	X		35,292.68
12/11/2013	1071	Marin County Tax C...	222.00 · Accounts Pay...		768.75	X		34,523.93
12/11/2013	1072	Beth Koelker	414.79 · Park Measure ...		24.84	X		34,499.09
12/11/2013	1073	Nicole Vigeant	414.75 · Park Maintena...		26.52	X		34,472.57
12/11/2013	1074	Fishman Supply Co.	222.00 · Accounts Pay...		85.28	X		34,387.29
12/11/2013	1075	Friedman Bros.	222.00 · Accounts Pay...		103.86	X		34,283.43
12/13/2013	Bill Pay	PGE - Park	222.00 · Accounts Pay...		78.62	X		34,204.81
12/18/2013		Henry Elfstrom	137.00 · Accounts Rec...			X	70.00	34,274.81
12/31/2013			311.50 · Interest Incom...	Interest		X	0.16	34,274.97

Tomales Village Community Services District

1/9/2014 2:16 PM

Register: 131.42 · Bank of Marin - Flex Account

From 11/01/2013 through 12/31/2013

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/13/2013		Shoreline Unified Sc...	137.00 · Accounts Rec...			X	75,213.00	228,587.56
11/19/2013			131.44 · Bank of Marin...	SRF, Solar Lea...	57,000.00	X		171,587.56
11/19/2013			131.44 · Bank of Marin...	Solar Pd from ...		X	18,750.00	190,337.56
11/21/2013			315.50 · Levy 4	Deposit		X	21.22	190,358.78
11/30/2013			311.00 · Interest Reven...	Interest		X	5.82	190,364.60
12/05/2013			315.60 · HOPTR	Deposit		X	8.82	190,373.42
12/13/2013			315.50 · Levy 4	Deposit		X	3,785.86	194,159.28
12/13/2013		Marin County Auditor	137.00 · Accounts Rec...			X	53,735.36	247,894.64
12/13/2013			131.44 · Bank of Marin...	Funds Transfer	13,000.00	X		234,894.64
12/31/2013			311.00 · Interest Reven...	Interest		X	8.30	234,902.94

Tomales Village Community Services District

1/9/2014 2:17 PM

Register: 131.48 · Bank of Marin - Solar

From 11/01/2013 through 12/31/2013

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/19/2013			316.00 · CSI Solar Reb...	Deposit		X	1,268.72	34,858.96
11/19/2013	1001	City National Bank	222.00 · Accounts Pay...		17,941.18	X		16,917.78
11/19/2013	1002	Municipal Finance C...	222.00 · Accounts Pay...		750.00	X		16,167.78
11/30/2013			311.00 · Interest Reven...	Interest		X	0.12	16,167.90
12/31/2013			311.00 · Interest Reven...	Interest		X	0.07	16,167.97

Tomales Village Community Services District

1/9/2014 2:18 PM

Register: 131.31 · Redwood Credit Union

From 11/01/2013 through 12/31/2013

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/30/2013			311.00 · Interest Reven...	Interest		X	13.19	85,520.58
12/31/2013			311.00 · Interest Reven...	Interest		X	13.66	85,534.24

Tomales Village Community Service District

Payables
Nov 2013 - Jan 2014

Date	Vendor			Amount	Expense
25-Nov	Phillips & Assoc.	Pd	$	5,182.36	December O&M Services
19-Nov	PGE	Pd	$	72.30	WWTP PGE
15-Nov	PGE	Pd	$	78.62	Park PGE
21-Nov	AT&T	Pd	$	92.32	Tomales ATT Service
25-Nov	Capital One	Pd	$	72.51	Board Packet - Fed Ex
			$	413.24	Adobe Acrobat - Best Buy
			$	60.00	BHI - Good Board Work
			$	19.95	Sonic Web Hosting
			$	79.81	Office Supplies - Office Depot
19-Nov	Marin County	Pd	$	282.50	Haz Mat Permit
2-Dec	SDRMA	Pd	$	152.00	Worker's Comp 3rd Qtr
4-Jan	Karl Drexel	Pd	$	400.00	Health Ins Allowance
4-Jan	Karl Drexel	Pd	$	6,754.00	Jan Admin Services
	Nov - Dec		**$**	**13,659.61**	
1-Dec	FedEx Office	Pd	$	101.76	Fall 2013 Newsletter
23-Dec	Phillips & Assoc		$	5,182.36	January O&M Services
19-Dec	PGE		$	77.78	WWTP PGE
17-Dec	PGE - Park		$	93.13	Park PGE
20-Dec	AT&T		$	92.42	Tomales AT&T Service
25-Dec	Capital One		$	60.00	Board Training - BHI
			$	19.95	Sonic Web Hosting
			$	13.03	Orchard Supply - Park
4-Feb	Karl Drexel		$	400.00	Health Ins Allowance
4-Feb	Karl Drexel		$	6,754.00	Feb Admin Services
	Dec - Jan		**$**	**12,794.43**	

PARK FUNDS

22-Nov	County Counsel	Pd	$	768.75	Legal Consult re Measure A
26-Nov	Fishman Supply	Pd	$	85.28	Park Paper Products
30-Nov	Lisbedth Koelker	Pd	$	24.84	Park Sign Blowup
26-Nov	Friedman's	Pd	$	103.86	Park Tools
	Nov - Dec		**$**	**982.73**	

RESTRICTED FUNDS

$	**-**	

Total	**$**	**27,436.77**

Phillips & Associates
Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

PhillipsOnSite.com

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

Invoice

Date	Invoice #
11/25/2013	4821

P.O. No.	Terms	Project
	Upon Receipt	

Description	Qty	Rate	Amount
Professional Management of Water and/or Wastewater Treatment System for Month of December 2013.		5,182.36	5,182.36
	PAID BILL PAY 12-13-13		

Happy Holidays! We appreciate your business.

Total $5,182.36

ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 8044736439-1
Statement Date: 11/19/2013
Due Date: 12/06/2013

Service For:

TOMALES VILLAGE COMM SERV DIST
Please see details page.

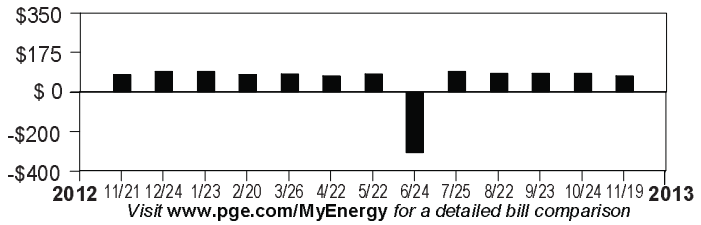
Your Account Summary

Credit Balance on Previous Statement	-$245.43
Payment(s) Received Since Last Statement	0.00
Outstanding Credit Balance	-$245.43
Current Electric Charges	$72.30
CREDIT BALANCE - NO PAYMENT DUE	**-$173.13**

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

Electric Monthly Billing History



Visit **www.pge.com/MyEnergy** *for a detailed bill comparison*

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.

99908044736439100000072300000000000

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: 8044736439-1
Statement Date: 11/19/2013
Due Date: 12/06/2013

Summary of your energy related services

	Meter Number	Usage	Amount
Service For: **TOMALES PETALUMA RD 2700 FT E/ HWY #1**			
Service Agreement ID: 8044736624			
Electric Charges	1004764719	-908.000000 kWh	$23.17
Total			**$23.17**
Service For: **OFF IRVIN RD**			
Service Agreement ID: 8044736529			
Electric Charges	1007184994	-36.000000 kWh	$24.03
Total			**$24.03**
Service For: **TOMALES PETALUMA RD NEAR HWY # 1**			
Service Agreement ID: 8044736268			
Electric Charges	7P1292	88.000000 kWh	$25.10
Total			**$25.10**

ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 7399820768-9
Statement Date: 11/15/2013
Due Date: 12/02/2013

Service For:

TOMALES VILLAGE COMM SERV DIST
10 VALLEY ST
TOMALES, CA 94971

Your Account Summary

Amount Due on Previous Statement	$100.02
Payment(s) Received Since Last Statement	0.00
Previous Unpaid Balance	$100.02
Current Electric Charges	$78.62
Total Amount Due by 12/02/2013	**$178.64**

PAID $78.62
BILL PAY
12-13-13

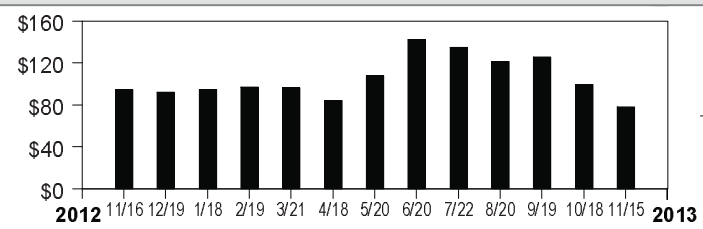
Questions about your bill?

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

Local Office Address

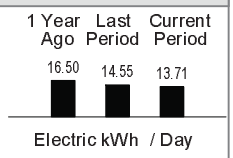
111 STONY CIR
SANTA ROSA, CA 95401

Electric Monthly Billing History



Visit **www.pge.com/MyEnergy** *for a detailed bill comparison*

Daily Usage Comparison



Important Messages

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

Please return this portion with your payment. No staples or paper clips. Do not fold. Thank you.

99907399820768900000078620000017864

Account Number:	Due Date:	Total Amount Due:	Amount Enclosed:
7399820768-9	**12/02/2013**	**$178.64**	$.

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

PG&E
BOX 997300
SACRAMENTO, CA 95899-7300

ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 7399820768-9
Statement Date: 11/15/2013
Due Date: 12/02/2013

Details of Electric Charges

10/19/2013 - 11/15/2013 (28 billing days)

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

10/19/2013 – 10/31/2013

Customer Charge	13	days	@ $0.32854	$4.27
Energy Charges	178.285820	kWh	@ $0.21446	38.24
Energy Commission Tax				0.05

11/01/2013 – 11/15/2013

Customer Charge	15	days	@ $0.32854	$4.93
Energy Charges	205.714180	kWh	@ $0.15102	31.07
Energy Commission Tax				0.06

Total Electric Charges $78.62

Service Information

Meter #	1003182632
Current Meter Reading	38,803
Prior Meter Reading	38,419
Total Usage	384.000000 kWh
Serial	V
Rotating Outage Block	50

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

Account Number 707 878-2767 432 3
Billing Date Nov 20, 2013

Web Site **att.com**

Bill-At-A-Glance

Previous Bill	92.48
Payment Received 11-21 Thank you!	92.48CR
Adjustments	.00
Balance	.00
Current Charges	92.32
Total Amount Due	**$92.32**
Amount Due in Full by	Dec 12, 2013

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services 1 800 750-2355	1	31.34
AT&T Internet Services 1 877 722-3755	2	50.00
AT&T Long Distance 1 800 321-2000	2	10.98
Total Current Charges		92.32

News You Can Use Summary

- PREVENT DISCONNECT
- THIRD-PARTY BLOCKING
- RATE INCREASE
- CARRIER INFORMATION
- WHITE PAGE CHANGES
- RATE INCREASE

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Nov 20 thru Dec 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, Nov 20, 2013)			
3.	Rate Change	1	.06	.10CR
	Federal Subscriber Line Charge			
	Surcharges and Other Fees			
4.	Federal Subscriber Line Charge			4.40
5.	Rate Surcharge			.32CR
6.	State Regulatory Fee			.04
7.	Federal Universal Service Fee			.68
	Total Surcharges and Other Fees			**4.80**
	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 31.34

PAID
12-13-13
BILL PAY

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

GO GREEN - Enroll in paperless billing.

Return bottom portion with your check in the enclosed envelope.

DUE BY: Dec 12, 2013 **$92.32** Amount After **Dec 23, 2013** **$102.32**

Billing Date Nov 20, 2013

Account Number **707 878-2767 432 3**
Please include your account number on your check

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

Make check payable to:
AT&T
PO BOX 5025
CAROL STREAM IL 60197-5025

1000 7078782767432 3 1001000013346 1601200000000000000000009232

COUNTY OF MARIN
DEPARTMENT OF PUBLIC WORKS
CERTIFIED UNIFIED PROGRAM AGENCY
County of Marin - Central Collections (415) 473-7555
P.O. Box 4220, San Rafael, CA 94913-4220

Invoice No: 20734 **Permit No: 60-0549**

Date: November 19, 2013 **Type Permit: Annual**

Mailing Address
KARL W. DREXEL
TOMALES VILLAGE COMMUNITY SERVICES
P O BOX 303
TOMALES CA 94971-0303

Facility Operator, Name, and Address
Karl W. Drexel
Tomales Village Community Services Dist
Cerini Road (0.5 miles west of)
Tomales, CA 94971

INVOICE

Terms: Net 30 Days

Dear Applicant:
The payment of this invoice is a condition of your hazardous material permit. Non-payment will result in the revocation of your permit. Remittance of your fee is necessary at this time. The fee for this permit has been calculated as follows:

Program	Selection	Number of Tanks	Hours	Fee
HazMat Business Plan	17			$247.50
Aboveground Storage Tank	Not Applicable	0	NA	$0.00
California Accidental Release Plan (CalARP)	No		NA	$0.00
HazWaste Generator				$0.00
Hazardous Waste Treatment	Not Applicable		NA	$0.00
Underground Storage Tank	Not Applicable	0	NA	$0.00
Uniform Fire Code	No		NA	$0.00
			Sub Total Fees:	$247.50
			State Surcharge:	$35.00
			State Surcharge each Underground Storage Tank:	$0.00
			State Surcharge CalARP:	$0.00
Contract Services Agency:		Invoice:		$0.00
PAID			**TOTAL:**	**$282.50**
BILL PAY			Amount Previously Unpaid:	$0.00
12-13-13			Amount Paid:	$0.00
			TOTAL AMOUNT DUE:	**$282.50**

If inspections of this project were conducted, they are shown on separate enclosures. This fee is due and payable upon receipt. Please indicate the permit number on your check. Make check payable to County of Marin - Central Collections and remit to:

County of Marin - Central Collections (415) 473-7555
P.O. Box 4220, San Rafael, CA 94913-4220
centralcollections@marincounty.org

Workers' Compensation Program Invoice

SDRMA

Program Year 2013-14
3rd Quarter (January 1 - March 31)

Invoice Number: 45770
Member Number: 7194
Invoice Date: 12/02/2013
Payment Due Date: 01/01/2014

Tomales Village Community Services District
Post Office Box 303
Tomales, California 94971-0303

Description	Amount
Estimated Annual Discounted Contribution	$676
Less: Longevity Distribution Credit	-$35
Less: 5% Multi-Program Discount	-$32
Net Estimated Annual Contribution	$609
Quarterly Payment Due:	$152

PAID
BILL PAY
12-13-13

Invoices are due and payable in full upon receipt. If not paid in full by the payment due date, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

Return BLUE COPY with your payment. For questions about this Invoice, please call Shawn Vang at ext.128. See reverse side for detailed information.

Special District Risk Management Authority
1112 I Street Suite 300, Sacramento, California 95814-2865
Tel 916.231.4141 or 800.537.7790 Fax 916.231.4111
www.sdrma.org

Member Focused

KD Management

121 Seventh St
Santa Rosa, CA 95401

Invoice

Date	Invoice #
12/6/2013	13-12

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

Terms
Due on receipt

Item	Description	Quantity	Rate	Amount
Admin Services	Admin Services - December 2013		6,754.00	6,754.00
Health Insurance ...	Health Insurance Allowance		400.00	400.00
Travel	Mileage and Vehicle Costs - Tomales, Vallejo, San Rafael	234	0.58	135.72

THANK YOU

Total $7,289.72

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

Your Commercial Account Statement

Account Number: 0000449288

TOMALES VILLAGE CSD
PO BOX 303
TOMALES, CA 94971-0303

FedEx Office

Customer Service: 800.488.3705
cas.webmaster@fedex.com
Account Representative: Customer Administrative Svcs
Send Billing Inquiries to: FedEx Office
P.O. Box 262682
Plano, TX 75026-2682
Federal ID Number: 77-0433330

Statement Date: December 01, 2013

ACCOUNT SUMMARY	
Previous Balance	$0.00
Payments Received	$0.00
Past Due Balance	$0.00
Current Charges	$101.76
Total Due	$101.76

Important Message

FedEx Office requires notification of a billing error or dispute within 60 days of the invoice date. You are expected to pay the remaining invoices per the terms and conditions of your account, but you do not have to pay any amount in dispute while we are investigating your inquiry. A credit will be issued for any charge determined to be incorrect. If the charge is determined to be valid, a letter of explanation will be sent to you, and you are responsible for payment.

Date	Item Number	Reference/P.O. No.	Signee Name	Current	Past Due
11/19/13	515600006708	Newsletter	Walter Earle	$101.76	
		SUBTOTALS:		$101.76	$0.00
		TOTAL DUE:			$101.76

Pd
Bill Pay
1-3-14

00000348-A

Please note that if the balance is not paid in full by 12/31/2013 your account may be assessed a late fee charge of $25.00.

Lower the cost of printing, processing and mailing your payments to FedEx Office - send and receive electronically. For more details about online statements, invoicing and payment options, please go to fedex.com/officebillingonline.

2663-34616*SXW1DYC9O000231

3XX04D692:1.1

Detach here and return coupon with your payment

Account Number: 0000449288

Total Due: $101.76

Payment Due Date: Upon Receipt

Amount Enclosed

FedEx Office

P.O BOX 262682, Plano, TX 75026-2682

2663-34616

Please write your account number on your check and make check or money order payable to:

002446 0101

TOMALES VILLAGE CSD
PO BOX 303
TOMALES, CA 94971-0303

FEDEX OFFICE
CUSTOMER ADMINISTRATIVE SERVICES
P.O. BOX 672085
DALLAS, TX 75267-2085

0000449288120120130000000000010176000101766

Phillips & Associates

Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

PhillipsOnSite.com

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

Invoice

Date	Invoice #
12/23/2013	4851

P.O. No.	Terms	Project
	Upon Receipt	

Description	Qty	Rate	Amount
Professional Management of Water and/or Wastewater Treatment System for Month of January 2014.		5,182.36	5,182.36

Happy New Year.

Total $5,182.36

ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 8044736439-1
Statement Date: 12/19/2013
Due Date: 01/06/2014

Service For:

TOMALES VILLAGE COMM SERV DIST
Please see details page.

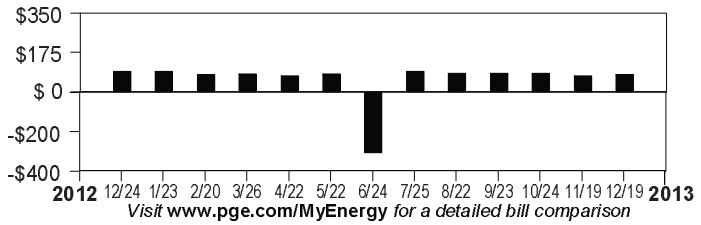
Questions about your bill?

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

Your Account Summary

Credit Balance on Previous Statement	-$173.13
Payment(s) Received Since Last Statement	0.00
Outstanding Credit Balance	-$173.13
Current Electric Charges	$77.78
CREDIT BALANCE - NO PAYMENT DUE	**-$95.35**

Electric Monthly Billing History



Visit **www.pge.com/MyEnergy** *for a detailed bill comparison*

Important Messages

Your commercial electricity rate Your electricity usage is currently billed on a non-residential (commercial or industrial) rate. If this is incorrect, please call us at **1-800-468-4743**.

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

999080447364391000000777800000000000

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: 8044736439-1
Statement Date: 12/19/2013
Due Date: 01/06/2014

Summary of your energy related services

	Meter Number	Usage	Amount
Service For: **TOMALES PETALUMA RD 2700 FT E/ HWY #1**			
Service Agreement ID: 8044736624			
Electric Charges	1004764719	-920.000000 kWh	$25.74
Total			**$25.74**
Service For: **OFF IRVIN RD**			
Service Agreement ID: 8044736529			
Electric Charges	1007184994	708.000000 kWh	$27.46
Total			**$27.46**
Service For: **TOMALES PETALUMA RD NEAR HWY # 1**			
Service Agreement ID: 8044736268			
Electric Charges	7P1292	93.000000 kWh	$24.58
Total			**$24.58**

ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 7399820768-9
Statement Date: 12/17/2013
Due Date: 01/03/2014

Service For:

TOMALES VILLAGE COMM SERV DIST
10 VALLEY ST
TOMALES, CA 94971

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

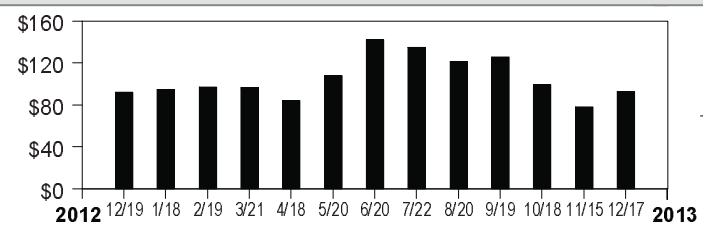
Local Office Address

111 STONY CIR
SANTA ROSA, CA 95401

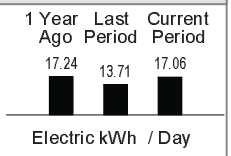
Your Account Summary

Amount Due on Previous Statement	$178.64
Payment(s) Received Since Last Statement	-100.02
Previous Unpaid Balance	$78.62
Current Electric Charges	$93.13
Total Amount Due by 01/03/2014	**$171.75**

Electric Monthly Billing History



Daily Usage Comparison



Visit **www.pge.com/MyEnergy** *for a detailed bill comparison*

Important Messages

Your commercial electricity rate Your electricity usage is currently billed on a non-residential (commercial or industrial) rate. If this is incorrect, please call us at **1-800-468-4743**.

Please return this portion with your payment. No staples or paper clips. Do not fold. Thank you.

99907399820768900000093130000017175

Account Number:	Due Date:	Total Amount Due:	Amount Enclosed:
7399820768-9	**01/03/2014**	**$171.75**	$.

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

PG&E
BOX 997300
SACRAMENTO, CA 95899-7300

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

Account Number 707 878-2767 432 3
Billing Date Dec 20, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	92.32
Payment Received 12-16 Thank you!	92.32CR
Adjustments	.00
Balance	.00
Current Charges	92.42
Total Amount Due	**$92.42**
Amount Due in Full by	Jan 13, 2014

Billing Summary

Billing Questions? Visit **att.com/billing**	Page	
Plans and Services 1 800 750-2355	1	31.44
AT&T Internet Services 1 877 722-3755	1	50.00
AT&T Long Distance 1 800 321-2000	2	10.98
Total Current Charges		92.42

Plans and Services

Monthly Service - Dec 20 thru Jan 19

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**

Surcharges and Other Fees

3. Federal Subscriber Line Charge	4.40
4. Rate Surcharge	.32CR
5. State Regulatory Fee	.04
6. Federal Universal Service Fee	.68
Total Surcharges and Other Fees	**4.80**

Government Fees and Taxes

7. CA High Cost Fund Surcharge - A:	.04
8. CA High Cost Fund-B and CA Advanced Svc Fund	.11
9. California Teleconnect Fund Surcharge	.15
10. Universal Lifeline Telephone Service Surcharge	.28
11. CA Relay Service and Communications Devices Fund	.05
12. 9-1-1 Emergency System	.12
13. Federal	.89
Total Government Fees and Taxes	**1.64**

Total Plans and Services 31.44

AT&T Internet Services

Important Information

Notice: Charges appearing in this section are for services provided by AT&T Corp. and/or by AT&T California.

News You Can Use Summary

- PREVENT DISCONNECT
- THIRD-PARTY BLOCKING
- CARRIER INFORMATION
- WHITE PAGE CHANGES

See "News You Can Use" for additional information

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

GO GREEN - Enroll in paperless billing.

Return bottom portion with your check in the enclosed envelope.

KD Management

121 Seventh St
Santa Rosa, CA 95401

Invoice

Date	Invoice #
1/3/2014	14-01

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

Terms
Due on receipt

Item	Description	Quantity	Rate	Amount
Admin Services	Admin Services - January 2014		6,754.00	6,754.00
Health Insurance ...	Health Insurance Allowance		400.00	400.00
Travel	Mileage and Vehicle Costs - San Rafael, Oakland, Petaluma, Tomales	474	0.58	274.92

THANK YOU

Total $7,428.92

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

Marin County Counsel
3501 Civic Center Dr., Room 275
San Rafael, CA 94903
(415) 499-6117
FAX (415) 499-3796
TDD (415) 499-6172

TO: Tomales Village Community Services District

September 30, 2013

Billing Period 12/31/2012 through 9/30/2013.

6106-001 **General**

			Hrs/Rate	Amount
8/26/2013	JJB	Confer with J. Govi and S. Perl re Mesa Park per K. Drexel	0.50 205.00/hr	102.50
8/27/2013	JJB	Research Mesa Park and JPA requirements re same per K. Drexel; email to K. Drexel re same	3.25 205.00/hr	666.25
		Total Hours:	3.75	

Current Charges	768.75
Previous Balance Due	0.00
Payment (Thank You)	102.50
Total Amount Due	**$768.75**

PAID
12-11-13
CHK #1071

Invoice

Remit To:

FISHMAN SUPPLY CO.
PO BOX 750279
PETALUMA, CA 94975-0279

Fishman
Real People. Real Service. Real Value.

Invoice# 931958
Invoice Date 11/26/2013
Page# 1

1345 Industrial Ave. * Petaluma, CA * 94952 * Ph 707-763-8161 * Fax 707-763-7352
Toll Free 800/675-7750 * www.fishmansupply.com

Sold To 10188	Ship To 10188
TOMALES VILLAGE COMMUNITY SERVICES PO BOX 303 TOMALES, CA 94971	TOMALES VILLAGE COMMUNITY SERVIC PO BOX 303 TOMALES, CA 94971

Purchase Order#	Order Date	Date Shipped	Rep	Shipped Via	Terms
DAVID	11/26/2013	11/26/2013	8	WILL CALL 3	18 10 NET 30 F

Ordered	Shipped	B / O	Unit	SKU#	Description	Price	Extended	Tx
1	1	0	CS	53038	KC1807 ~ 01807 ~ MULTIFOLD TOWELS WHITE RECYCLED GREEN SEAL CERT 16/250 GREEN SEAL CERTIFIED	21.16	21.16	T
1	1	0	CS	51194	BW59890 ~ 59890 ~ BATH TISSUE DUBL-NATURE 4-3/8x3-3/4 80/500 MADE FROM A SUPERIOR GRADE OF 100% RECYCLED WASTEPAPER	40.17	40.17	T
1	1	0	BX	45969	MF-300-L ~ MICROFLEX DIAMOND GRIP LATEX LG GLOVES POWDER FREE	17.45	17.45	T
					WE WILL BE CLOSED FOR THE THANKSGIVING HOLIDAY NOVEMBER 28TH AND 29TH. HAVE A GREAT HOLIDAY!			

PAID
12-11-13
CHK#1074

DAVID

Sub-Total		78.78
Charges		0.00
Sales Tax	8.2500	6.50
Invoice Total		85.28

Terms & Conditions: 1% 10, Net 30 Days unless otherwise stated above. Invoices past 30 days may be subject to a service charge. We want you to be pleased with everything you purchase from us. You may return all STOCK merchandise without restocking fee within 60 days of purchase, as long as it is in its original packaging and in sell-able condition. Special order items may only be returned with prior authorization and or subject to a 25% restocking fee and applicable return freight charges.

RAM PRINT
AND COMMUNICATIONS, LLC

In Strawberry Village, serving our clients since 1970

800 Redwood Highway, Suite 601, Mill Valley, CA 94941
(415) **383-9000** • Fax (415) 383-1921

INVOICE 228818

Date: 09/30/2013

Due Date: 09/30/2013
Time: 3:59PM
Invoice Date: 09/30/2013

Customer 17603

credit/cash/check sale
THANK YOU for Doing Business
at RAM PRINT and COMMUNICATIONS
in Mill Valley, CA 94941
ATTN: n/a

Order Description

g & blank stock

Customer Phone:

Order Taken By: jc **Salesperson:** sys

Fax: **Cell:**

ORIG	QTY	SIDES	DESCRIPTION	PAPER	PRICE
1	3	1	11-65# Astrobrght Cvr-TerraGrn	65#cv Terra Grn Astrobrig	$0.31
1	4	1	11-65# Astrobrght Cvr-OrbitOrg	65#cv Orbit Org Astrobrigl	$0.41
1	3	1	11-65# Astrobrght Cvr-PulsrPnk	65#cv PulsarPnk Astrobrig	$0.31
1	3	1	11-65# Astrobrght Cvr-SolarYlw	65#cv Solar Ylw Astrobrig	$0.31
1	20	1	OVERSIZE /sq. ft on blueprint	20# white	$11.50
1	8	1	24x36" blueprint maker	20lb White Bond Roll	$12.00

FOR
LISBETH KOELKER
PO 185
TAMALES CA
94971
For Park Sale
Blowup

Quantity	Total Price	Price/1000	Price/EA

Ship-To **Ship Via:** Pickup

SUBTOTAL $24.84

PAID
12-11-13
CHK #1072

State Tax $2.05

TOTAL $26.89

AMOUNT PAID $26.89
Payment Type cc:xxxx...
BALANCE DUE $0.00
Payment Due Date Paid In Full

Proof confirmed by Ram: _____ Date: _____

Invoice accepted by: _____ Date: _____

Due to job variables, FINAL PRICE will be determined at the time of job completion.
RTX sent to: ___A ___B ___C ___D ___on Glass

Friedman's HOME IMPROVEMENT

4055 SANTA ROSA AVE • SANTA ROSA, CA 95407 • 707/584-7811
1360 BROADWAY • SONOMA, CA 95476 • 707/939-8811
1255 AIRPORT PARK BLVD • UKIAH, CA 95482 • 707/468-7811

DO NOT LOAD FROM THIS COPY

SOLD TO
TOMALES COMMUNITY PARK
PO BOX 303

TOMALES, CA 94971

SHIP TO
TOMALES COMMUNITY PARK
PO BOX 303

TOMALES, CA 94971

Shipment #: 1

ACCOUNT #	CUSTOMER P.O.#	TERMS	ORDER #	ORDER DATE	SLSMN	INVOICE #	INVOICE DATE
19461		Net 10th	15944648	11/23/13	CGW	15610044	11/23/13

ORDERED	B/O	SHIPPED	U/M	DESCRIPTION	PRICE	AMOUNT
2	0	2	EA	ATL300M RS GLOVE RUBBER MED	4.240	8.48*
				OLD# R300M		
				2370361 *List*	4.990	
1	0	1	EA	19275 BYPASS PRUNER FORGED	16.990	16.99*
				456201680 *List*	19.990	
1	0	1	EA	SL4150 FORGED TRIMMER W/AL	22.940	22.94*
				HANDLES 24"		
				456201176 *List*	26.990	
1	0	1	EA	AH4250 FORGED HEDGE TRIMMERS	25.490	25.49*
				W/AL HANDLES		
				456201169 *List*	29.990	
1	0	1	EA	64582 LEAF RAKE STEEL DC STK	12.720	12.72*
				1335248 *List*	14.970	
1	0	1	EA	40184 SHOVEL SQ POINT DC STK	9.320	9.32*
				1320051 *List*	10.970	
				You saved $16.95 !		

********** SHIPPING INSTRUCTIONS **********
ship with order # 15756482
****

INVOICE

PAID
12-11-13
CHK #1075

"If we don't have it you don't need it"

November 23, 2013 12:46:58 OT:CGW

FILLED BY	CHK'D BY	DRIVER
	0 / 2	

SHIP VIA

****
* REPRINT INVOICE *
****

PAGE 1 OF 1

David Judd

X _____
RECEIVED THE ABOVE IN GOOD CONDITION

MERCHANDISE	95.94
OTHER	0.00
TAX SR 8.250%	7.92
LPA 1.000%	0.00
FREIGHT	0.00
TOTAL	103.86

IMPORTANT: SEE LAST PAGE FOR TERMS & CONDITIONS OF SALE. Purchaser agrees to pay all attorneys fees, court costs and interest in the event any charges are incurred by seller in collecting the amounts represented by this invoice, with or without litigation or suit.

STORE COPY

Tomales Village Community Services District
Balance Sheet
As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
131.00 · Cash	
131.31 · Redwood Credit Union	85,534.24
131.42 · Bank of Marin - Flex Account	234,902.94
131.44 · Bank of Marin - Sewer	8,674.86
131.46 · Bank of Marin - Park	34,274.97
131.48 · Bank of Marin - Solar	16,167.97
Total 131.00 · Cash	379,554.98
Total Checking/Savings	379,554.98
Accounts Receivable	
137.00 · Accounts Receivable	651.64
Total Accounts Receivable	651.64
Other Current Assets	
138.00 · Current Portion SUSD Receivable	1,150.48
Total Other Current Assets	1,150.48
Total Current Assets	381,357.10
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
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	1,393.68
Total 110.45 · Sludge Removal & Pond Repairs	631,106.58

Tomales Village Community Services District
Balance Sheet
As of December 31, 2013

	Dec 31, 13
110.50 · Irrigation Field Improvements	63,368.00
110.55 · Lift Station Rehabilitation	20,776.68
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	9,137.36
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	38,072.12
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	3,615.49
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	302.40
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	1,366.35
Total 112.00 · Solar System	269,945.21
Total Fixed Assets	2,182,637.93
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	33,809.50
TOTAL ASSETS	2,597,804.53

Tomales Village Community Services District
Balance Sheet
As of December 31, 2013

	Dec 31, 13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222.00 · Accounts Payable	5,553.72
Total Accounts Payable	5,553.72
Other Current Liabilities	
223.00 · Current Principal - SWRCB Loan	17,766.39
223.50 · Current Principal - SWRCB SRF	-37,169.09
225.50 · Current Portion - CREBS	17,941.00
Total Other Current Liabilities	-1,461.70
Total Current Liabilities	4,092.02
Long Term Liabilities	
211.00 · SWRCB SRF Loan	231,295.13
213.50 · Less Current Protion SWRCB SRF	-18,061.00
215.00 · CREBS Bond	251,176.64
215.50 · Less Current Portion CREBS	-17,646.39
Total Long Term Liabilities	446,764.38
Total Liabilities	450,856.40
Equity	
252.50 · Invested in Capital Assets-Park	279,894.00
252.00 · Invested in Capital Assets	1,294,506.49
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 Asets - Unrestricted	4,201.66
Net Income	42,494.04
Total Equity	2,146,948.13
TOTAL LIABILITIES & EQUITY	**2,597,804.53**

Tomales Village Community Services District
Profit & Loss
December 2013

	Dec 13
Ordinary Income/Expense	
Income	
301.00 · Service Charges	
301.10 · Service Charges - Monthly	126.00
301.30 · Services Charges - County	9,000.00
Total 301.00 · Service Charges	9,126.00
311.00 · Interest Revenues	22.09
311.50 · Interest Income - Park	0.16
315.00 · Intergovernmental Revenues	
315.50 · Levy 4	3,785.86
315.60 · HOPTR	8.82
Total 315.00 · Intergovernmental Revenues	3,794.68
320.00 · Contributions Income	
320.30 · Unrestricted	100.00
Total 320.00 · Contributions Income	100.00
322.00 · Park Use Rental	
322.60 · Water Tower PGE	70.00
Total 322.00 · Park Use Rental	70.00
Total Income	13,112.93
Gross Profit	13,112.93
Expense	
410.00 · Sewage Collection	24.58
411.00 · Sewage Treatment	27.46
412.00 · Sewage Disposal	25.74
414.00 · Administration and General	
414.05 · Administrator's Fees	6,754.00
414.30 · Insurance	
414.33 · Worker's Comp Insurance	152.00
414.35 · Health Insurance Allowance	400.00
Total 414.30 · Insurance	552.00
414.40 · Office Expense	
414.41 · Postage and Delivery	200.00
414.44 · Sonic - Web Hosting	19.95
Total 414.40 · Office Expense	219.95
414.50 · Contractual Services	5,182.36
414.60 · Publication and Notices	
414.61 · Newsletter Expense	101.76
Total 414.60 · Publication and Notices	101.76
414.70 · Repairs and Maintenance	
414.79 · Park Measure A Expenses	24.84
414.75 · Park Maintenance	
414.755 · Park PGE	93.13
414.75 · Park Maintenance - Other	39.55
Total 414.75 · Park Maintenance	132.68
Total 414.70 · Repairs and Maintenance	157.52
414.80 · Travel and Meetings	
414.81 · Travel	135.72
414.83 · Meetings and Seminars	60.00
Total 414.80 · Travel and Meetings	195.72
414.90 · Telephone & Internet Servcie	92.42
Total 414.00 · Administration and General	13,255.73
Total Expense	13,333.51
Net Ordinary Income	-220.58
Net Income	**-220.58**

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

	Jul - Dec 13	Jul - Dec 12	$ Change	% Change
Ordinary Income/Expense				
Income				
301.00 · Service Charges				
301.10 · Service Charges - Monthly	756.00	756.00	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	54,000.00	55,449.71	-1,449.71	-2.61%
301.50 · Non-Scheduled Work- Outside	0.00	0.00	0.00	0.0%
Total 301.00 · Service Charges	120,022.00	135,626.71	-15,604.71	-11.51%
305.00 · SUSD Sinking Fund Revenue	8,062.00	8,062.00	0.00	0.0%
311.00 · Interest Revenues	1,541.01	1,664.33	-123.32	-7.41%
311.50 · Interest Income - Park	0.83	1.59	-0.76	-47.8%
315.00 · Intergovernmental Revenues				
315.50 · Levy 4	3,866.75	4,834.12	-967.37	-20.01%
315.60 · HOPTR	8.82	9.11	-0.29	-3.18%
Total 315.00 · Intergovernmental Revenues	3,875.57	4,843.23	-967.66	-19.98%
316.00 · CSI Solar Rebate	6,731.75	6,854.38	-122.63	-1.79%
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	395.00	630.00	-235.00	-37.3%
Total 320.30 · Unrestricted	7,507.00	9,476.00	-1,969.00	-20.78%
Total 320.00 · Contributions Income	17,507.00	9,476.00	8,031.00	84.75%
322.00 · Park Use Rental				
322.60 · Water Tower PGE	420.00	420.00	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	20.00	470.00	-450.00	-95.75%
323.00 · Founders Day Committee	-779.00	815.00	-1,594.00	-195.58%
Total Income	156,981.16	168,931.43	-11,950.27	-7.07%
Gross Profit	156,981.16	168,931.43	-11,950.27	-7.07%
Expense				
410.00 · Sewage Collection	185.22	199.62	-14.40	-7.21%
411.00 · Sewage Treatment	154.47	1,107.02	-952.55	-86.05%
412.00 · Sewage Disposal	154.46	157.02	-2.56	-1.63%
414.00 · Administration and General				
414.05 · Administrator's Fees	40,524.00	39,439.25	1,084.75	2.75%
414.22 · Licenses and Permits	1,272.50	1,042.50	230.00	22.06%
414.30 · Insurance				
414.31 · Property & Liability Insurance	5,269.54	5,329.33	-59.79	-1.12%
414.33 · Worker's Comp Insurance	456.00	414.81	41.19	9.93%
414.35 · Health Insurance Allowance	2,400.00	3,600.00	-1,200.00	-33.33%
Total 414.30 · Insurance	8,125.54	9,344.14	-1,218.60	-13.04%
414.40 · Office Expense				
414.41 · Postage and Delivery	331.97	56.15	275.82	491.22%
414.42 · Printing and Copies	762.53	58.31	704.22	1,207.72%
414.43 · Office Supplies	684.93	75.38	609.55	808.64%
414.44 · Sonic - Web Hosting	99.75	99.75	0.00	0.0%
414.45 · Equipment Expense	0.00	366.62	-366.62	-100.0%
414.46 · Board Meeting Exp	647.91	419.79	228.12	54.34%
Total 414.40 · Office Expense	2,527.09	1,076.00	1,451.09	134.86%

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

	Jul - Dec 13	Jul - Dec 12	$ Change	% Change
414.50 · Contractual Services	30,987.83	30,010.04	977.79	3.26%
414.55 · Professional Fees				
414.56 · Legal Fees	768.75	153.75	615.00	400.0%
Total 414.55 · Professional Fees	768.75	153.75	615.00	400.0%
414.60 · Publication and Notices				
414.61 · Newsletter Expense	200.16	104.87	95.29	90.87%
Total 414.60 · Publication and Notices	200.16	104.87	95.29	90.87%
414.62 · Dues and Subscriptions	1,279.52	1,147.40	132.12	11.52%
414.65 · Rents and Leases				
414.68 · Solar Lease Agreement	17,941.18	17,941.18	0.00	0.0%
414.67 · Solar Lease Admin Fee	750.00	750.00	0.00	0.0%
Total 414.65 · Rents and Leases	18,691.18	18,691.18	0.00	0.0%
414.70 · Repairs and Maintenance				
414.79 · Park Measure A Expenses	24.84	0.00	24.84	100.0%
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	654.90	649.43	5.47	0.84%
414.75 · Park Maintenance - Other	548.99	309.47	239.52	77.4%
Total 414.75 · Park Maintenance	1,203.89	958.90	244.99	25.55%
Total 414.70 · Repairs and Maintenance	1,988.43	4,173.90	-2,185.47	-52.36%
414.80 · Travel and Meetings				
414.81 · Travel	424.56	95.12	329.44	346.34%
414.83 · Meetings and Seminars	145.00	0.00	145.00	100.0%
Total 414.80 · Travel and Meetings	569.56	95.12	474.44	498.78%
414.90 · Telephone & Internet Servcie	564.86	994.85	-429.99	-43.22%
Total 414.00 · Administration and General	107,499.42	106,273.00	1,226.42	1.15%
416.00 · Taxes				
416.10 · Property Taxes	-28.24	41.02	-69.26	-168.84%
Total 416.00 · Taxes	-28.24	41.02	-69.26	-168.84%
417.00 · Other Operating Expenses				
417.10 · Bank Service Charges	17.54	-40.00	57.54	-143.85%
417.30 · LAFCO Charges	124.00	104.00	20.00	19.23%
Total 417.00 · Other Operating Expenses	141.54	64.00	77.54	121.16%
420.00 · Interest Expense-Long-Term Debt				
420.20 · Interest Payment - SRF Loan	5,323.50	5,782.38	-458.88	-7.94%
Total 420.00 · Interest Expense-Long-Term Debt	5,323.50	5,782.38	-458.88	-7.94%
423.00 · Other Nonoperating Expenses				
423.10 · Contributions	100.00	0.00	100.00	100.0%
423.30 · Fundraising Expense				
423.31 · PitP				
Total 423.31 · PitP	956.75	1,461.57	-504.82	-34.54%
Total 423.30 · Fundraising Expense	956.75	1,461.57	-504.82	-34.54%
Total 423.00 · Other Nonoperating Expenses	1,056.75	2,597.20	-1,540.45	-59.31%
Total Expense	114,487.12	116,221.26	-1,734.14	-1.49%
Net Ordinary Income	42,494.04	52,710.17	-10,216.13	-19.38%
Net Income	**42,494.04**	**52,710.17**	**-10,216.13**	**-19.38%**

Tomales Village Community Services District

Profit & Loss Budget vs. Actual

July through December 2013

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul - Dec 13	Budget	Jul - Dec 13	Budget	Jul - Dec 13	Budget	Jul - Dec 13	Budget
Ordinary Income/Expense								
Income								
301.00 · Service Charges								
301.10 · Service Charges - Monthly	0.00		0.00		756.00	756.00	756.00	756.00
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								
301.35 · Solar Portion	0.00		0.00		0.00	7,680.00	0.00	7,680.00
301.30 · Services Charges - County - Other	0.00		0.00		54,000.00	54,000.00	54,000.00	54,000.00
Total 301.30 · Services Charges - County	0.00		0.00		54,000.00	61,680.00	54,000.00	61,680.00
Total 301.00 · Service Charges	0.00		0.00		120,022.00	138,080.00	120,022.00	138,080.00
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		1,541.01	1,635.00	1,541.01	1,635.00
311.50 · Interest Income - Park	0.83	3.60	0.00		0.00		0.00	
315.00 · Intergovernmental Revenues								
315.50 · Levy 4	0.00		0.00		3,866.75	5,905.41	3,866.75	5,905.41
315.60 · HOPTR	8.82	8.40	0.00		0.00		0.00	
315.80 · Measure A	0.00	10,000.00	0.00		0.00		0.00	
Total 315.00 · Intergovernmental Revenues	8.82	10,008.40	0.00		3,866.75	5,905.41	3,866.75	5,905.41
316.00 · CSI Solar Rebate	0.00		6,731.75	6,500.00	0.00		6,731.75	6,500.00
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	395.00	400.00	0.00		0.00		0.00	
Total 320.30 · Unrestricted	7,507.00	7,400.00	0.00		0.00		0.00	
Total 320.00 · Contributions Income	17,507.00	7,400.00	0.00		0.00		0.00	
322.00 · Park Use Rental								
322.60 · Water Tower PGE	420.00	420.00	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	20.00	520.00	0.00		0.00		0.00	
323.00 · Founders Day Committee	-779.00		0.00		0.00		0.00	
340.00 · Grants								
340.70 · Dean Witter Foundation	0.00	10,000.00	0.00		0.00		0.00	
Total 340.00 · Grants	0.00	10,000.00	0.00		0.00		0.00	
Total Income	16,757.65	27,932.00	6,731.75	6,500.00	133,491.76	169,893.41	140,223.51	176,393.41
Gross Profit	16,757.65	27,932.00	6,731.75	6,500.00	133,491.76	169,893.41	140,223.51	176,393.41

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

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul - Dec 13	Budget	Jul - Dec 13	Budget	Jul - Dec 13	Budget	Jul - Dec 13	Budget
Expense								
410.00 · Sewage Collection	0.00		0.00		185.22	192.00	185.22	192.00
411.00 · Sewage Treatment	0.00		0.00		154.47	1,106.00	154.47	1,106.00
412.00 · Sewage Disposal	0.00		0.00		154.46	156.00	154.46	156.00
414.00 · Administration and General								
414.05 · Administrator's Fees	0.00		0.00		40,524.00	40,372.00	40,524.00	40,372.00
414.22 · Licenses and Permits	0.00	50.00	0.00		1,272.50	1,056.50	1,272.50	1,056.50
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		456.00	408.00	456.00	408.00
414.35 · Health Insurance Allowance	0.00		0.00		2,400.00	2,400.00	2,400.00	2,400.00
Total 414.30 · Insurance	0.00		0.00		8,125.54	8,137.00	8,125.54	8,137.00
414.40 · Office Expense								
414.41 · Postage and Delivery	200.00	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	90.00	710.15	90.00
414.43 · Office Supplies	0.00		0.00		684.93	100.00	684.93	100.00
414.44 · Sonic - Web Hosting	0.00		0.00		99.75	119.70	99.75	119.70
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	3,000.00	0.00	3,000.00
414.46 · Board Meeting Exp - Other	0.00		0.00		647.91	480.00	647.91	480.00
Total 414.46 · Board Meeting Exp	0.00		0.00		647.91	3,480.00	647.91	3,480.00
414.47 · Clerical/Bookkeeping	0.00		0.00		0.00	1,000.00	0.00	1,000.00
Total 414.40 · Office Expense	252.38	100.00	0.00		2,274.71	5,179.70	2,274.71	5,179.70
414.50 · Contractual Services	0.00		0.00		30,987.83	30,654.00	30,987.83	30,654.00
414.55 · Professional Fees								
414.56 · Legal Fees	768.75		0.00		0.00	500.00	0.00	500.00
414.57 · Accounting	0.00		0.00		0.00	6,000.00	0.00	6,000.00
414.58 · Consulting	0.00		0.00		0.00	10,500.00	0.00	10,500.00
Total 414.55 · Professional Fees	768.75		0.00		0.00	17,000.00	0.00	17,000.00
414.60 · Publication and Notices								
414.61 · Newsletter Expense	0.00		0.00		200.16	150.00	200.16	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		200.16	225.40	200.16	225.40
414.62 · Dues and Subscriptions	0.00		0.00		1,279.52	1,400.00	1,279.52	1,400.00
414.65 · Rents and Leases								
414.68 · Solar Lease Agreement	0.00		17,941.18	17,941.18	0.00		17,941.18	17,941.18
414.67 · Solar Lease Admin Fee	0.00		750.00	750.00	0.00		750.00	750.00
Total 414.65 · Rents and Leases	0.00		18,691.18	18,691.18	0.00		18,691.18	18,691.18

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

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul - Dec 13	Budget	Jul - Dec 13	Budget	Jul - Dec 13	Budget	Jul - Dec 13	Budget
414.70 · Repairs and Maintenance								
414.79 · Park Measure A Expenses	24.84		0.00		0.00		0.00	
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	300.00	0.00	300.00
414.73 · Equipment Repairs	0.00		0.00		759.70	500.00	759.70	500.00
414.75 · Park Maintenance								
414.755 · Park PGE	654.90	588.00	0.00		0.00		0.00	
414.75 · Park Maintenance - Other	548.99	298.00	0.00		0.00		0.00	
Total 414.75 · Park Maintenance	1,203.89	886.00	0.00		0.00		0.00	
Total 414.70 · Repairs and Maintenance	1,228.73	886.00	0.00		759.70	2,075.00	759.70	2,075.00
414.80 · Travel and Meetings								
414.81 · Travel	0.00		0.00		424.56	242.44	424.56	242.44
414.83 · Meetings and Seminars	0.00		0.00		145.00	300.00	145.00	300.00
Total 414.80 · Travel and Meetings	0.00		0.00		569.56	542.44	569.56	542.44
414.90 · Telephone & Internet Servcie	0.00		0.00		564.86	540.00	564.86	540.00
Total 414.00 · Administration and General	2,249.86	1,036.00	18,691.18	18,691.18	86,558.38	107,182.04	105,249.56	125,873.22
416.00 · Taxes								
416.10 · Property Taxes	-28.24		0.00		0.00		0.00	
Total 416.00 · Taxes	-28.24		0.00		0.00		0.00	
417.00 · Other Operating Expenses								
417.10 · Bank Service Charges	0.00		0.00		17.54		17.54	
417.20 · Election Charges	0.00		0.00		0.00	550.00	0.00	550.00
417.30 · LAFCO Charges	0.00		0.00		124.00	150.00	124.00	150.00
Total 417.00 · Other Operating Expenses	0.00		0.00		141.54	700.00	141.54	700.00
420.00 · Interest Expense-Long-Term Debt								
420.20 · Interest Payment - SRF Loan	0.00		0.00		5,323.50	5,324.00	5,323.50	5,324.00
Total 420.00 · Interest Expense-Long-Term Debt	0.00		0.00		5,323.50	5,324.00	5,323.50	5,324.00
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	956.75	1,600.00	0.00		0.00		0.00	
Total 423.30 · Fundraising Expense	956.75	1,600.00	0.00		0.00		0.00	
Total 423.00 · Other Nonoperating Expenses	956.75	1,600.00	0.00		100.00		100.00	
Total Expense	3,178.37	2,636.00	18,691.18	18,691.18	92,617.57	114,660.04	111,308.75	133,351.22
Net Ordinary Income	13,579.28	25,296.00	-11,959.43	-12,191.18	40,874.19	55,233.37	28,914.76	43,042.19
Net Income	**13,579.28**	**25,296.00**	**-11,959.43**	**-12,191.18**	**40,874.19**	**55,233.37**	**28,914.76**	**43,042.19**

Tomales Village Community Services District
Statement of Cash Flows
November through December 2013

	Nov - Dec 13
OPERATING ACTIVITIES	
Net Income	-6,456.70
Adjustments to reconcile Net Income to net cash provided by operations:	
137.00 · Accounts Receivable	110,822.36
222.00 · Accounts Payable	-42,932.43
Net cash provided by Operating Activities	61,433.23
Net cash increase for period	61,433.23
Cash at beginning of period	318,121.75
Cash at end of period	**379,554.98**

Phillips & Associates
Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

PhillipsOnSite.com

November 18, 2013

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
October, 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

COPY

Steve C. Phillips
Process Control Engineer

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

Tamales Wastewater Facility
Non-compliance Report
October 2013

NON-COMPLIANCE:
On October 1, 9 & 15th at station Pasture Irrigation COD exceeded maximum COD limit of 210 mg/L.

PROBABLE CAUSE
Seasonal Algae growth

CORRECTIVE ACTION:
Secured pasture irrigation for the season

SELF MONITORING REPORT

Date	INFLUENT				POND NO. 1				WEST STORAGE POND				EAST STORAGE POND				EFFLUENT DISPOSAL						
	Daily (KGALS)	Weekly (KGALS)	COD (mg/l)	TSS (mg/l)	pH Units	D.O. (mg/l)	Temp. C	Free-board	pH Units	D.O. (mg/l)	Temp C	Free-Board	pH Units	D.O. (mg/l)	Temp C	Free-Board	Daily (KGALS)	Weekly (KGALS)	pH Units	D.O. (mg/l)	COD (mg/l)	Cl2 (mg/l)	Coliform MPN/100
10/1/2013	12.0		220.0	200.0	8.2	3.3	17.7	2.9	9.6	8.8	19.1	11.4	10.1	>10	18.9	11.4	66.0		9.9	5.8	510.0	3.5	2.0
10/2/2013	14.0							2.9									6.0						
10/3/2013	13.0							2.8									61.0						
10/4/2013	13.0							2.8									1.0						
10/5/2013	14.0							2.8									65.0						
10/6/2013	15.0							2.8									41.0						
10/7/2013	14.0	95.0						2.2									36.0	276.0					
10/8/2013	14.0							3.1									36.0		9.8	3.8	230.0	3.5	<2
10/9/2013	14.0				8.1	3.5	16.9	2.7	9.7	7.9	16.9	12.5	10.6	>10	16.2	12.5	2.0						
10/10/2013	12.0							2.7									56.0						
10/11/2013	15.0							2.7									0.0						
10/12/2013	17.0							2.6									37.0						
10/13/2013	16.0							2.6									43.0						
10/14/2013	14.0	102.0			7.6	3.1	17.5	2.6	9.1	>10	19.5	13.5	9.8	>10	17.2	14.0	34.0	208.0					
10/15/2013	13.0							2.6									63.0		9.7	3.5	310.0	3.5	26.0
10/16/2013	15.0							2.5									14.0						
10/17/2013	16.0							2.5									0.0						
10/18/2013	15.0							2.8									0.0						
10/19/2013	15.0							2.9									0.0						
10/20/2013	15.0							2.9									0.0						
10/21/2013	13.0	102.0						2.8									0.0	77.0					
10/22/2013	15.0				8.0	2.1	17.3	2.8				13.5				13.5	0.0						
10/23/2013	14.0							2.8									0.0						
10/24/2013	14.0							2.8									0.0						
10/25/2013	14.0							2.7									0.0						
10/26/2013	14.0							2.7									0.0						
10/27/2013	14.0							2.7									0.0						
10/28/2013	12.0	97.0						2.6									0.0	0.0					
10/29/2013	13.0				8.2	4.4	15.9	2.6				13.3				13.3	0.0						
10/30/2013	12.0							2.6									0.0						
10/31/2013	11.0							2.6									0.0						
Max	17.0	102.0	220.0	200.0	8.2	4.4	17.7	3.1	9.7	8.8	19.5	13.5	10.6	0.0	18.9	14.0	66.0	276.0	9.9	5.8	510.0	3.5	26.0
Min	11.0	95.0	220.0	200.0	7.6	2.1	15.9	2.2	9.1	7.9	16.9	11.4	9.8	0.0	16.2	11.4	0.0	0.0	9.7	3.5	230.0	3.5	2.0
Mean	13.9	99.0	220.0	200.0	8.0	3.3	17.1	2.7	9.5	8.4	18.5	12.8	10.2	#DIV/0!	17.4	12.9	15.1	140.3	9.8	4.4	350.0	3.5	14.0
Total	432.0																561.0						

TOMALES WASTEWATER FACILITY
Treatment Pond Summery Report

Phillips and Associates
Management and Technical Resources
707 254-1931

Month	Treatment Pond # 2				Treatment Pond # 3			
Oct-13	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1								
2	2.9	8.4	5.6	17.8	3.0	9.9	7.2	17.6
3								
4								
5								
6								
7								
8	2.7	8.4	6.7	16.9	2.8	9.8	8.1	17.0
9								
10								
11								
12								
13								
14	2.6	8.6	8.0	16.7	2.6	9.8	>10	18.0
15								
16								
17								
18								
19								
20								
21								
22	2.8	8.7	6.8	16.2	2.9	9.7	>10	15.4
23								
24								
25								
26								
27								
28								
29	2.6	8.2	5.5	13.1	2.6	9.2	6.8	13.1
30								
31								

revised 02/2010

TOMALES TREATMENT POND
STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) October / 2013

2. Pond Standard Observation required every week year round.

INSPECTION					
Date	10-1-13	10-8-13	10-14-13	10-22-13	10-29-13
Day	Tue.	Tue	Mon	Tue	Tue
Time	1100	1300	1735		1100
Tech	MS	MS	MS	MS	MS
Rain, Inches	0	0	0	0	0
Number of waterfowl	3	3	1	6	2
* Evidence of seepage from ponds	N	N	N	N	N
* Nuisance odors from ponds	N	N	N	N	N
* Warning signs improperly posted	N	N	N	N	N
* Public contact with pond water	N	N	N	N	N

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

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

revised 02/2010

TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) October / 2013

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

INSPECTION					
Date	10-1-13	10-8-13	10-14-13	10-22-13	10-29-13
Day	Tue	Tue	Mon	Tue	Tue
Time	1145	1200	1745	1100	1100
Tech	MS	MS	MS	MS	MS
* Evident of any leaks	N	N	N	N	N
Tank level, inches	32"	35"	38"	38"	38"
Cl2 gallons added	0	0	0	0	0
New tank level after adding Cl2, inches	32"	35"	38"	38"	38"
Gallons used for treatment since last check		24 gal	24 gal	OFF	OFF
Warning Signs Improperly Posted	N	N	N	N	N

3. * Any Yes response s please report immediately to supervisor 1" = 8 gallon cl2

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

revised 120413

TOMALES EFFLUENT STORAGE POND
STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) October / 2013

2. Pond Standard Observation required every week

INSPECTION					
Date	10-1-13	10-8-13	10-14-13	10-22-13	10-29-13
Day	Tue.	Tue	Mon	Tue	Tue
Time	1115	1200	1745	1130	1100
Tech	MS	MS	MS	MS	MS
* Evidence of seepage from ponds	N	N	N	N	N
* Nuisance odors from ponds	N	N	N	N	N
* Warning signs improperly posted	N	N	N	N	N
* Public contact with pond water	N	N	N	N	N

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

Temperature	71°	70°	60°	59°	50°
Weather- Calm, Oc, Rain,etc.	Calm	Calm	Calm	O.C.	O.C.
Wind direction & speed, mph	1-5 E	1-10 E	10-15 E	1-5	calm
Number of waterfowl	5	3	6	8	7

4. Report Yes or No and any Yes resopnses 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 WASTEWAYER TREATMENT FACILITY

Revised 0804

STANDARD OBSERVATION REPORT
PASTURE IRRGATION (001)

Month of October **20** 13

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

Inspection Date	10-1-13	10-8-13	10-14-13	10-22-13	10-29-13
Day	Tue	Tue	Mon	Tue	Tue
Time	1120		1750	1045	1030
Operator	MS	MS	MS	MS	MS
Wind Speed & Direction	1-5 E	1-10 E	10-15 E	1-5 E	G
* Evidence of runoff from site	N	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N	N
** Any odors	N	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N	N
Improper posting warning signs	N	N	N	N	N

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

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

Phillips & Associates
Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

PhillipsOnSite.com

December 16, 2013

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
November, 2013

Mr. Allen

Enclosed please find the Self-Monitoring Report.

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

COPY

Steve C. Phillips
Process Control Engineer

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

SELF MONITORING REPORT

Date	INFLUENT				TREATMENT POND NO.1				WEST STORAGE POND				EAST STORAGE POND				EFFLUENT DISPOSAL						
	Daily (KGALS)	Weekly (KGALS)	COD (mg/l)	TSS (mg/l)	pH Units	D.O. (mg/l)	Temp. C	Free-board	pH Units	D.O. (mg/l)	Temp C	Free-Board	pH Units	D.O. (mg/l)	Temp C	Free-Board	Daily (KGALS)	Weekly (KGALS)	pH Units	D.O. (mg/l)	COD (mg/l)	Cl2 (mg/l)	Coliform MPN/100
11/1/2013	11.0							2.5									0.0						
11/2/2013	14.0							2.5									0.0						
11/3/2013	13.0							2.9									0.0						
11/4/2013	11.0							2.9									0.0						
11/5/2013	13.0		500.0	1100.0	8.2	5.3	13.0	2.8				13.2				13.2	0.0						
11/6/2013	13.0							2.8									0.0						
11/7/2013	13.0	88.0						2.8									0.0	0.0					
11/8/2013	15.0							2.8									0.0						
11/9/2013	13.0							2.7									0.0						
11/10/2013	13.0							2.7									0.0						
11/11/2013	12.0							2.7									0.0						
11/12/2013	13.0				8.3	6.0	12.6	2.7				13.3				13.3	0.0						
11/13/2013	14.0							2.6									0.0						
11/14/2013	13.0	93.0						2.6									0.0	0.0					
11/15/2013	14.0							2.6									0.0						
11/16/2013	13.0							2.5									0.0						
11/17/2013	13.0							2.5									0.0						
11/18/2013	12.0							2.5									0.0						
11/19/2013	13.0				8.3	3.0	12.1	2.8				13.2				13.2	0.0						
11/20/2013	15.0							2.9									0.0						
11/21/2013	13.0	93.0						2.8									0.0	0.0					
11/22/2013	12.0							2.8									0.0						
11/23/2013	12.0							2.8									0.0						
11/24/2013	14.0							2.7									0.0						
11/25/2013	14.0							2.7									0.0						
11/26/2013	13.0							2.7									0.0						
11/27/2013	14.0				8.2	5.0	12.0	2.7				12.4				12.4	0.0						
11/28/2013	14.0	93.0						2.6									0.0	0.0					
11/29/2013	13.0							2.6									0.0						
11/30/2013	13.0							2.6									0.0						
Max	15.0	93.0	500.0	1100.0	8.3	6.0	13.0	2.9	0.0	0.0	0.0	13.3	0.0	0.0	0.0	13.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Min	11.0	88.0	500.0	1100.0	8.2	3.0	12.0	2.5	0.0	0.0	0.0	12.4	0.0	0.0	0.0	12.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mean	13.1	91.8	500.0	1100.0	8.3	4.8	12.4	2.7	#DIV/0!	#DIV/0!	#DIV/0!	13.0	#DIV/0!	#DIV/0!	#DIV/0!	13.0	0.0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total	393.0																0.0						

TOMALES WASTEWATER FACILITY
Treatment Pond Summery Report

Phillips and Associates
Management and Technical Resources
707 254-1931

Month	Treatment Pond # 2				Treatment Pond # 3			
Nov-13	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1								
2								
3								
4								
5	2.9	8.2	6.5	13.5	3.0	9.1	7.1	13.4
6								
7								
8								
9								
10								
11								
12	2.7	8.3	6.3	13.3	2.7	9.2	7.6	13.1
13								
14								
15								
16								
17								
18								
19	2.7	8.5	3.4	12.1	2.8	9.3	3.9	12.0
20								
21								
22								
23								
24								
25								
26								
27	2.8	8.3	10.7	11.8	2.8	9.1	>10	12.0
28								
29								
30								
31								

revised 120413

TOMALES EFFLUENT STORAGE POND
STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) November 13

2. Pond Standard Observation required every week

INSPECTION					
Date	11-5-13	11-12-13	11-19-13	11-27-13	
Day	Tue	Tue	Tue	WED	
Time	1100	1115	1145	0930	
Tech	MS	MS	MS	SC	
* Evidence of seepage from ponds	N	N	N	N	
* Nuisance odors from ponds	N	N	N	N	
* Warning signs improperly posted	N	N	N	N	
* Public contact with pond water	N	N	N	N	

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

Temperature	65	55°	53°	44	
Weather- Calm, Oc, Rain,etc.	Calm	OC	Rain	OC	
Wind direction & speed, mph	0	1-5 East	5-10 East	5-10	
Number of waterfowl	3	10	21	40	

4. Report Yes or No and any Yes resopnses 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 WASTEWAYER TREATMENT FACILITY

Revised 0804

STANDARD OBSERVATION REPORT
PASTURE IRRGATION (001)

Month of November **20** 13

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

Inspection Date	11-5-13	11-12-13	11-19-13	11-27-13	
Day	Tue	Tue	Tue	WED.	
Time	1130	1110	1125	09 30	
Operator	MS	MS	MS	[illegible]	
Wind Speed & Direction	0	1-5 East	5-10 East	5-10	
* Evidence of runoff from site	N	N	N	N	
Evidence of erosion caused by irrigation	N	N	N	N	
** Any odors	N	N	N	N	
Mosquito breeding resulting from irrigation	N	N	N	N	
Improper posting warning signs	N	N	N	N	

* 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) November 13

2. Pond Standard Observation required every week year round.

INSPECTION					
Date	11-5-13	11-12-13	11-19-13	11-27-13	
Day	Tue	Tue	Tue	WED	
Time	1050	1100	1115	0900	
Tech	MJ	MS	MS	SC	
Rain, Inches	0	0	0.2	0	
Number of waterfowl	6	7	9	0	
* Evidence of seepage from ponds	N	N	N	N	
* Nuisance odors from ponds	N	N	N	N	
* Warning signs improperly posted	N	N	N	N	
* Public contact with pond water	N	N	N	N	

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

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

revised 02/2010

TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) November 13

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

INSPECTION					
Date	11-5-13	11-12-13	11-19-13	11-27-13	
Day	Tue	Tue	Tue	WED	
Time	1105	1105	1120	0930	
Tech	MS	MS	MS	SC	
* Evident of any leaks	N	N	N	N	
Tank level, inches	38"	38"	38"	38"	
Cl2 gallons added	N	N	N	0	
New tank level after adding Cl2, inches	38"	38"	38"	38	
Gallons used for treatment since last check	OFF	OFF	OFF	OFF	
Warning Signs Improperly Posted	N	N	N	N	

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

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

Karl Drexel

From: Steve [stevenpsi@aol.com]
Sent: Friday, December 06, 2013 7:37 PM
To: karl@tomalescsd.ca.gov
Subject: Fwd: Phillips and Associates - Tomales
Attachments: Phillips and Associates.docm; ATT00084.htm

Karl,

This is the quote from Telstar.
With your approval, I will arrange for them to come out for one day. Note: if you prefer Telstar to bill directly to the district quote is the cost plus time Phillips spends onsite with Telstar. To save onsite operator time, I will try and arrange them to come out when an operator is Onsite. Otherwise, billing though Phillips will Pursuant to our 2013 Non-schedule work rate.

Please let me know how you would like to proceed

Thanks

Steve Phillips
Senior Process Engineer

PHILLIPS & ASSOCIATES
2201 Jefferson St.
Napa, CA. 94559
707-254-1931

Begin forwarded message:

> **From:** Phil Maffei <pmaffei@telstarinc.com>
> **Date:** December 5, 2013 3:24:12 PM PST
> **To:** "stevenpsi@aol.com" <stevenpsi@aol.com>
> **Subject: Phillips and Associates - Tomales**
>
> Steve,
>
> I would like to thank you for the opportunity to present you with this proposal. Telstar strives to provide the best possible service to our customers and I look forward to working with you.
>
> If this meets with your approval please reply to this e-mail for us to "proceed as noted below" and I will start to work on it immediately.
>
> If there is any way I could be of service, please do not hesitate to call.
>
> Thank you,
>
> **Phillip Maffei**
> **Sales/Project Coordinator**
>
> 1717 Solano Way #34
> Concord, CA 94520
> P. 925.671.2888 Ext. 138

TELSTAR INSTRUMENTS C10 Contractor License #422364

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

December 5, 2013

Phillip and Associates
Sent via email: stevenpsi@aol.com

Attn: Steven Phillips
Subj: Tomales CSD – Communication failure.
Ref: SR#

Dear Steve,

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

1. Labor of PE to troubleshoot the communication failure to the lift station.
2. Repair if possible or recommend a course of action.

Your preferred T&M rate for this as outlined is .....$ 1,306.00
We estimate this may take one day. This price is for labor only.

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

Sincerely,

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

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

Karl Drexel

From: STEVENPSI@aol.com
Sent: Wednesday, November 20, 2013 12:30 PM
To: karl@tomalescsd.ca.gov
Subject: Tomales Irr. Big Gun® | Nelson Irrigation

Karl,

It appears that Rain Bird is out of the big gun sprinkler business. The estimated cost for the Nelson is $1500 plus shipping and etc.

I haven't taken good look yet

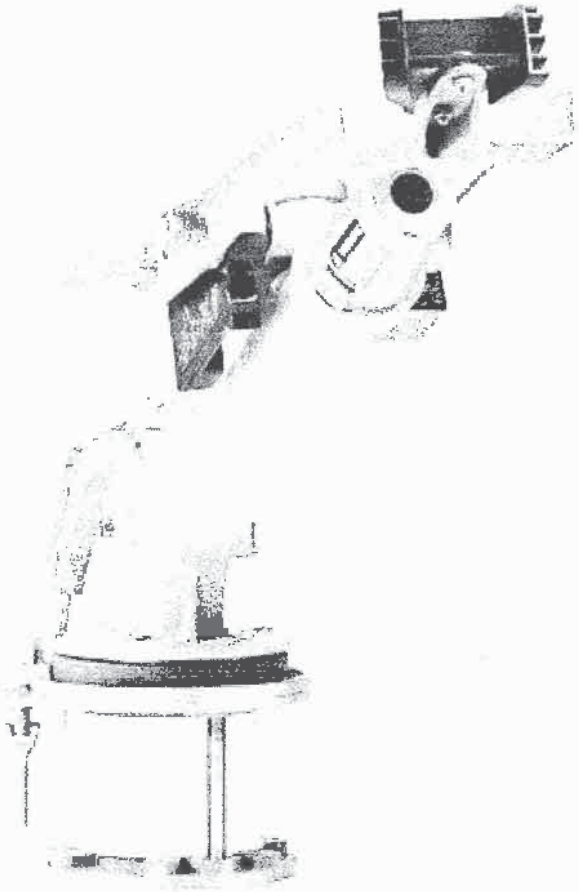
150 Series Big Gun® | Nelson Irrigation

Steve Phillips

PHILLIPS & ASSOCIATES
2201 Jefferson Street
Napa, CA. 94559

Office707-254-1931
Cell: 707-888-4018

- Specifications
- Resources
- Accessories



Maintenance & Support

150 Series Big Gun®

The 150 Series is a perfect fit for solid set irrigation, traveler irrigation and dust suppression.

Anodized, Powder Coated or Stainless Steel units are available, which makes this a great option for mining or wastewater applications.

The Nelson 150 Series Big Gun comes as a Full Circle (21° or 24° trajectory), or Part Circle (21°, 24°, 27°, 43°, or 15°-45° adjustable trajectory) sprinkler. Taper, Taper Ring, or Taper Bore Nozzles are available.

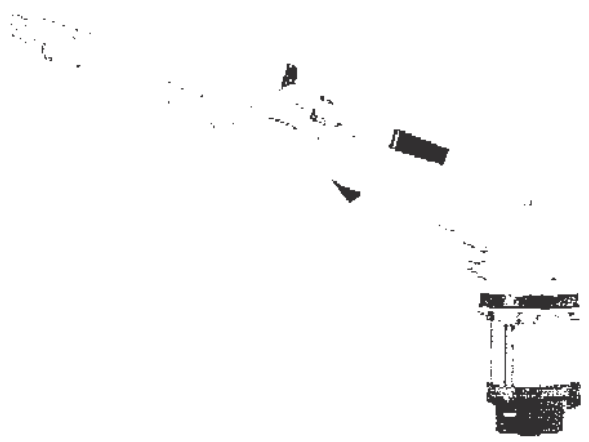
Add-on kits include:

Counterbalance Kit, Secondary Nozzle Kit, and Stream Straightener Vane. There is substantial thrust on a riser, so use a 3" valve minimum.

Connection options include

Nelson, Euro or ANSI/DIN Flange (Also, Nelson Flange to Female Adapters).

F150 (Full Circle)



Performance

100-550 GPM (23-150 M^3/H)

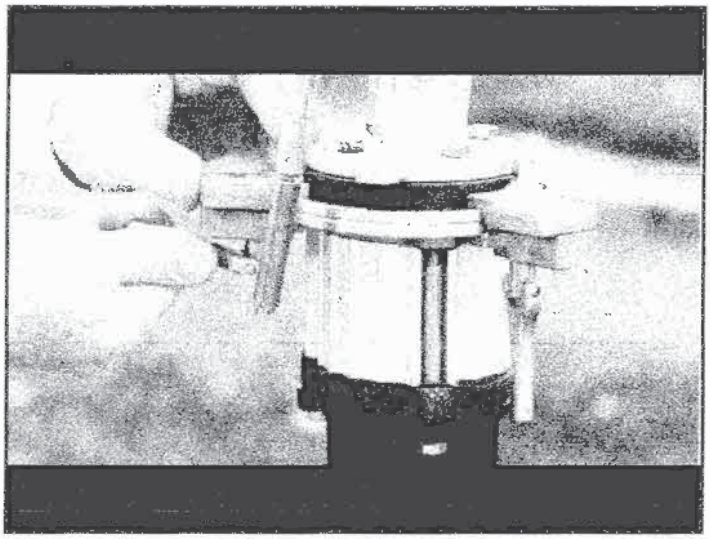
50-120 PSI (4-9 Kg/cm^2)

Applications

- Coal Dust
- Feedlot
- Fire Suppression
- High Volume
- Reclaimed Water
- Solid Set

Media

- Adjusting The Part Circle Big Gun
- Big Gun Robotic Welder
- SR Big Gun Drive Action
- Feedlot Dust Suppression



Resources

- Big Gun Brochure - [2MB]
- SR150 Big Gun Parts List - [505KB]

Electrical Equipment Company
1290 Holm Road
Petaluma, CA 94954
Ph (707) 762-2883 Fax (707) 765-6998

2 Light Sky Ct, Ste 100
Sacramento, CA 95828
Ph (916) 381-5710 Fax (916) 381-8362

QUOTATION

Order #	0057421
Order Date	12/04/13

PAS2
PHILLIPS & ASSOCIATES
2201 JEFFERSON ST.
NAPA, CA 94558

Ship To:

PHILLIPS & ASSOCIATES
2201 JEFFERSON ST.
NAPA, CA 94558

Cust P.O.#	Terms	Quoted By	Ord Tkr	Ship Date
	NET 30 DAYS	BEN DUNCAN	BCD	12/04/13

P/O Release #	GOULDS PUMP	Miscellaneous		Ship Via	BEST WAY

Line	Order	Ship	B/O	Item/Description	Loc/PO#	WH	Price	Extension
010	1	1	0	5BF1L5C0			2,199.60	2,199.60
				GOULDS 3656 10HP 3PH SIZE 1-1/2 X 2				
020								
030				PLEASE ALLOW 1-2 WEEKS FROM GOULDS				
040				FREIGHT APPLIES.				
050								
060				LIST PRICE = $3055.00				

Subtotal...:	2,199.60
Discount...:	0.00
Tax.....:	175.97
Freight....:	0.00
Total Sales:	2,375.57

* FOR NET 30 CUSTOMERS: CREDIT CARDS ACCEPTED AT TIME OF DELIVERY ONLY.
* THANK YOU FOR YOUR BUSINESS!!

Customer Copy

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
PARK COMMITTEE MEETING
Presbyterian Church Fellowship Hall
Minutes of Meeting held December 3, 2013

Committee Members Present: Eric Knudsen, Beth Koelker
Also present: Bill Bonini, Donna Clavaud

Eric Knudsen called the meeting to order at 7:00 PM

A. Discussion of Park Entrance Gate Designs and Suggestions

Donna reported that the Tomales Design Review Committee has approved the drive-through and pedestrian park entrance gate design.
General discussion and consensus recommendations are listed below:

- The current tubular gate will be replaced with a new gate using square galvanized steel painted black, hinges, and self closing latch. Allowing for easier attachment of the vertical boards matching the existing picket fence.
- Donna to contact Van Bebber Brothers in January to begin fabricating steel metal sign letters made from either 1/8", 3/16", or ¼" flat steel.
- Drive through gate possibly split in the middle to reduce weight on hinges.
- Wooden posts to match existing fence possibly 6" by 6" or larger.
- Donna to bring MPC Powder Coating color samples of Pearl Night Blue, Interstate Blue, Military Blue, Redwood, Brick Red Pearl, and Copper Metallic to the January TVCSD Board Meeting.

B. Discussion of Gazebo/Pavilion Designs and Suggestions

General discussion and consensus recommendations are listed below:

- Bill to sketch out design and bring to January TVCSD Board Meeting.
- Gazebo/Pavilion location to be located in the same area
- Larger dimensions 20-22'diameter to accommodate tables and benches.
- Design to be 6 sided structure with more open sides for easier access.
- Concrete floor and steps on three sides preferred.
- Steel or concrete vertical supports faced with redwood.
- Painted metal or copper roof with overhang and gutters.
- More electrical outlets and an interior light.
- Roof or copula mounted weather vane.

C. Open Communication:

Discussion was held regarding selecting Park Advisory Committee Chairman

Adjourned 8:20 PM

Approved Date

MARIN COUNTY
PARKS
PRESERVATION · RECREATION

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): __Tomales Village Community Services District_____

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

Name: __Karl Drexel, SDA _____
(Print)

Title: __Administrator_____
(Print)

Address: __PO Box 303_____

City, Zip: __Tomales CA 94971_____

Phone: __(707) 878-2767_____

E-mail: ___admin@tomalescsd.ca.gov_____

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**	$ **12,941**	$ **12,941**

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
Park Improvement Project Phase 1	B	Encroachment Permit; gutters and downspouts	$ 731.00	-0-	$ 731.00
Compliance Signs Bilingual	B	Bilingual signs for garbage and recycling for compliance	$ 139.00	-0-	$ 139.00
PGE	A	PGE Bill for lights, well pump and filtration	$ 1,449.00	-0-	$ 1,450.00
Gazebo and Shade Shelter	B	Permits, design, specifications, bids and construction Management	$ 8,000.00	-0-	$ 7,500.00
Accessible Water Faucet	C	Purchase and install 2-faucet accessible water faucet	$ 3,000.00	-0-	$ 3,000.00
Irrigation System	C	Design, purchase and install an automatic irrigation system	$ -0-	-0-	$ -0-

Maintenance Equipment	A	Purchase new rakes, hoes, clippers, lawn mower, rototiller, etc.	$ -0-	-0-	$ -0-
Water tower	B	Replace roof and repair damage to roof, windows and water tank	$ -0-	-0-	$ -0-
Park Improvement Phase 2	B	New picnic tables, barbeques and fire pits	$ -0-	-0-	$ -0-
Park Improvement Phase 2	B	Design and install regulation bocce courts	$ -0-	-0-	$ -0-
Estimated Total					$ **12,820**

**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

Administrator
Title

__Karl Drexel, SDA_____ ____November 25, 2013_____

Print Name Date

Financial Advisory Committee Minutes of the Tomales Village Community Services District

Monday, December 16, 2013

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

Deborah Parrish convened the meeting at 6:30pm and Donna Clavaud recorded minutes of the meeting. The FAC agenda focused on a review of current financial projects, including the most recent TVCSD financial report, the status of proposed Efficiency Audit bids and Board action, and an update on the Rate Study now underway by RCAC. Discussion also focused on how the FAC Committee could support the Board of Directors and TVCSD with 2014 priorities. It was emphasized that 2014 presents a largely new Board and can best be served with summary information, education and training in order to be effective in their new roles and responsibilities.

AGENDA ITEMS for January 15, 2014 TVCSD Meeting:

FAC members recommend the importance of the following goals for the January 15, 2014 TVCSD Board of Director's meeting and request adding them to the meeting agenda:

1. An Executive Summary on the status of District business-an overview of TVCSD finances, including all grants and contracts and any open items and projects

2. An agreement to implement a Board Training Plan that includes a Plant Tour, a TVCSD summary historical timeline, and a review and copies of useful documents. Examples include the TVCSD Strategic 5-year Plan, a complete list of District grants, and drafts of TVCSD Policy Manual to date. Copies of these documents should be available at the meeting. Such efforts will assist in bringing new board members up to speed on TVCSD accomplishments and general business history. Additional training beyond mandatory ethics training might include workshops on Board roles and responsibilities, rules of conduct for running meetings, secretary training for note-taking and agenda setting and rules of order for meetings.

3. Election and training of Board Officers, clarifying roles and responsibilities

4. Re-appoint Financial Advisory Committee and obtain Board approval to continue in current form. The committee hopes to support District priorities for 2014 and would like to make a formal request to submit suggested 2014 priority items at the February TVCSD meeting.

5. Begin to identify goals, timelines, and plans for 2014 TVCSD business. Review the TVCSD Strategic 5-year Plan and any other initiatives underway or being considered. Important 2014 priorities also include ongoing Annual Budget Process, completion of Rate Study, re-consideration of an Efficiency Audit, completion of a TVCSD Policy & Procedure Manual, and Board packet reduction.

ONGOING FINANCIAL PROJECTS:

Review of current TVCSD financial reports:

Financials from last month were reviewed and agreed upon from last Board packet for members not present at November meeting.

Status of Efficiency Audit bids and Board Action:

This is currently tabled until the new Board can reconsider action to be taken.

Rate Study Update:

Karen McBride reported at November meeting that RCAC staffer has information to conduct an analysis and offer recommendations and will notify FAC and Administrator with any questions or needs for additional information. We discussed the potential value of a rate analysis to the District and all agree that it will be useful for future financial planning and priority setting.

The next FAC meeting is tentatively scheduled for January 20, 2014.

The agenda will include reviews of ongoing financial projects and focus on developing a list of FAC recommendations to the Board of Directors for 2014 priorities.

The meeting was adjourned at 8pm.

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	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	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	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	Create Park Committee to assist with ongoing management and maintenance needs. Remove gorse from park. Establish annual tour of plant, contact SUSD.

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, with the approval of the Board, 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

The Components of the TVCSD Budget

Revenue Budget
TVCSD derives revenues from a variety of sources including local user charges and miscellaneous revenues. Taxes are the largest source of revenue and usually account for the majority of the total revenues. State and federal aid is another potential source with miscellaneous receipts and transfers from the capital budget representing the remaining portion.

Expense Budget
The expense budget is a fiscal plan to finance the operation of TVCSD. It sets out the amount of money the district expects to spend each year for ongoing operational expenses. These amounts are appropriated to individual expense items by the Board of Directors in the budget adoption process. In addition to operating expenses, the budget also includes amounts which must be allocated for the cost of interest and repayment of the district's debt.

The expense budget serves the function of budget control. Budget control involves assuring that the administrator does not overspend the dollar amounts specified by the Board of Directors for particular purposes. The administrator submits to the Board of Directors an expense budget and supporting schedules which provide a greater level of detail of the items proposed to be funded through the expense budget.

The expense budget includes a funding summary which breaks out the amount of funds allocated to each expenditure. Year over year line item increases greater than 10% must have supporting explanation.

Capital Budget
TVCSD's capital budget is a plan for investment in the district's infrastructure. It provides funding for purchasing property, the construction of facilities, improvements of existing facilities, and the purchase and installation of major equipment. The capital budget is presented as part of a four-year capital program. The first year of the capital program represents the level of capital spending planned for the upcoming fiscal year, while the remaining three years of the capital program are a projection of the spending necessary to complete each project in the capital budget, and to fund new projects anticipated in the following three years. An important focus for the Board of Directors would be to prepare and maintain a ten-year capital strategy. This strategy is approved/supported by the Board of Directors and describes all aspects of the development of the district's capital facilities for the next ten fiscal years. The Board reviews this ten-year plan on an annual basis, or as often as necessary.

Projects included in the capital budget are paid for from two major sources:

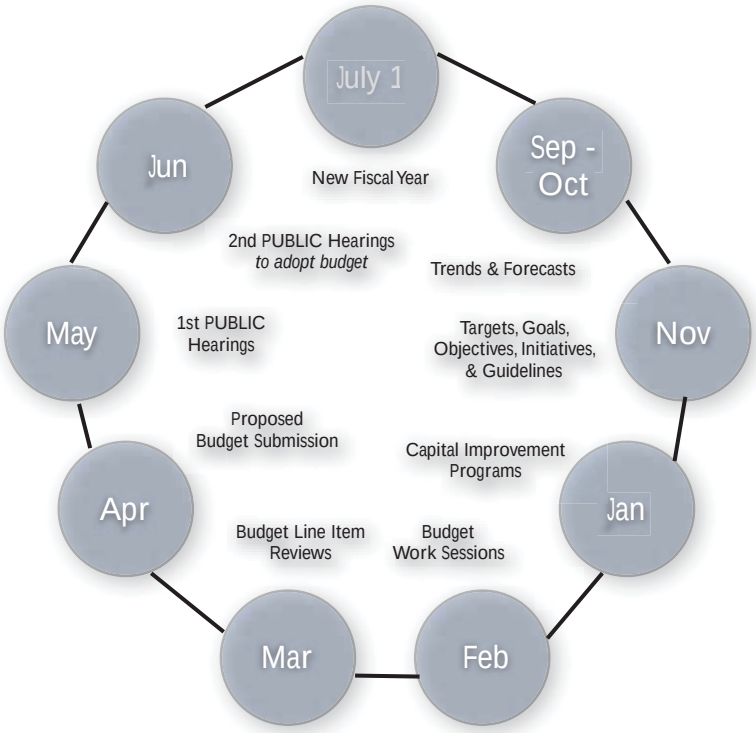
1. *Proceeds from loans dedicated to the current costs associated with ongoing capital projects. The debt owed by the district on the interest and principal due on outstanding loans is paid*

from money appropriated each year in the expense budget, this appropriation is referred to as the "debt service."

2. *The other source of funding is from grants.*

TVCSD's capital commitment plan is a measure of what is planned to be expended on capital projects during the course of a fiscal year. Targets in the commitment plan are representative of the actual dollar amounts that are expected to be spent in the current fiscal year based on projections of the dollar value of contracts that will be entered into. Capital budget appropriations made in past fiscal years are routinely rolled over to the next fiscal year if they are not committed during the course of the present fiscal year.

TVCSD Annual Budget Timeline



TVCSD Annual Budget Process Timeline

July 1 - New Fiscal Year Begins

September/October - Trends and Forecasts
On a monthly basis, the Board, the FAC, and District Staff review and analyze variances between budgeted and actual receipts. High level reports comparing budget to actuals, actuals to prior period, actuals to prior fiscal year, and distribution of expenses (as percentage of revenue and total expenses).

November - Targets, Goals, Objectives, and Guidelines
The strategic plan is a living document and should be reviewed on a regular basis. The annual budget reflects the objectives of the strategic plan. Budget expenses should be built from priorities set forth by the strategic planning process.

January - Capital Improvement Projects
Identify Capital Improvement Projects to be funded. The Capital Improvement Plan (CIP) is one of the most significant planning processes for TVCSD. This plan should identify the capital needs of the community over a ten-year period. This plan not only identifies the immediate needs but also seeks to capture longer-term capital needs.

The CIP should be updated annually and subject to change as the needs of the community become more defined and individual projects move along in their respective planning and budgeting processes. The effective use of a CIP process provides for considerable advance project identification, planning, evaluation, scope definition, design, public discussion, cost estimating, and financial planning.

The objectives used to develop the CIP include:

- To preserve and improve the infrastructure of Tomales through capital asset construction, rehabilitation and maintenance;
- To maximize the useful life of capital investments by scheduling major renovations and modifications at the appropriate time in the life-cycle of the facility;
- To identify and examine current and future infrastructure needs and establish priorities among projects so that available resources are used to the community's best advantage; and
- To improve financial planning by comparing needs with resources, estimating future bond issues, and identifying potential fiscal implications.

The CIP is the primary instrument for planning the funding and timing of the needs and priorities that have been approved by the Board of Directors. The funding and implementation of CIP projects are an integral part of the budget process.

February - Preliminary Budget Work Sessions
The budget formulation process begins with the development of the revenue projections. The Financial Advisory Committee (FAC) which is commissioned by the Board of Directors, meets monthly to analyze past economic trends and monitor revenue flows to begin developing revenue projections for the upcoming fiscal year. The FAC, together with District Staff, begins the development of the budget ceilings for projects based on forecasted revenues for the upcoming fiscal year.

March - Budget Line Item Reviews
"Line Item Budgeting" is the simplest form of budgeting, this approach links the inputs of the system to the system. These budgets typically appear in the form of accounting documents that express minimal information regarding purpose or an explicit object within the system. Budget Detail should:

1. Reflect the proper proportion
2. Contain support for each line item
3. Express distribution of expenses relative to other items
4. Include graphic analysis

April - Proposed Budget Submission and Budget Work Sessions
The Board of Directors submit their proposed budgets for the upcoming fiscal year for public review. The FAC, along with district staff, analyze the individual budgets and prepare recommendations for the Board of Directors, update narratives, develop budget schedules, summaries and revenue statements. Board of Directors are presented with a copy of the FAC's recommendation. If necessary, changes are made and supporting documents are updated for presentation to the Board.

May/June - 1st and 2nd PUBLIC hearings to adopt budget
Public meetings to review the Board's recommendations are to be held to discuss updated annual goals and objectives, proposed rate adjustments, and district needs. Once the public hearings have been completed and action taken, the Board may vote to adopt the budget.

TOMALES VILLAGE
COMMUNITY SERVICES DISTRICT

November 26, 2013

Supervisor Steve Kinsey and
Members of the Marin County Board of Supervisors
3501 Civic Center Drive, Room 329
San Rafael CA 94903

Board of Directors

Walter Earle
President

Patty Oku
Vice-President

Hope Sturges
Board Member

Sue Sims
Board Member

Eric Knudsen
Board Member

Administrator

Karl W. Drexel SDA

Dear Supervisor Kinsey and Members of the Board of Supervisors,

As one of the applicable special districts as outlined in the Board of Supervisors Ordinance 3586, we were hoping to address the Board in person regarding the County Parks interpretation of that ordinance and the allocation method they chose for Measure A funds. Unfortunately, we are unable to get all of the facts we need to present in a three minute presentation, so we are writing to each of the members before the issue is presented on December 3rd.

We have enjoyed a very rewarding relationship with the Board of Supervisors and Supervisor Kinsey in particular, over the last 14 years. We hope to continue that relationship for years to come. We want to thank the Board for initiating Measure A, which is a great avenue for building and improving the Parks throughout Marin County. And, we appreciate the Board's consideration on behalf of all of the special districts during the development of the Cities, Towns and Special Districts allocation program. Without your hard work on our behalf, the special districts would not have had a place at the table, so thank you.

As the Ordinance was being developed with discussion and public input, and numerous drafts, one thing was consistent and that was the definition of applicable special districts – special districts that provide for parks, open space and/or recreation in unincorporated areas. After the Ordinance was passed and Measure A was approved by voters, the County Parks staff called on the Marin LAFCO to determine who the applicable special districts were in Marin. And rightly so since County LAFCOS are charged with oversight of all special districts in their counties. There were seven Districts, out of the 30 special districts in Marin, identified as applicable special districts – one Recreation and Park District and six Community Services Districts. Legal Special Districts recognized by LAFCO.

County Parks staff and representatives from all seven districts met on several occasions and hammered out a delicate agreement of how to allocate the less than 4% of the total Measure A funds allocation for special districts. The larger

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districts wanted the allocation split on a per capita basis and the smaller districts wanted to split it equally. After several meetings and back and forth negotiations we agreed by consensus to develop and approve a combination of the two. We all got our Boards to approve it based on the funding numbers Measure A is expected to produce. We also got our Boards to agree in principal to the Memorandum of Agreement the County had developed at that time.

However, in August of 2013, just a few weeks before the Agreements and allocations were to be brought before the Board of Supervisors, Marin County Parks included an eighth agency from Bolinas into the mix with the special districts. Now I want to make it perfectly clear, none of the special districts begrudge Firehouse Community Park Agency a share of the Measure A funds for the maintenance and development of parks and recreation in an unincorporated area of the County. They have been doing a great job with Mesa Park and other parks in Bolinas for years. However, by virtually all definitions on the State and County levels, Firehouse is not a special district; they are a Joint Powers Agency. Notwithstanding County Counsel's revised definition of a special district, and County Parks changing the definition of applicable special districts as defined in the ordinance, Firehouse should get funding from the County Parks' 65% allocation of Measure A funds and not the special districts less than 4% share that should be split between the seven recognized applicable special districts in the County. If Firehouse is to continue to share the special district's allocation, they will be garnering over 11% of the total allotment for special districts. If they are funded through the County's $6,500,000 annual share, it is less than 7/10ths of one percent of that allotment.

There is a claim it was the intent of the ordinance to include Firehouse Community Park Agency in the mix all along. However, as a JPA, they are not subject to the same laws and requirements of all other special districts. As a JPA they are able to arbitrarily set their own boundaries, which they did in 1985 when the JPA was formed, establishing an agency with a population almost twice the size of their community. Special districts are required to go through extensive Sphere of Influence studies, town plans, public hearings, possibly elections and legal challenges in order to establish or change boundaries. A JPA writes it on a piece of paper and that is their boundary. Firehouse Community Park Agency does not, and has not, been required to follow the same laws as the rest of us. They are not a special district.

The Cortese-Knox-Hertzberg Reorganization Act of 2000 requires the County, Cities and Towns, and Special Districts in the County to share equally in the funding of the Marin LAFCO. All of the special districts in the County are required by law to share this cost and are billed annually for their contributions ranging from hundreds of dollars to thousands of dollars every year. The Marin County Department of Finance publishes a list and a breakdown of the costs for each agency, based on their size and budget. Marin LAFCO approves this list. Firehouse Community Park Agency is not, and has never been a recognized special district by either the Marin LAFCO or the Marin Department of Finance and has never paid a share of the special districts cost allocation. They should not now be allowed to share in the special district's funding allocation from Measure A. They are not a special district.

A Joint Powers Agency is an agency formed by two or more entities with the same latent powers to provide a service or program. The Firehouse Community Park Agency was formed by the Bolinas Public Utility District and the Bolinas-Stinson Unified School District. They each brought to the JPA real assets that the JPA would use to provide the services they were formed to provide. BPUD brought land that they owned to provide a community Park. The BSUSD brought a water meter they owned to build a community center. In 2009, the school district wanted to dissolve the JPA. In a letter from Jack Siedman, it was recommended that instead of dissolving the JPA, which "would put the agency in legal limbo" they would call the JPA

“complete” and hold elections for Board members rather than appoint them. All they needed was an amendment to the JPA Agreement. That amendment also declared that all the real assets that were brought to the JPA would revert back to the original two powers that formed the JPA. BCPUD got title to the property and the school district got their water meter back. Special districts cannot do that. The assets of a special district remain the property of the people in the district. Additionally, the Amendment to the JPA Agreement changed the selection of Board members of the JPA from appointed to elected. However, the boundaries of the agency eliminate all of the school district voters south of the lagoon that are not within the Bolinas Fire Protection District boundaries. They cannot vote, they cannot run for office and they have no legal say in the operation of the JPA. It appears therefore, by definition of a JPA, the Firehouse Community Park Agency JPA is effectively dissolved and operating without legal standing of any kind. Also, school districts, by law cannot be a special district. (See Government Code 16271 (d)). The JPA is not a special district.

Even if this Amendment did not effectively dissolve the JPA in 2010, which I believe it legally did, the Amendment was never filed with the Secretary of State, which was required within 30 days of the passing of the amendment. The law states that if the Amendment is not submitted to the Secretary of State within 30 days, they “shall not, thereafter, and until such filings are completed, issue any bonds, incur any debts, liabilities or obligations of any kind, or in any other way exercise any of its powers”. (Government Code section 6503.5 et seq) What would that mean for the recently passed parcel tax for Mesa Park?

The former Executive Director of Marin LAFCO, Peter Banning, requested in 2010, BPUD request to activate one of their powers under AB2838 for providing recreation and park facilities to include Mesa Park, since it maintained ownership of the property, because BPUD’s Board President was appointed President of the JPA and because it was apparent that BPUD was the driving element behind it. They refused. BPUD is a special district without recreation and park facilities. Mesa Park is a recreation and park facility without being a special district. They can’t have it both ways. Furthermore, in the Bolinas Area Service Review and Sphere of Influence Update in 2007, the Marin LAFCO stated in the introduction:

> *The unincorporated community of Bolinas is located in the western part of Marin County, spanning coastal Marin from Volunteer Canyon to Dogtown. This primarily residential area lies on Marin’s Pacific shore with Bolinas Lagoon roughly forming its eastern border, and Point Reyes National Seashore lands to the north.*
>
> *There are two special districts that provide service to the Bolinas community – the Bolinas Community Public Utility District and the Bolinas Fire Protection District. The jurisdictional areas of the two districts are very different.*

Although the FCPA says the SOI declared them a special district, it did not mention them once in the 16 page report, nor did the LAFCO Resolution formalizing the Sphere of Influence Review mention them. They are not a special district.

When we presented these facts to the Director of the Marin County Parks Department in a meeting on September 3, 2013, with Parks staff and all of the special district representatives and some district board members, the Director agreed with our contention that Mesa Park should be funded out of the County’s share and not the special districts share. She specifically said that they would find the funding to support Mesa Park and then asked the Mesa Park contingency to leave the meeting. In a follow-up e-mail from Parks staff they assured us all that

the allocation would revert back to the original seven agencies, which we brought to our Boards for approval.

Now they have taken, what we feel is an erroneous legal opinion from County Counsel to renege on their assurance of our allocation. We do not want to create a scene or get into a prolonged legal battle with the County or our neighbors. We want to maintain a sound relationship with the Board of Supervisors and with all departments in the County. As I mentioned earlier, we do not begrudge Bolinas of any Measure A funds. They have a park and it is being maintained within the County boundaries, and therefore qualifies for Measure A funds, if in fact it is a legal entity. However, it is not a special district and should be allocated funding from the County's $6,500,000 annual allotment (or less than 7/10ths of one percent), rather than over 11% of the total funding allocated to special districts. Thank you.

Respectfully,

Karl Drexel, SDA
Administrator, TVCSD.

Cc: Liza Crosse, Aide to Supervisor Kinsey
TVCSD Board of Directors

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COUNTY OF MARIN

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MARIN COUNTY PARKS

Preservation • Recreation

MARIN COUNTY
PARKS
PRESERVATION • RECREATION

December 17, 2013

APPROVED
DEC 17 2013
MARIN COUNTY
BOARD OF SUPERVISORS

Board of Supervisors
County of Marin
3501 Civic Center Drive
Marin County Civic Center
San Rafael, California 94903

Linda Dahl
DIRECTOR
GENERAL MANAGER

Marin County Civic Center
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SUBJECT: REQUEST TO AUTHORIZE PRESIDENT TO EXECUTE RESOLUTION AND GRANT AGREEMENTS RELATED TO THE ALLOCATION AND DISBURSEMENT OF FUNDING FROM THE MEASURE A CITY, TOWN, AND APPLICABLE SPECIAL DISTRICT PROGRAM

Dear Board Members:

RECOMMENDATION:

1. Authorize the President to execute Resolution Implementing the Expenditure Plan of Marin County Ordinance 3586 for Applicable Special Districts.

2. Authorize the President to execute grant agreements with:
   a. City of San Rafael
   b. City of Novato
   c. City of Mill Valley
   d. City of Sausalito
   e. City of Belvedere
   f. Town of Corte Madera
   g. Town of Fairfax
   h. Town of Larkspur
   i. Town of Ross
   j. Town of San Anselmo
   k. Town of Tiburon
   l. Firehouse Community Park Agency
   m. Marin City Community Services District
   n. Marinwood Community Services District
   o. Muir Beach Community Services District
   p. Strawberry Recreation District
   q. Tamalpais Community Services District
   r. Tomales Community Services District

3. Authorize the President to execute a grant agreement with the Bel Marin Keys Community Services District subject to the receipt of a signed agreement.

4. Encourage the eight special districts, if they so choose, to review the existing allocation method for Measure A funds available to them, reach a consensus, and inform Marin County Parks and your board of a decision by June 30, 2014.

SUMMARY:

Marin County Ordinance No. 3586, the Marin Parks, Open Space, and Farmland Preservation Transactions and Use Tax Ordinance, also known as Measure A, earmarks fifteen percent of its annual revenues for a "City, Town and Applicable Special District Program" (see Attachment A). Funds from this program are intended 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.

Program participants are required to enter into a grant agreement with the county prior to the first disbursement of funds. The form of this agreement underwent extensive review by staff and legal counsel of all participants, and was reviewed and approved by County Counsel. Each year, pursuant to the agreement, participants are required to complete a work plan and expenditure report. Agreements include important annual deadlines regarding this process. Marin County Parks staff will provide estimates of disbursement amounts, review work plans, and review and track expenditure reports to fulfill its own Measure A annual reporting requirements.

Allocation Method:

Ordinance 3586 states that the allocation method for funds available through this program shall be designed in concert with the cities, towns, and applicable special districts. The allocation method was developed over the past six months by staff and elected officials of these entities, including seven of the eight applicable special districts. These representatives developed and agreed to the following allocation method:

Of the total funds available to this program annually:

- 73.55% shall be allocated to cities and towns. This amount shall be divided among the 11municipalities on a per capita basis.
- 26.45% shall be allocated to the applicable special districts. Half of this amount shall be divided equally among the eight districts. The remaining half shall be divided on a per capita basis among the districts.

Disbursement Estimates:

Estimates projecting the total amount of annual disbursements will be sent to all participants before the start of each year to inform the creation of their work plans. See Attachment B for the first disbursement estimates.

Issue:

Some special districts dispute the eligibility of the Firehouse Community Park Agency (FCPA) – a joint powers agency (JPA) formed by two special districts, the Bolinas Public Utility District (BPUD) and the Bolinas-Stinson Union School District – to receive funds from the Measure A City, Town, and Applicable Special District Program. The FCPA implements BPUD's authority to provide public park and recreation services. The effect of including the FCPA among eligible special districts is to reduce the amount of funding available to the seven other districts. County Counsel has reviewed the matter and confirmed FCPA's eligibility.

Recommended actions 1 and 4 above are the result of collaboration by Marin County Parks, County Counsel and the special districts to resolve this matter. Specifically, the Resolution calls on your board to:

a. designate those special districts eligible to receive funds from the Measure A City, Town, and Applicable Special District Program for the next nine years, until Measure A expires. No other entities, even if formed during the time Measure A is in effect, would be eligible during this time period; and
b. limit the population basis of the FCPA (the number used to determine FCPA's per capita share of the Measure A funds available to special districts) to that of the Bolinas Public Utility District – which is the only one of FCPA's two "parent" districts with the power to provide park and recreation services. Limiting the FCPA's population basis in this manner prevents special districts or JPAs serving small populations from joining with districts serving larger populations – but that don't provide park and recreation services – for the sole purpose of getting a larger portion of the per capita funds based on the population served by both entities.

FISCAL IMPACT:

Funding for cities, towns and applicable special districts will be provided by Ordinance 3586, and will have no impact on the county general fund budget. The total amount provided to cities, towns and applicable special districts will vary depending on fluctuations in annual tax revenues.

REVIEWED BY:

[ ] Dept. of Finance	[X] N/A
[X] County Counsel	[ ] N/A
[ ] Human Resources	[X] N/A
[ ] County Administrator	[X] N/A

External Affairs Coordinator Kevin Wright is the principal author of this report.

Respectfully submitted,

Ronald Miska
Deputy Director

RM:KW:kbl

COUNTY OF MARIN

OFFICE OF THE
COUNTY COUNSEL

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December 6, 2013

Karl Drexel
Administrator
Tomales Bay Community Service District
P.O. Box 303
Tomales, CA 94971

Re: Bolinas Public Utilities District's (BPUD) Exercise of Power to Engage in Recreational Opportunities

Dear Karl,

We want to thank you for participating in the meetings to discuss the inclusion of the Firehouse Community Park Association (FCPA) into the Measure "A" Expenditure Plan, the allocation methods for this first year and future allocation methods.

While you disagree with our opinion on the inclusion of the FCPA into the Measure "A" Expenditure Plan, we do appreciate the civil discussion on the issue and look forward to a collaborative approach to resolving issues.

We do want to clarify an issue that you raised with respect to whether BPUD has exercised its powers to engage in recreational pursuits. It is clear to us that BPUD exercised these powers in 1985 when it joined with the Bolinas-Stinson Union School District to form the FCPA. You have indicated that LAFCO's former General Manager informed you that they did not identify themselves as an entity engaging in recreation in 2010 or 2011. Our determination about this issue is not dependent upon whether LAFCO was informed about these pursuits or whether BPUD failed to follow a statutory reporting requirement to LAFCO. Rather, the records show that BPUD did commence recreational pursuits in 1985 and there are existing facilities that evidence this pursuit. Additionally, while not required for our determination, there is a LAFCO report from 2007 that identifies the fact that BPUD operates a small park with playground facilities (see attached LAFCO Report entitled: *Bolinas Area Service Review and Sphere of Influence Update*).

I look forward to working with you on Measure A and any subsequent allocation methods that are brought forward. And, our office looks forward to working with you in the future.

Should you have any questions, please do not hesitate to contact me.

Very truly yours,

Jack F. Govi
Assistant County Counsel

cc: Linda Dahl
All Measure "A" Districts

Special District Estimate for Disbursement occuring in early January, 2014

	Population	% of total pop.	50% base	50% per capita	Total estimate
Bel Marin Keys	2,200	9.19%	$ 16,235.84	$ 11,933.13	**$ 28,168.97**
Marin City	2,962	12.37%	$ 16,235.84	$ 16,066.33	**$ 32,302.17**
Marinwood	4,800	20.05%	$ 16,235.84	$ 26,035.92	**$ 42,271.76**
Muir Beach	295	1.23%	$ 16,235.84	$ 1,600.12	**$ 17,835.96**
Strawberry	5,000	20.88%	$ 16,235.84	$ 27,120.75	**$ 43,356.59**
Tamalpais	6,859	28.64%	$ 16,235.84	$ 37,204.25	**$ 53,440.09**
Tomales	210	0.88%	$ 16,235.84	$ 1,139.07	**$ 17,374.91**
Firehouse Community Park Agency	1,620	6.77%	$ 16,235.84	$ 8,787.12	**$ 25,022.96**
Total	23,946	100.00%	$ 129,886.71	$ 129,886.71	$ 259,773.41

SOURCE: http://lafco.marin.org/

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

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

County of Marin
Department of Finance
Remittance Advice
(415) 473-6154

TOMALES VILLAGE CSD - ACH
PO Box 303
TOMALES CA 94971

Remittance Advice
Vendor Number
1004755
Clearing Document Number
2000535870

The amount of **$17,374.91** is scheduled to be released from the County of Marin General Revolving Account on **01/07/2014**. This **ACH** should post to your account within 2 business days.

Document Number	Voucher Number	Amount	Description
1900579855	01022014TOMALES	$17,374.91	Marin County Parks - Measure A
1900579855		$17,374.91	
	Total Remittance	**$17,374.91**	

Payment Document	Date	Currency	Payment Amount
2000535870	01/07/2014	USD	***17,374.91*

Compiled Under the Direction of the Director of Finance

Karl Drexel

Subject: FW: Tomales Village CSD - Rate Study

From: Karl Drexel [mailto:karl@tomalescsd.ca.gov]
Sent: Friday, December 06, 2013 5:41 PM
To: 'Richard Culp'
Subject: RE: Tomales Village CSD - Rate Study

Hi Richard.
I am working on a CIP as we speak, but won't have numbers for everything for a while. So far I have:

Seven new irrigation guns at approx $2,000 each plus installation (???) ≈ $20,000
Two new Goulds Irrigation Pumps at Approx $3,000 each plus electric and installation (???) ≈ $10,000
Slip lining ± about 1 mile of collection line (???) No idea exactly how much line will be needed, or when, or what the cost ≈ $500,000 - $800,000.
Electrical Service Panels and new controllers for Irrigation Field and WWTP (???) No idea on cost, but would guess over $10,000 each. ≈ $20,000 - $40,000
New SCADA Software and hardware to replace 10 year old Allen Bradley ≈ $20,000 - $30,000

I will work on the list of assets, but these are the oldest items left and will need replacement first. Probably in the next five years, maybe sooner.
The rest of the assets are mostly brand new and shouldn't need anything more than maintenance and occasional repair over the next ten years

I have tried to put aside a little bit for reserves every year and we have been successful so far, but it is an arbitrary amount each year and it isn't as much as would have been set aside if we had a regular depreciation expense ≈ $40,000 per year. We do not have any deferred maintenance. We contract with Phillips & Associates out of Napa for operation and maintenance and stay ahead of problems with routine maintenance. When there is a maintenance issue we either fix the problem or replace the equipment from reserves. There are no other labor costs, except annual audit and occasional legal expenses. Park Maintenance is primarily done by volunteers and no rate payer fees go to the Park.

The WWTP Improvement Project is actually $939,000 and is complete. That's why we don't need to replace many assets. We already did with grants and low interest loans.

Hope this helps. I will be out of the office on Monday, but available any time the rest of the week if you want to talk. Thanks.

Karl

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

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

Please consider the environment before you print

From: Richard Culp [mailto:RCulp@rcac.org]
Sent: Friday, December 06, 2013 4:34 PM
To: SDA Karl Drexel (karl@tomalescsd.ca.gov)

Cc: Stevan Palmer
Subject: Tomales Village CSD - Rate Study

Hello Mr. Drexel,

Stevan Palmer asked me to help with the rate study and I am reviewing the information you sent. The Capital Improvement Projects you spoke of (North of $700,000) would be one of the most important components of a new rate study. As you put that CIP list together please provide your best estimate for the remaining life span of each major line item in your existing facility inventory, in addition to any new improvement projects already identified.

Our rate analysis will look at various ratios of revenues to income and reserves, but from what I saw in your three year-end reports, you are building reserves and have more than a year's operating revenues in reserve. It may be advisable to increase rates to improve these ratios, but that will not reflect the true picture if operational maintenance is being deferred for budgetary reasons. If you can identify any operational expenses that should be in your operating budget, but are deferred, it will provide another way to look at a possible rate increase.

What kind of labor expenses do you have other than the Administrator Fee? Do you contract out for maintenance and operations?

I noticed on your New Balance Sheet 6-30-13 an Improvement Project for the WWTP at $631K. What is the status of this project and the other projects listed?

I will be working on this project over the next few weeks and look forward to talking with you. Please let me know when would be a good time to call next week.

Best Regards

Richard Culp, PE
RCAC| ENVIRONMENTAL PROGRAMS
Rural Development Specialist – Engineer
(707)223-5640
rculp@rcac.org

From: Karl Drexel [mailto:karl@tomalescsd.ca.gov]
Sent: Wednesday, November 20, 2013 2:26 PM
To: Stevan Palmer
Subject: RE: Tomales Rate Study

Hi Stevan,
Currently, we are able to show a Net income, as you can see, and have money available to set aside in an Operational Reserve, Capital Reserve, etc. This is based on a percentage that is arbitrary right now, but we have been able to increase our reserves every year. We do not have a reserve policy per se, and the balances are considerably lower than I think they should be. However, we do not have a Depreciation Expense Item in our monthly financials or in our annual budget. Our auditor makes a JE at the year–end during the audit, which puts us in the red. Every year for the last several years. So to answer one of your questions, I do believe rates are too low. We had a small rate increase in 2009 of $5.00/mo, or 8%, which was designated specifically for the repayment of our solar system and is restricted to that. No operational costs come out of that income. The last operational rate increase was in 2006 for a $7/mo increase or 12%. Nothing since 2006.

The District has never had a rate study, but we feel it is important to have an impartial third party look into the rate structure and make an analysis, or whatever it is that a rate study does. Certainly, whatever the outcome of a rate study, it is not going to be satisfactory to everybody. However, it will give the District a starting point to discuss options.

Additionally, our wastewater collection system is 37 years old and has been patched together numerous times. Part of the system is asbestos-cement pipe and part is plastic. We are going to need to replace or repair the

lines sometime in the future and need to set aside reserves for that. Many of the rate payers are objecting to that kind of expense and feel we should wait until it happens. We also have an irrigation system in our wastewater treatment process that has old irrigation guns and pumps and motors. These will need to be replaced at some point. I am working on getting numbers for all of this, but it is going to be north of $700,000 for sure.

We have been attempting to get an accurate Median Household Income Survey done, but we don't have enough responses to have an accurate picture. Whatever it turns out to be, it appears less than a disadvantaged community criteria, so grants for our capital projects are probably not in the cards. We need more reserves.

That's the short version. Hope it helps.

Karl

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
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DOMINICAN UNIVERSITY of CALIFORNIA

greenMBA

SCHOOL OF BUSINESS & LEADERSHIP

December 11, 2013

Karl Drexel
Administrator
Tomales Village Community Services District
PO Box 303
Tomales, CA 94971

CC: Susan Briski
Eco-Commerce Models Instructor

Dear Karl,

We have thoroughly enjoyed working with you over the last couple months to help TVCSD achieve Green Business Certification and are pleased to present you with this report. We hope it will serve as a guide for you to complete the few remaining requirements necessary for certification.

Given your previous commitment to the environment, TVCSD has only 7 measures remaining of the 79 total required on the checklist for certification and has even exceeded the additional measures in many categories. We have been in contact with you about these remaining items, and feel they are feasible for completion by year-end. This report provides in depth recommendations, analysis, and resources for completing these measures, as well as suggestions for going beyond certification.

You have clearly demonstrated TVCSD's dedication to sustainability and with certification, the waste water treatment plant and the community park can serve as models for other districts.

Your ongoing attentiveness and proactive nature during this process has been greatly appreciated. It has been such a joy to work with you. We have no doubt TVCSD will soon have the California Green Business Certification as official recognition for all that you do to be "green." Please let us know if we can answer any questions or be of any further assistance as you continue this process.

Best Regards,

Alexandra Fox (afox@greenmba.com)

Fred Payne (fredp@greenmba.com)

California Green Business Certification Report

Tomales Village Community Services District

Prepared For: Karl Drexel, Administrator •December 12, 2013

Prepared By Dominican University GreenMBA Candidates:
Alexandra Fox (afox@greenmba.com)
Fred Payne (fredp@greenmba.com)

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Executive Summary

Tomales Village Community Services District 91% complete

TVCSD is applying for the Marin County chapter of California Green Business Certification. Dominican University Green MBA candidates, Alexandra Fox and Fred Payne, have worked with TVCSD's administrator, Karl Drexel, to identify the background information and conduct audits and research necessary for achieving certification.

TVCSD has only 7 measures left out of 79 total to complete in order to submit the application for certification. The measures are straightforward and with the information provided in this report, will be easy to implement. The most significant item is an approximate $478 cost for retrofitting 8 of T-12 fluorescent lights with T-8s. The table below summarizes the current status of your application for certification.

Table 1. Summary of Certification Status (Required Measures)

Certification Category	Percent Complete	Measures Outstanding	Cost ($)
General	100% (1 of 1)	• Required measure dependent on your adoption of the Green Purchasing Policy we discussed and drafted for you. It is included in the appendices. (***Appendix B***)	N/A
Waste Reduction	100% (18 of 18)	N/A	N/A
Energy Conservation	93% (14 of 15)	• Retrofit 8 T-12 fluorescent lights with energy-efficient T-8 fixtures with electronic ballasts in WWTP. (***See Analysis of Select Measures: Energy Conservation and Appendix G***)	$478.78
Water Conservation	88% (15 of 17)	• Install low-flow aerators (2) on the faucets at community park bathrooms.	$4-$10
		• Post signs in park bathrooms to encourage water conservation and report leaks. (***See Appendix C***)	$0
Pollution Prevention	73% (11 of 15)	• Sign up to receive email alerts on Spare the Air Days.	$0
		• Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored.	$0
		• Use low toxic cleaning products such as those that are SF Approved, Green Seal	$0

		certified or receive at least an 8.1 rating on the GoodGuide.	
		• Assess chemicals used in your business by reviewing Material Safety Data Sheets (MSDS) and Prop.65 warnings on labels.	$0
Wastewater	100% (13 of 13)	N/A	N/A
Total	**91%**		**X**

In addition to the required measures for certification, this report also details our recommendations for going beyond certification. TVCSD has already taken many steps, which exceed the green business certification requirements. Your commitment to sustainability can be extended and promoted as outlined in the following table.

Table 2. Summary of Recommendations for Going Beyond Certification

Category / Sub- Category		Recommendation	Cost ($)
General Measures		• Inform your customers about what you're doing to be green. While this is happening, it can be made more visible on website (link to Green Business website), newsletters, and at the park.	$0
Waste Reduction	Reduce Waste	• Reduce junk mail by going to www.stopjunkmail.org • Compost Waste • Post Bi-lingual signs on garbage and recycling receptacles	$0
Energy Conservation	Equipment and Facility Changes	• Finish insulating hot water pipes and tanks (complete in bathroom but not in equipment shed)	TBD
Pollution Prevention	Reduce Air Emissions	• Install or lease solar panels for the community park	TBD
	Reduce Chemical Use	• Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners • When retrofitting fluorescent lights in WWTP choose low mercury option	$0 TBD

To see your online checklist, go to: www.greenbusinessca.org and login with **username: applicant_8969** and **password: wright46**

Please see Appendix A for the correct category totals, as the online checklist has yet to be updated to reflect the correct numbers and percentages.

Karl Drexel

From: Karl Drexel [karl@kdmanagement.us]
Sent: Wednesday, November 27, 2013 2:02 PM
To: Allen, Blair@Waterboards
Cc: Karl Drexel
Subject: Re: Tomales WDR Update

Great news. I'm looking forward to it. BTW, I am discontinuing the tvcsd@pacbell.net e-mail address. The new address is karl@tomalescsd.ca.gov. Thanks and have a great Thanksgiving as well.

Karl

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

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----- Original Message -----
From: Allen, Blair@Waterboards
To: Karl Drexel
Sent: Wednesday, November 27, 2013 12:11 PM
Subject: Tomales WDR Update

Karl -

Greetings.
FYI.
Good news.
Tomales Village CSD WWTP WDR Update is on the table.

We have a new sharp young energetic staff member on board working on WWTP WDRs, Ms. Dawning Wu.
Organizationally, she works for my boss, Christine Boschen, which is fine for me since I'm not a manager type.
But I'm happy to have someone else here to work with on WDRs.
Dawning started in October. Still learning about the Water Board world.

Meanwhile, I thought instead of just reading the Water Code, maybe jump into a WDR as a learning experience.
Tomales Village WWTP WDR popped out at me as a prime candidate.
For lots of back-logged issues you and I have been talking about for years, and work-priority reasons, but also because you're at the other end, you have a good handle on what we should include in the WDR.
We just settled on the concept earlier this week, so we don't have a solid game plan yet.
But we do have enthusiasm.

We will be in touch as we get our plans together. Maybe middle of next week.
I suggested Dawning could be in touch directly.
But she seemed more comfortable along the lines of her and I call you together first.
Which makes sense.
I've got my own learning curve, re-learning the team concept.
And then later, a site inspection/meeting, gather all our info in one place, and start writing.

For now, just a heads-up notice.
I trust all is well for you.
Happy Thanksgiving.

Blair Allen, P.E.
Water Resources Control Engineer
Watershed Management Division
San Franscisco Bay Regional Water Quality Control Board
1515 Clay Street, Suite 1400, Oakland, California 94612
ballen@waterboards.ca.gov - : - 510.622.2305

This email is free from viruses and malware because avast! Antivirus protection is active.

Week 16: Dealing with Public Comments

In our previous trainings, I have noted a number of times that the public, naturally, counts as one of the agency's stakeholder. As such, the public, by nature, has the right to address a public agency Board. Comments can come in the form of grievances, commendations, feedback for improvement, and/or opinions on systems, processes, services and other matters regarding the agency. Some citizens may feel stronger toward certain issues, or might demand immediate answers and before it gets problematic, it is best to know how to deal with public comments.

The Board welcomes public comments during meetings or in the community. More often than not, we receive comments that we, as elected or appointed decision makers, want to help them with. It is always important to know what to do when in that position.

Although the Board welcomes public comments, it is not necessary that we provide instantaneous response during the meeting. We are not expected to know all of the answers, despite what you may have ever thought or been led to think. However, it is best practice that we provide a response, after some careful review, to the concerns in a timely manner. That's where our staff can help us -- to have or at least find the answers. Moreover, you should have clear guidance for Board members that encounter such inquiries.

That being said, we should have clear expectations for this type of communication with the public, and that clarity should be documented in policy. Policy provides for clarity in as many situations as we can anticipate. Some guidelines when drafting your Public Comments Policy can include:

- Written communications and what it should include
- Registration for the meeting
- Requests for appearances
- Agenda for public comments
- Timing and content/topic of the address
- Limitations of the presentation
- Rules of order and decorum
- Board Comments, Questions and Resolution
- Minutes of the meeting

Without this clarity, even this seemingly small matter of communication can turn into something much bigger. Good policies keep small things small, as they should be.

Week 15: Planning: Why Everyone Should Pitch In

The public agency, like any other company, is comprised of various organizational levels working together for a common mission. As a Board member, you know you cannot get anything done by yourself. Planning is no different. As the primary and most critical duty of managers and officials, planning is a team effort; a process through which the Board, executives, supervisors and staff collectively determine. In this way, more ideas and more solutions emerge.

The A Team

Planning is a vital step towards achieving your agency's goals and purpose. The team responsible for looking out into the future is broader than one might think. These organizational levels are the board, executives, senior staff and employee base. Of course, any discussion of the future for a public agency cannot leave the public out. In effect, this is the Team that should inform and assure coverage for any full plan for the agency's future.

Process is important as well as roles. The process for including these team levels is critical as it relates to roles. Planning establishes how every member's responsibilities contribute to the overall success of the agency.

- *Board* - The role of the Board is clear in that they set the overall direction for the plan. The Board represents the values of the community while looking into the future. They articulate that through the clear expression of the Mission of the District, or the reason the agency exists. They also develop a vision for the agency, for instance for the next 5 or 10 years.
- *Executive* - The executive guides the overall planning process and assures that the resultant plan covers the entire work of the agency, assuring a comprehensive plan. He/she also guides the Board in considering their Vision for the future.
- *Senior Staff/Supervisors* - The senior staff apply their management level perspective to the planning effort making sure nothing gets left out. With their management and operations perspective, their insights lend valuable information in the planning process.
- *Employees* - The employees look at the future through the lens of day-to-day, real-life operations, first-hand interaction with the public and bring that to the table for consideration.

Rounding out the Team, the PUBLIC should have the opportunity to advise the Board on what is important to them regarding the future for the Mission. This team assures that a broad perspective and an informed context is developed to best create a good plan for the agency. It takes deliberate teamwork and a willingness to listen, plan and act. Through this mutual and collaborative process, the agency is looking at a bright future.

Week 14: What Every Board Member Should Know - Part III

Merry Christmas from the GoodBoardWork team. Please take the time to reflect on the many blessings of this season and enjoy your family during this time.

It is critical that we, as Board members, always consider best practices for serving the public. Recognizing our role allows us to lead a better-functioning public agency for good governance.

Today, we are pleased to bring you part III of the training video What Every Board Member Should Know. This third segment focuses on your primary role to emerge as an efficient, credible board member or elected official.

Week 13: Staying focused on the Agency's Mission

The Problem
Right from the beginning, it has been clear to us the demands of our role and responsibilities as board members and public officials. And as we tread through the daily grind (case in point: micromanaging), we tend to lose track of our reason for being. This is when the agency's Mission becomes your guiding light, your lighthouse.

Staying where the light is
Mission is why our agency exists. It cannot be over stressed how our Mission should be the prime motivation for a Board member's public service, reminding us of our overall purpose. No other motivation should trump Mission.

It would be entirely appropriate for us to start every meeting pledging allegiance to the United States flag, then turn to our agency Mission and pledge allegiance to it as well. Our Mission pre-existed us and will no doubt outlive us.

The Mission is our road map guiding us to stay focused on our obligations as a public agency. We are stewards ensuring that the public can count on the Mission being accomplished today and in the foreseeable future.

When you are confronting difficult decisions, when you need to make organizational or process changes, or when you have to allocate organizational resources, always refer back to your agency's Mission statement and see if you are well within your goals.

The Mission provides a sense of clarity, of purpose in our objectives and among public officials, board members, employees and all stakeholders.

Here are some tips and advice on how to stay focused on what matters:

- Spend time as a Board to assure that you all have crafted and understand your agency Mission, discuss its importance.
- Make your agency Mission your motivation and sole reason for your public service as a Board Member.
- Make plans to protect, strengthen and forward the Mission (a strategic plan).
- Help others understand that the Mission is not just important, it's critical, and the basis for all that is accomplished in your Agency.

Week 12: Defining Micromanagement

I get a lot of work from this very issue. One issue with the term micromanagement is how it's defined. It's clear that Boards and individual Board members should work on those lofty things of WHAT or ENDS like mission, vision and what is expected of the executive, not the MEANS or HOW things get done. We all know that, right? It's the line that creates the difficulty. If I approach my manager with an idea, that's one thing; if I approach him/her or any other staffer with a demand or expectation, then I have crossed the line.

The implementation of ideas or how things should be done are for the staff; what you want and expect from the staff is RESULTS. I know personally that it is compelling to get down to how things are done, but let's stick to knowing/defining what we need to achieve and what that looks like. Make that the basic role of the Board, then make that clear to our executive or manager so that we are all clear together on what expectations we have for the agency's success.

Week 11: The Dysfunction of Micromanagement

Micromanagement can be dysfunctional to an organization because it ignores our roles. Once we let our defined roles fray, it can be difficult to get them back under control. Taking on too much of the operational role is a very common thing. We hire and even codify the role of operations to the Executive (GM, administrator, Executive Director, etc.) but often insert ourselves into the operations too much. We expect our executive to manage the staff resource, but can cut their legs out from under them by going around them to micro-manage.

It is our role to set a clear direction in terms of "what" we want to achieve. We should leave the "how" to them, the professional we hired and provide resources (staff) to make it happen.

Let's do our job; let them do theirs. If we aren't doing our job well but trying to do theirs, then the whole organization is inefficient. Inefficiency is dysfunction.

Week 10: Organizational Responsibility (Part B)

Last week we introduced the thought that the Board also has some responsibility for the organization in terms of establishing organizational culture. Sure the GM/Executive can establish and instill what he or she believes are the proper cultural elements within the workforce, but without the backing and behavior of the Board, it's certainly an up hill battle for the exec. That's exactly why the Board should engage on this

topic with the exec to be sure that all are in sync with the way this agency will manage this critical asset...the workforce.

You've heard of the Culture of Corruption, the Culture of Greed, the Culture of Unfairness, The My Way or the Highway Culture...but what should your agency's organizational culture be? After all, you, as a Board and Board member, are in office representing the public to carry out a Mission. You generally want to carry out that Mission with all efficiency.

Efficiency depends on optimizing the resources/assets provided to us by the public. Optimizing the culture demands us to determine and establish the organizational culture. I've seen too many public agency Boards who model the culture of selfishness as their creed, or, with some, it's the culture of conflict, or the culture of special interests. All of these are inappropriate and misplaced. At times a culture already exists upon your arrival, it evolved over time and is simply the way you do things at your agency. It's up to you, the Board, to address its own actions and conduct centered on good governance and conducting the public's business efficiently.

You can optimize your organization by taking on organizational culture as a workshop topic. This allows, even forces, the Board to think about what the desired culture should be for the organization. It allows for the Board to self-reflect as well and determine if we, as a Board, present the model of how this agency does its work. This is not a topic to leave to chance or simply years of uncontrolled evolution. This is a best practice! Go to the BHI website today to get more about Board self-assessment tools

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Week 9: Organizational Responsibility (Part A)

Boards are responsible for one key thing regarding the organization for which they provide oversight. Its not how people are hired, not how they are replaced, or evaluated or even how they are selected. Its not how the organization supervises its employees...its the organizational CULTURE! You say, great, another ambiguous term. What is organizational culture? Wikipedia, always a trustworthy source, but this time seems right-on says, "Organizational culture is the behavior of humans who are part of an organization and the meanings that the people attach to their actions." Another definition says, "The corporate culture is the values, ethics, beliefs, and behaviors within a company or business," still another says it this way, "Corporate culture is simply the way a company handles it's business." Can you imagine your agency establishing an organizational (corporate) culture without the Board being involved? You should be clear with your one employee (usually only one), your CEO/GM/Chief, about how you expect them to manage the asset which is the workforce. This workforce asset, like the others the public has provided him/her, must be optimized. It is simply best optimized with a string organizational culture. One where people love their jobs, love their work and believe in those they work with in service to the public to make the Mission successful. It comes down to how to optimize with the public dollar.

Week 8: Public Agency Organizational Model

Over the next few weeks our Monday training will concentrate on topics related to the Board Role. Today, to introduce the subject we have a 4 minute video primer that deals with the Public Agency Organizational model. It forms the basis for much of what we as Board members do and how we ought to relate.

View the video here

Week 7: What Every Board Member Should Know - Part II

It is critical that we as Board members always consider best practices for serving the public. Click below to access part II of the training video entitled "*What Every Board Member Should Know*". Part I is also available below. The remaining 3 parts will be brought to you over the next few weeks, interspersed with supporting articles and other materials and the entire video will be available on the website when all have been shared with you.

View part II of the video here

Week 6: The Conduct of Boards

The conduct of Boards affects the entire agency and eventually the entire community. I have worked with Boards that keep newspapers and blogs busy for years with their antics and/or confusing, inconsistent procedures. Properly conducting ourselves as a Board goes right to the role of a Board and individual Board

member in understanding why they are there, at the dais, representing the pubic. Board members must understand this role and why optimizing it is critical to the public process. Please don't forget that it's the public's business. Local government is the last hope for modeling good public practice and the only sector of government that still enjoys a certain level of approval in the public's eye. Our own reputation, along with the reputation of our entire Board, the credibility of our agency and the public's outlook at local government are all at stake. Take your responsibility seriously and ask yourself, would you be proud of your Board or your conduct as a Board member if Mrs. Jones' 4th grade class were visiting to see an example of model democracy?

It's the public's business, let's treat it with all the respect it needs and deserves. Keep communications respectful and professional. Model good behavior if that is what you expect from others.

Week 5: Why Vision from the Board?

Vision is clearly a Board responsibility. It is what the public reasonably expects of those of us who are elected or appointed to represent them. The board represents their public's and communities values to articulate the future state for the District - called vision. Vision can be captured in a simple projection of oneself into the future by asking, "What do we need to say, what would we like to say we have accomplished for the agency in five years or 20 years or 50 years? Vision should be captured for the broad needs of the agency, not just budget, rates, or infrastructure, it should also be captured for our administration of the agency, the workforce and facilities where necessary. Vision creates clarity of those critical trends and needs for the agency and informs your executive/general manager of what is really important. This clarity creates efficiency, avoiding the costly "moving in the wrong direction". Vision creates the need for strategy. Strategy requires tactics and tactics are supported by goals. Thus, Vision drives the agency to success in a clear and deliberate way in and efficiency way, what more can we ask for? Consider this, without a direction where are you going?

Week 4: Working as a Board Team

At the bottom-line, while we may disagree as Board members with each other on a number of levels, we still must work together to make something happen. It takes usually three to actually move an initiative forward. And one thing we know for sure, arguing with no resolution just doesn't get it done, in fact it makes things much worse.

As such, consider honing your skills in the areas of influence, persuasion, presentation and relationships. While we may disagree on things, if any plan, idea or initiative is to move forward, we need to convince others that our position has merit.

Week 3: What Every Board Member should know - Part I

It is critical that we as Board members always consider best practices for serving the public. Click below to access a 13 minute clip from the training video entitled **"*What Every Board Member Should Know*"**. The full video will be brought to you over the next few weeks, interspersed with supporting articles and other materials.

View the video now

Week 2: Being clear about the future

It seems intuitive that any agency would be clear about their Mission, their objective for protecting and forwarding the Mission, and where the agency is headed. All constituents can relate to today sure, but they also can understand what needs to be done to assure a successful future. Vision is the Board's job. Its a team effort that needs input from various other stakeholders both internally and externally. The Vision informs and guides a strategy. Vision creates a gap, between today's condition to another level in the future. That gap creates stimulus for an implementation plan, full of actions, projects, initiatives and more to fulfill the Mission.

For the Board to create a Vision, it clarifies for all those interested where the agency is headed. This creates optimized efficiency in that the work of your staff will match the direction. Commonly understood direction is an efficient thing but it takes work to get it. Clarity, Clarity, Clarity!!

Week 1, Board training

Why should we as Board members care about training and development? We are duly elected or appointed to our seats, we obviously have qualified for the position. Well, it turns out that when I was elected to my office quite a few years ago, that's when my "training" began. I didn't fully appreciate the full scope and breadth of issues that come the way of the public decision maker. I had to learn what it really meant to make good policy. I found out

really quick that teamwork was important, even critical. I needed to now make my decisions in pubic, for all to see. I now needed to be part of a team with all those dynamics to interact with a professional staff and executive to get smart about many many technical areas . I really didn't know the full scope of my role as a member. I needed to learn to be clear about my position, and our collective direction. We would all agree that there's a lot to learn to make sure we not only represent the public but optimize to bring them all that they deserve through our service. That is what this service,GoodBoardWork.com is all about.

Marin County Civil Grand Jury

December 19, 2013

Karl Drexel
Executive Director
Tomales Village Community Services District
P.O. Box 303
Tomales, CA. 94971

Dear Mr. Drexel,

Re: Tomales Village Community Services District – Waste Water Operations

The 2013-14 Marin County Civil Grand Jury is requesting your completion of the enclosed "Sanitation Agencies Survey".

Please answer every survey question. If you cannot answer a question, please explain why. If you have questions regarding the information being requested, please contact Helene Marsh, Juror, at [illegible] or on 415-300-7233.

Please return the completed document (along with requested attachments) to the address indicated below by no later than January 31, 2014.

Thank you for your cooperation.

Sincerely,

Nadine A. Muller, Foreperson
Marin County Civil Grand Jury

3501 Civic Center Drive, Room 275, San Rafael, CA 94903 Tel. 415-499-6152

Marin County Civil Grand Jury
Sanitation Agencies Survey, December 2013

GENERAL

1. What year was the Sanitation Agency established? _____

2. How many full time (or full time equivalent) employees work in the Agency?
   _____

3. Please check below the Sanitation Sewer Activity(ies) of the Agency?

   _____ Collection _____ Treatment _____Disposal

4. What size is the Agency? Please complete the following:

   a. The number of active residential connections served by the Agency _____
   b. The number of active non-residential connections served by the Agency _____
   c. The number of residents served by the Agency _____
   d. The number of square miles within the Agency's boundaries _____

5. How many miles of sewer pipe are in the Agency's boundaries?
   a. Gravity pipes _____
   b. Force Main Pipes _____

6. What is the age of the oldest pipes? _____ yrs
7. What is the average age of the pipes? _____ yrs
8. What is the age of the newest pipes? _____ yrs

9. How many pumping stations are in the Agency's boundaries? _____

10. How many flow meters are in the Agency's system? _____

OPERATIONS

A. Sanitation Sewer Management Plan

1. Does the Agency have a current Sanitation Sewer Management Plan (SSMP)?
   If Yes, please provide a copy. If no, please explain. Yes _____ No _____

2. Did the puhlic provide input into the SSMP? Yes _____ No _____

3. When was the most recent audit of the SSMP? Date _____

4. Is the SSMP available for public review? Yes _____ No _____
   If Yes, please explain how/where it can be viewed.

5. Please provide the Agency's Average Sewer Flows for a dry day _____ gallons

6. Please provide the Agency's Average Sewer Flows for a wet day _____ gallons

7. Please provide the Agency's Peak Wet Day flow _____ gallons

8. What is the capacity rating of the Agency's treatment system? _____ gallons

B. Sanitary Sewer Overflows

9. How does the Agency communicate Sanitary Sewer Overflows to the public? Please explain.

10. How much time does it take to alert the public that a spill has occurred? _____ hrs

11. Does the Agency have a Sewer Overflow Response Manual? Yes _____ No _____
    If Yes, please provide a copy.

12. Does the Agency have a Sewer Overflow Response Training Manual?
    Yes _____ No _____
    If Yes, please provide a copy.

13. How many sewer spills have occurred in your Agency in the last three years? (The Categories are defined by the SWRCB). How much do the spills in each year add up to in gallons?

    a. 2011 Category 1 ____, Category 2 _____, Category 3 _____ Total _____ gallons
    b. 2012 Category 1 ____, Category 2 _____, Category 3 _____ Total _____ gallons
    c. 2013 Category 1 ____, Category 2 _____, Category 3 _____ Total _____ gallons

C. Asset Management Plan

14. Please provide information about violations or citations related to sewer spills in 2011, 2012 and 2013.

15. Does your Agency use a Geographic Information System to map sewer mains, pump stations, valves and storm drains? Yes _____ No _____

16. Has the Agency identified all the problem pipes that require rehabilitation/replacement? Yes _____ No _____

17. Has the Agency established a plan for rehabilitating/replacing the problem pipes?

    Yes _____ No _____

18. Does the Agency have a Capital Improvement Plan? Yes _____ No _____
    If Yes, please provide a copy.

D. Co-Operation with Other Agencies

19. Has the Agency co-operated with other Sanitary Agencies on any activities?
    If Yes, please provide details. Yes _____ No _____

20. Has the Agency considered consolidation, annexation or other re-organization?
    If Yes, please provide a brief summary. Yes _____ No _____
    If not, please explain why not.

Marin County Civil Grand Jury
Sanitation Agencies Survey, December 2013

FINANCIAL

1. Please specify the Agency's fiscal year months i.e. Jan-Dec, July-June

2. What is the current annual sewer rate per household in the Agency? $ _____

3. What is the current annual non-residential sewer rate in the Agency? $ _____

4. Please provide a copy of the Budget for the Current Year.

5. Does the Agency have Audited Financial Statements for the last two fiscal years?
   Please provide copies. Yes _____ No _____

6. Does the Agency have a policy on reserves?
   Please provide details.

7. Please provide information on your reserve allocations as follows:
   - Operating Reserves $ _____
   - Rate Stabilization reserves $ _____
   - Emergency Repair reserve $ _____
   - Capital Reserve $ _____
   - Other purpose (please specify) $ _____
   - Total Combined Reserves $ _____

8. Please provide the average annual cost per employee including total compensation and benefits (exc. Pensions benefits) $ _____

9. Please provide the total annual compensation and benefits (exc. Pension) of the General Manager. $ _____

10. Does the Agency have an Unfunded Pension Liability? Yes _____ No _____
    Please provide a copy of the last actuarial valuation of the Pension Plan.

11. What is the date of the Agency's last Actuarial Valuation for Other Post Retirement Benefits (OPEB)? Date _____
    Please provide a copy.

12. Does the Agency have an unfunded liability for OPEB? Yes _____ No _____

    If so, what is the amount? $ _____

13. What were the Agency's Capital expenditures in the last fiscal year? $ _____

14. What are the Agency's anticipated capital expenditures in the current fiscal year? $ _____

15. How much has the Agency spent on Legal Fees in 2012 and 2013?

2012 $ _____ 2013 $ _____

GOVERNANCE

1. Please complete the following chart:

Board Member Name	Length of Term (yrs)	Years on the Board	Term Expires	Elected (E) or Appointed (A)	Date of Last Ethics Training*	Total Compensation Paid last fiscal year $

*Ethics Training per Code CA AB1234, Article 2.4 and CA Government Code Section 53234-53235.2

2. Please describe the role of the Board for the Agency

Marin County Civil Grand Jury
Sanitation Agencies Survey, December 2013

OTHER

1. Please rank the following activities 1-3, in order of importance for the Agency, with 1 being the most important.
   - Establishing and Monitoring the Asset Management Plan _____
   - Installing Flow Meters _____
   - Minimizing and Managing Sanitary Sewer Overflows _____

2. Would you consider billing customers by usage? Yes _____ No _____

3. Are there challenges with this approach? Yes _____ No _____
   If so, please explain

4. What are the advantages of local control for sewer system agencies?

Survey Completed by: _____ (name) _____ (date)
_____ (title)

SANITATION AGENCY SURVEY
DOCUMENT CHECK LIST

PLEASE PROVIDE COPIES OF THE FOLLOWING DOCUMENTS:

	Check if Included
Sanitation Sewer Management Plan	_____
Sewer Overflow Response Manual	_____
Sewer Overflow Response Training Manual	_____
Capital Improvement Plan	_____
Budget for the current fiscal year	_____
Audited Financial Statements for the last 2 fiscal years	_____
Actuarial Valuation of the Agency's Pension Plan	_____
Agency's last Actuarial Valuation for Other Post Retirement Benefits (OPEB)	_____

If a document is not included, please explain.

_____

KARL W. DREXEL
Management Consultant

Administrators Report 1-15-14

1. Work on Measure A allocation for Special Districts. Met with County Counsel and other special district managers regarding counsel's interpretation of applicable special districts for Measure A, revised and submitted Grant Agreement with County, composed and mailed a letter to Board of Supervisors in objection to County allocation, attend Board of Supervisors meeting regarding Special District allocation.

2. Comprised Work Plan for Measure A fist installment.

3. Met with electrician regarding a CIP for electrical and motor replacement.

4. Work on Green Business Certification checklist. Meet with Green MBA Team and work on plan. Met with Smart Lights contractor for Fluorescent light and ballast replacement.

5. Research and order signs for garbage and recycle bins at Park. Research water conservation signs for Park bathroom.

6. Work with auditor regarding check list of documents. Work on collecting documents. Update long term debt and Balance sheet.

7. Work with RCAC regarding information necessary for rate study.

8. Research and review Board policies for samples for new Board.

9. Research and review replacement parts for irrigation and electrical motors.

10. Contact RWQCB regarding update of WDR.

11. File Monthly SSO report to State, enter and pay bills, reconcile bank accounts, transcribe minutes, compile Board Packets, and other regular administrative duties.

12. In addition to regular administrative duties, attended CWEA Redwood Empire Section Award ceremony, attended a SWRCB and ABAG seminar on SSMP changes, California State Certified Green Business application.

2885 W. Steele Ln. Suite B • Santa Rosa, CA 95403
Phone 707/527-5688 • Fax 707/575-4306
E-mail karl@kdmanagement.us

WWTP

Pacific Gas and Electric Company

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

Service Dates: October 18,2013 to November 15,2013

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

TOTAL CURRENT MONTH'S BILLED AMOUNT: **$24.03***

*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 $24.03.

ENERGY CHARGES/CREDITS

Current Month Energy Charge or Credit (-) **$-167.00**

Cumulative Energy Charges or Credits (-) for the current true-up period: **$-2,385.34**
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	21,919	21,546	-373	1	-373
1007184994	Summer	Part	38,222	38,005	-217	1	-217
1007184994	Summer	Off	97,746	98,120	374	1	374
1007184994	Winter	Peak	21,546	21,546	0	1	0
1007184994	Winter	Part	38,005	37,754	-251	1	-251
1007184994	Winter	Off	98,120	98,551	431	1	431
TOTAL							-36

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1007184994	Summer	57,887	57,671
1007184994	Winter	57,671	57,851

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

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

Service Dates: October 18,2013 to November 15,2013

True-up period from Jul 2013 to Jun 2014

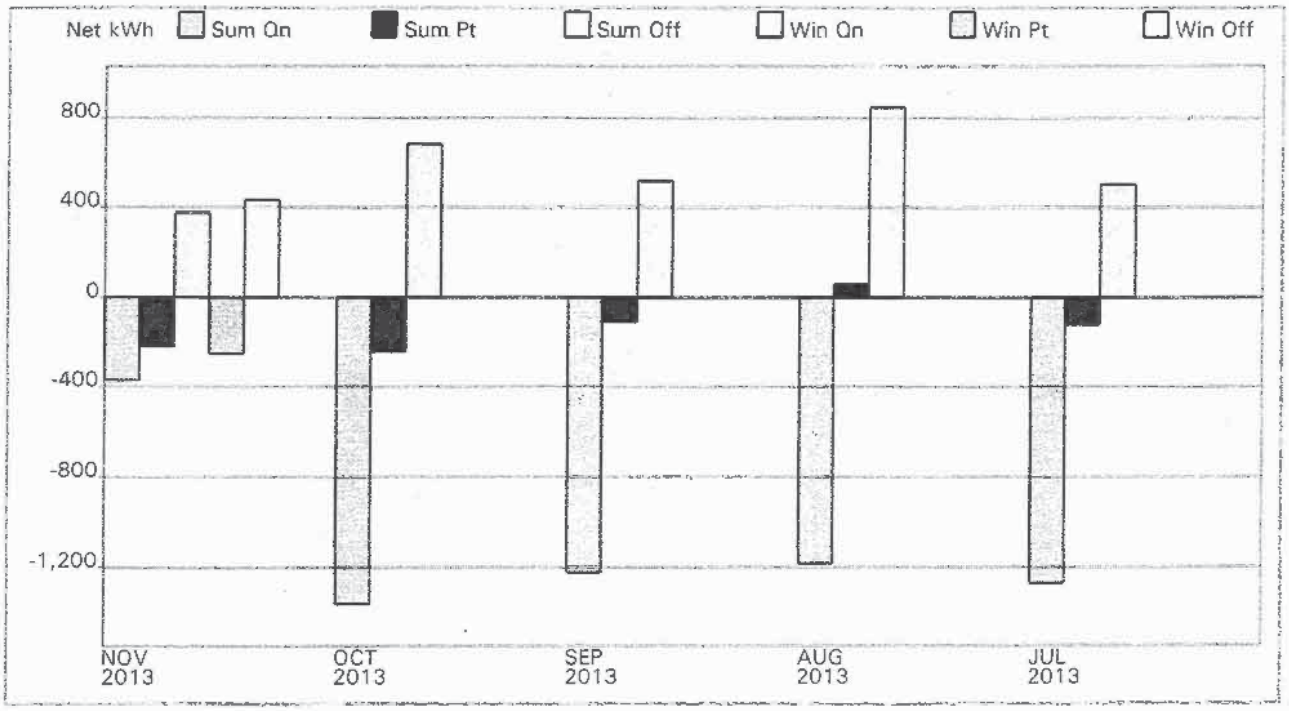
TOMALES VILLAGE COMM SERV DIST
OFF IRVIN RD
TOMALES, CA. 94971

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	WINTER PART	WINTER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
NOV 2013	11/15/13	-373	-217	374	-251	431	-36	S-167.00
OCT 2013	10/18/13	-1,366	-242	677			-931	S-635.60
SEP 2013	09/19/13	-1,223	-110	514			-819	S-553.51
AUG 2013	08/20/13	-1,185	58	846			-281	S-447.41
JUL 2013	07/22/13	-1,271	-121	499			-893	S-581.82
TOTALS							-2,960	$-2,385.34

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



Pacific Gas and Electric Company

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

Service Dates: October 22,2013 to November 18,2013

True-up period from Jul 2013 to Jun 2014

TOMALES VILLAGE COMM SERV DIST
TOMALES PETALUMA RD
TOMALES, CA. 94971

Rate Schedule: A 6XP'NEMS
Account ID: 8044736439
Service ID: 8044736624

TOTAL CURRENT MONTH'S BILLED AMOUNT: **$23.17***

*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 $23.17.

ENERGY CHARGES/CREDITS

Current Month Energy Charge or Credit ( ) **$-204.19**

Cumulative Energy Charges or Credits (-) for the current true-up period: **$-915.92**
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
1004764719	Summer	Peak	40,970	40,807	163	1	-163
1004764719	Summer	Part	39,302	39,155	147	1	-147
1004764719	Summer	Off	54,885	54,784	101	1	-101
1004764719	Winter	Peak	40,807	40,807	0	1	0
1004764719	Winter	Part	39,155	38,860	295	1	295
1004764719	Winter	Off	54,784	54,582	202	1	-202
TOTAL							-908

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1004764719	Summer	35,157	34,746
1004764719	Winter	34,746	34,239

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.

Date Billed: 11/20/13
Biller: A2A2

Billing Point ID: 800016 7117

IRRIGATION

Pacific Gas and Electric Company

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

Service Dates: October 22,2013 to November 18,2013

True-up period from Jul 2013 to Jun 2014

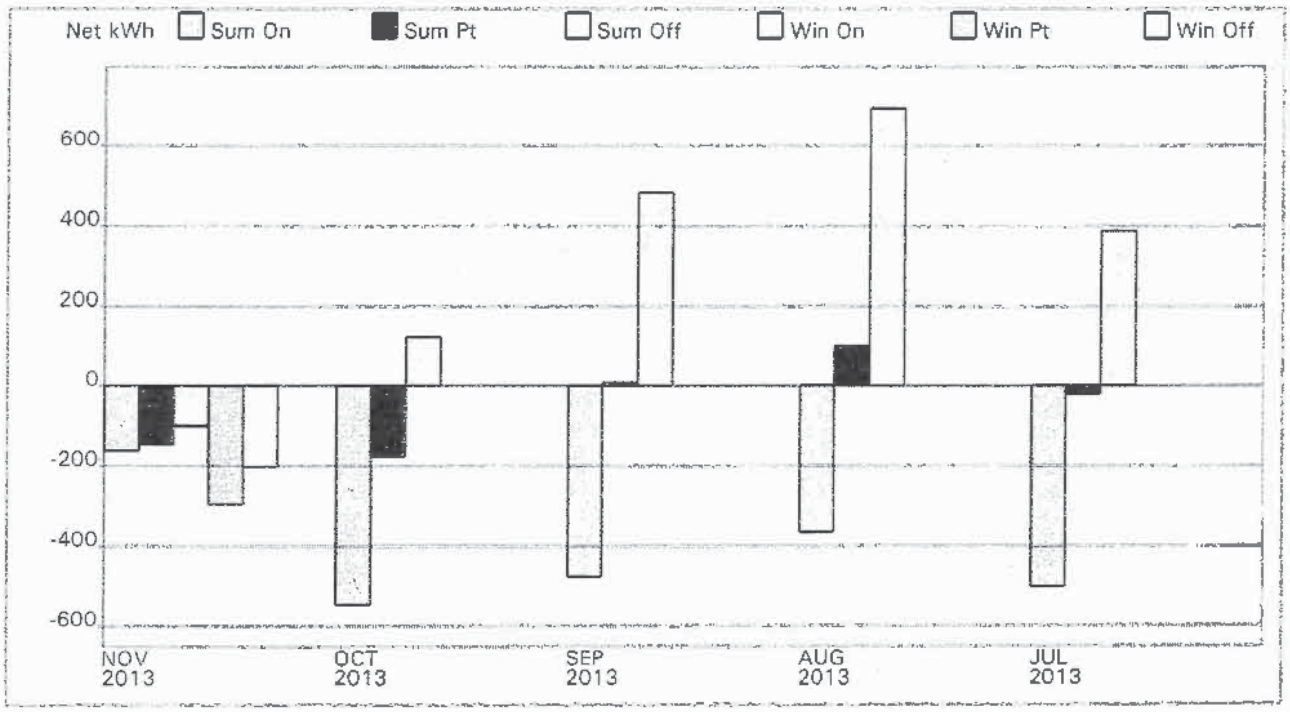
TOMALES VILLAGE COMM SERV DIST
TOMALES PETALUMA RD
TOMALES, CA. 94971

Rate Schedule: A 6XP/NEMS
Account ID: 8044736439
Service ID: 8044736624

ENERGY TRUE-UP HISTORY:

BILLING MONTH	BILL TO DATE	SUMMER ON	SUMMER PART	SUMMER OFF	WINTER PART	WINTER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
NOV 2013	11/18/13	-163	-147	-101	-295	-202	-908	$-204.19
OCT 2013	10/22/13	-548	-176	122			-602	$-295.42
SEP 2013	09/20/13	-476	7	483			14	$-163.41
AUG 2013	08/20/13	-365	101	695			431	$-56.33
JUL 2013	07/22/13	-502	-22	388			-136	$-196.57
TOTALS							-1,201	$-915.92

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



Pacific Gas and Electric Company

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

Service Dates: November 15,2013 to December 17,2013

True-up period from Jul 2013 to Jun 2014

WWTP

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

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

TOTAL CURRENT MONTH'S BILLED AMOUNT: $27.46*

*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 $27.46.

ENERGY CHARGES/CREDITS

Current Month Energy Charge or Credit (-) **$82.15**

Cumulative Energy Charges or Credits (-) for the current true-up period: **$-2,303.19**
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	Winter	Peak	21,546	21,546	0	1	0
1007184994	Winter	Part	37,754	37,345	-409	1	-409
1007184994	Winter	Off	98,551	99,668	1,117	1	1,117
TOTALS			57,851	58,559			708

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1007184994	Winter	57,851	58,559
TOTALS		57,851	58,559

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.

Date Billed: 12/19/13
Biller: PXTK

Billing Point ID: 800016 3388

Pacific Gas and Electric Company

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

Service Dates: November 15,2013 to December 17,2013

True-up period from Jul 2013 to Jun 2014

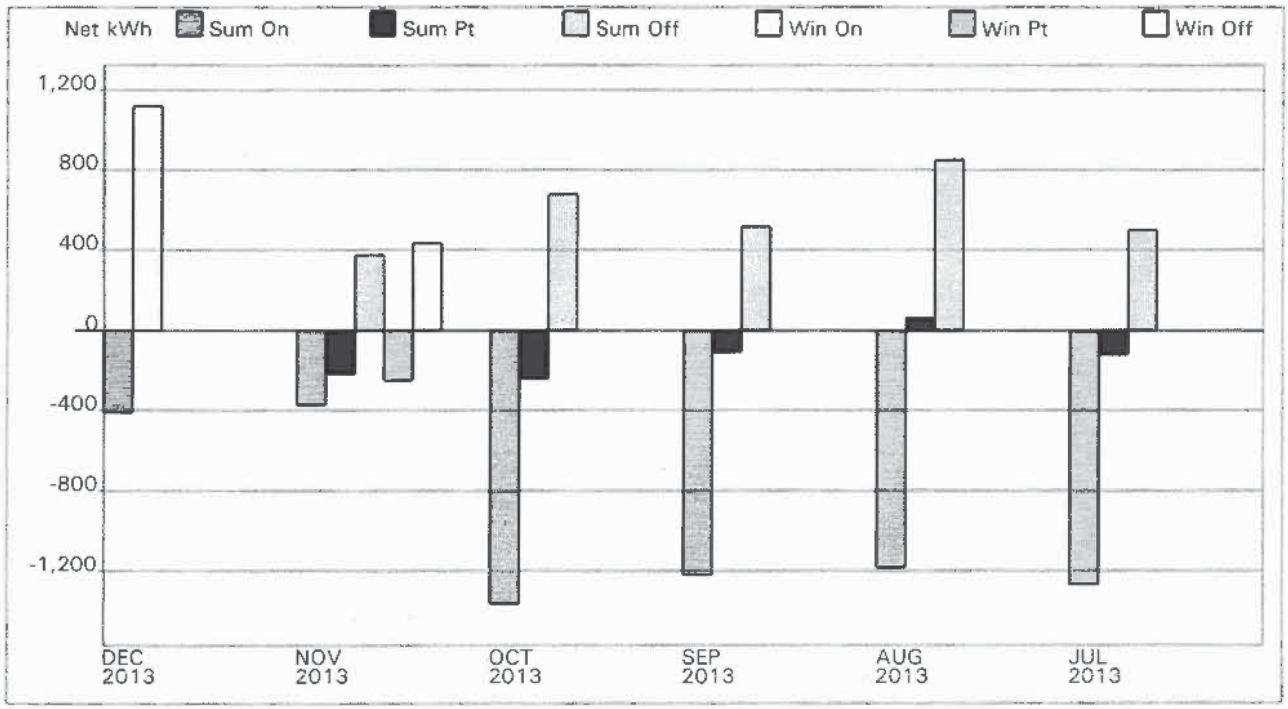
TOMALES VILLAGE COMM SERV DIST
OFF IRVIN RD
TOMALES, CA. 94971

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	WINTER PART	WINTER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
DEC 2013	12/17/13				-409	1,117	708	$82.15
NOV 2013	11/15/13	-373	-217	374	-251	431	-36	$-167.00
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							-2,252	$-2,303.19

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



Pacific Gas and Electric Company

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

Service Dates: November 18,2013 to December 18,2013

True-up period from Jul 2013 to Jun 2014

Irrigation Field

TOMALES VILLAGE COMM SERV DIST
TOMALES PETALUMA RD
TOMALES, CA. 94971

Rate Schedule: A 6XP/NEMS
Account ID: 8044736439
Service ID: 8044736624

TOTAL CURRENT MONTH'S BILLED AMOUNT: **$25.74***

*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 $25.74.

ENERGY CHARGES/CREDITS

Current Month Energy Charge or Credit (-) **$-137.82**

Cumulative Energy Charges or Credits (-) for the current true-up period: **$-1,053.74**
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
1004764719	Winter	Peak	40,807	40,807	0	1	0
1004764719	Winter	Part	38,860	38,262	-598	1	-598
1004764719	Winter	Off	54,582	54,260	-322	1	-322
TOTALS			34,249	33,329			-920

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1004764719	Winter	34,249	33,329
TOTALS		34,249	33,329

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

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

Service Dates: November 18,2013 to December 18,2013

True-up period from Jul 2013 to Jun 2014

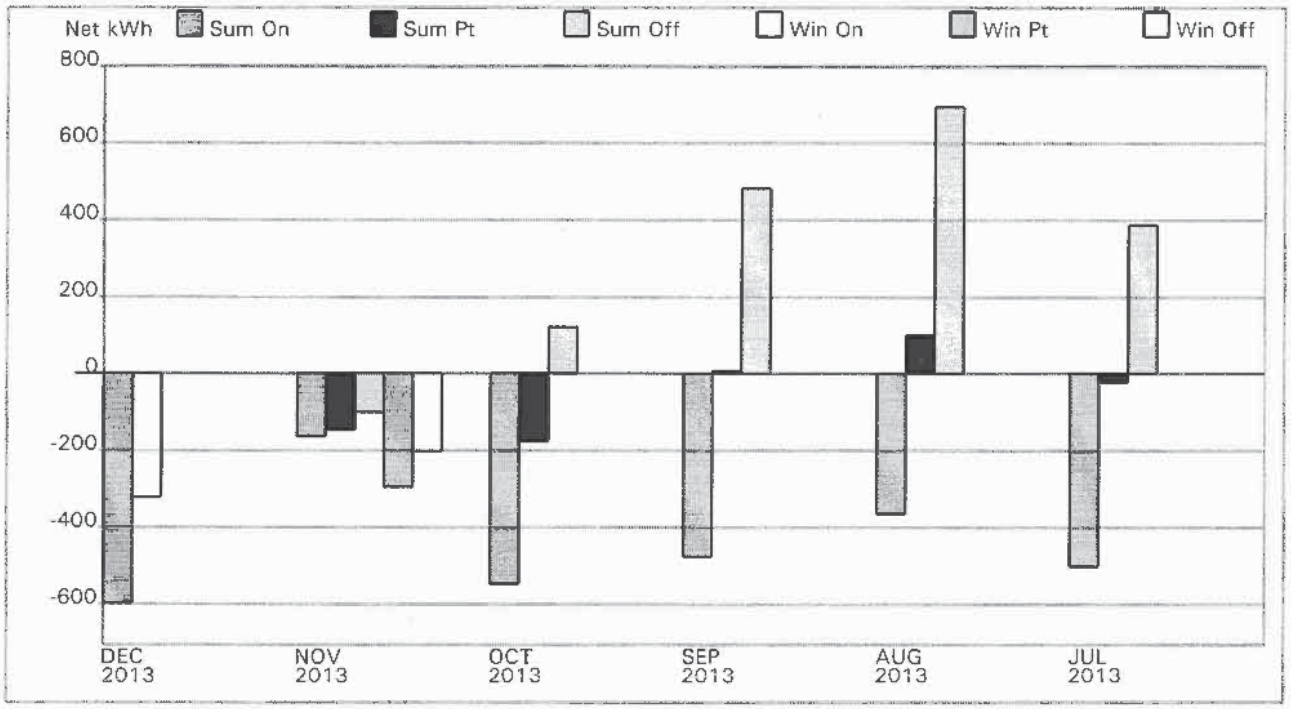
TOMALES VILLAGE COMM SERV DIST
TOMALES PETALUMA RD
TOMALES, CA. 94971

Rate Schedule: A 6XP/NEMS
Account ID: 8044736439
Service ID: 8044736624

ENERGY TRUE-UP HISTORY:

BILLING MONTH	BILL TO DATE	SUMMER ON	SUMMER PART	SUMMER OFF	WINTER PART	WINTER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
DEC 2013	12/18/13				-598	-322	-920	$-137.82
NOV 2013	11/18/13	-163	-147	-101	-295	-202	-908	$-204.19
OCT 2013	10/22/13	-548	-176	122			-602	$-295.42
SEP 2013	09/20/13	-476	7	483			14	$-163.41
AUG 2013	08/20/13	-365	101	695			431	$-56.33
JUL 2013	07/22/13	-502	-22	388			-136	$-196.57
TOTALS							-2,121	$-1,053.74

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



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

BNY Mellon WCS
Everett, MA 02149

53-292
113

Date: 12/16/2013 Check No. 3576490 Pay $**********915.01*

*NINE HUNDRED FIFTEEN********** AND 01/100 DOLLARS

To The Order Of

CEER ACCOUNTS PAYABLE

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

VP, CONTROLLER, and CFO

VP and TREASURER

⑈0003576490⑈ ⑆011302920⑆ 059978⑈

TOMALES VILLAGE COMM SVS DIST

Check no.	3576490
Date	12/16/2013
SAP Vendor Number	ZCEER
Payment Document	2060106520

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.

Application Number	Program Number	Date	Amount Paid	Reference
2K13216852	SPC 13	12/12/13	915.01	CSI-13744 PMT# 32 DATE 11/01/13 KWH 3,519
Totals:	USD		915.01	

Special Handle Code: 15

Pacific Gas and Electric Company 77 Beale Street, San Francisco, CA 94105

Not Negotiable

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

BNY Mellon WCS
Everett, MA 02149

53-292
113

Date: 11/14/2013 Check No. 3559705 Pay $*********1,268.72*

*ONE THOUSAND TWO HUNDRED SIXTY-EIGHT********** AND 72/100 DOLLARS

To The Order Of

CEER ACCOUNTS PAYABLE

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

VP, CONTROLLER, and CFO

VP and TREASURER

⑈0003559705⑈ ⑆011302920⑆ 059978⑈

TOMALES VILLAGE COMM SVS DIST

Check no.	3559705
Date	11/14/2013
SAP Vendor Number	ZCEER
Payment Document	2060097348

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Application Number	Program Number	Date	Amount Paid	Reference
2K13213816	SPC 13	11/13/13	1,268.72	CSI-13744 PMT# 31 DATE 10/01/13 KWH 4,880
Totals:	USD		1,268.72	

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Pacific Gas and Electric Company 77 Beale Street, San Francisco, CA 94105

Not Negotiable

The Press Democrat

Occidental still struggling with sewer problems

By JAMIE HANSEN THE PRESS DEMOCRAT on November 24, 2013, 2:41 PM

The latest in a series of efforts to clean up Occidental's sewage discharge has stalled, ironically, over environmental concerns.

"It's back to square one," said Steve McNeal, a 13-year member of an informal ratepayers group seeking solutions to the small town's wastewater problems.

Occidental, whose sewer system is run by the Sonoma County Water Agency, has been looking for a new way to dispose of its wastewater since 1997, when the North Coast Regional Water Quality Control Board ordered it to clean up its discharge to comply with water quality standards by 2008.

The water quality control board extended Occidental's deadlines over the years, recognizing the financial challenges of updating such a small sewer system, but this February issued another order that authorities believe they must meet by 2018 or face huge fines.

Now, Occidental residents are seeking a fix with increased urgency, both because of the impending deadline and because residents and business owners are struggling to pay current rates. Sewage rates rose from $976 per household in 2005 to $1,682 in 2013, making them some of the highest in the state. And that's with the Water Agency subsidizing rates to keep costs down for the roughly 100 customers in the tiny sewer district.

"There's a sense of urgency deeply embedded within our psyche," McNeal said.

Al Negri, who owns the Occidental Hotel, said that rising rates have seriously cut into his bottom line over the years, but the problem is even worse for local restaurants: His brother Joe Negri, who has since died, was forced to shut down the Altamont restaurant several years ago in part because he could not afford the sewer costs.

"One of the key goals of a future project would be to reduce operating costs," said Mike Thompson, assistant general manager of the Water Agency. That would allow the agency to scale back its subsidies and possibly reduce costs for ratepayers.

The Water Agency has made small advances over the years, such as replacing leaky water mains, but a bigger solution has proved elusive for financial and political reasons. Most recently, the Water Agency proposed creating a new storage pond on land, owned by John and Pauline Loades, where they currently store treated wastewater. From there, it's used to irrigate the Loades' fields in the summer and released into nearby Dutch Bill Creek in the rainy season. The pond where the water is currently held can no longer be used because it flows into Dutch Bill Creek, which is protected as part of the Russian River watershed.

But to build the new storage facility, the agency would have had to cut down about 160 large trees, many of them redwoods. Neighbors raised concerns and the Loades joined them in objecting to the plan. They, too, were concerned about the trees, as well as the potential for a landslide: the water would have been stored on a

hill above their home.

Because of the outcry, the Water Agency agreed to seek alternatives. So at a late October meeting, officials met with Occidental residents to again discuss solutions.

Cordel Stillman, deputy chief engineer for the Water Agency, said the simplest and cheapest fix would be to find another place to hold treated wastewater, which could then be used for irrigation. That way, the water wouldn't have to meet stricter treatment standards. However, that plan hinges on finding a willing land owner.

Meanwhile, the Loades, along with a small group of concerned neighbors, have been researching alternatives, too. They don't pay rates into the Occidental sewer system, but they say they still want to find a solution that works for the community — and doesn't involve their land.

They're proposing a new plant that would treat sewage to a higher level so that it could be released into local waterways without violating state regulations.

"We believe it's in everyone's best interest to treat the water to the highest level possible," said Ann Maurice, one of the neighbors.

Water Agency officials said building such a plant could be very expensive. Still, Thompson said, they'll consider any options at this point.

"We're casting a wide net here," he said.

McNeal said he was glad the neighbors are continuing to give input after opposing the earlier project.

"The more people on board, the better the outcome will be," he said.

The Water Agency is investigating many ideas, and plans to present new options to the community in about six months.

"The SCWA has worked very hard, done all they can to help us," Negri said. But, he added, he doesn't see a permanent solution until a willing land owner steps forward.

"You can't pump it up into the air," he said.

[END_CREDIT_0]You can reach Staff Writer Jamie Hansen at 521-5205 or jamie.hansen@pressdemocrat.com.

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Special District Risk Management Authority

Maximizing Protection. Minimizing Risk.

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141
T 800.537.7790
F 916.231.4111
www.sdrma.org

December 10, 2013

Tomales Village Community Services District
Mr. Karl Drexel
Administrator
Post Office Box 303
Tomales, California 94971-0303

Dear Mr. Drexel,

SDRMA is pleased to provide a copy of the newly released 2012-13 Annual Report. The report highlights the strength of our programs, the diversity of our membership and the financial security of our pool as well as other important information including specific program highlights on page 2 of the report.

Our strategic partnerships with TargetSolutions, Company Nurse (Workers' Compensation Program), California Special Districts Association (CSDA), the CSDA Finance Corporation and the Special District Leadership Foundation provide our members access to valuable services, resources and educational training opportunities. Our goal is to provide members the best value through proactive loss prevention, effective claims cost containment and enhanced member services. SDRMA utilizes various funding mechanisms through our partnership with CSDA to provide our members with access to free or reduced pricing for webinars, training seminars and workshops. SDRMA is also a proud sponsor of the following;

- CSDA Annual Conference
- CSDA Board Secretary/Clerk Conference
- CSDA General Manager Leadership Summit
- Special District Legislative Days
- Special District Leadership Academy Conference
- Special District Leadership Foundation

In addition, for Program Year 2013-14 the SDRMA Board approved a new Employment Law Legal Hotline with the legal firm Best Best & Krieger LLP to provide Property/Liability Program members an Employer "hotline" for questions related to Employment Law. The "hotline" provides upper level management access to complimentary Employment Law related legal services on behalf of the public agency employer after initial screening and referral by Dennis Timoney, SDRMA Chief Risk Officer. The goal is to reduce the frequency and severity of employment related claims which have a direct impact on our pool's claims liabilities and expenses and ultimately member rates.

Finally, as a reminder, members can submit a request for reimbursement to SDRMA for amounts spent on loss prevention efforts during the program year up to a maximum of $1,000 per year. All requests must be accompanied by a copy of an invoice and proof of payment. Requests are processed on a first-come, first-serve basis until the Loss Prevention Allowance budget funds are depleted.

SAVE THE DATE – We hope to see you at our Annual Membership Meeting and Safety/Claims Education Day on March 18, 2014 at the Hilton Sacramento Arden West Hotel. More information is coming soon.

Thank you for your participation and helping make SDRMA a premier risk management provider!

Sincerely,
Special District Risk Management Authority

David Aranda, President
Board of Directors

California Special
Districts Association
CSDA
Districts Stronger Together

2013 Major Highlights

ADVOCACY AND PUBLIC AFFAIRS – TOP PRIORITIES FOR SPECIAL DISTRICTS

Protecting and Restoring Your District Revenues

- Due to Proposition 1A, which CSDA fought hard to pass, the State of California returned $1.9 billion, with interest, to special districts and other local agencies this June.
- CSDA successfully advocated for the removal of legislative provisions that would have prevented the ongoing restoration of over $500 million per year to special districts, occurring as a result of the dissolution of redevelopment agencies.
- To ensure special districts have equal debt collection authority as cities and counties, CSDA sponsored a provision within Senate Bill 184 allowing special districts to recoup money owed to them via the state's Interagency Intercept Collections program.

Upholding Local Control and Preventing Costly Mandates

- Blocked two measures that would have driven costs, created new liability and undermined local decision making for districts that contract with private sector service providers (SB 556, Corbett; Assembly Bill 1333, Hernandez).
- Stopped efforts to establish costly and burdensome Public Records Act requirements (SB 570, DeSaulnier).
- Effectively lobbied against legislation that would have mandated local agencies provide specific homeless support programs while restricting special districts' authority, as employers, to manage resources and hold their staff accountable for inappropriate conduct (AB 5, Ammiano).

Sharing Timely and Relevant Information

- Legislative Hot Sheets—New weekly updates regarding the most significant bills impacting your district at pivotal junctions in the Legislature.
- State Budget Analysis—Overview of the key changes within complex state financial policies.
- Public Employee Pensions—Reports on the latest CalPERS actuarial policies, investment strategies and employer contribution rates.
- Free Biannual Legislative Round-Up Webinars—Direct access to your lobbyists walking the Capitol halls.
- Special Districts Legislative Days—Interaction with key legislators, state officials and top policy leaders.

Guiding the Special Districts Community with Local Policy Development Tools

- Affordable Care Act Memo—Breakdown of how federal healthcare reforms impact special districts and what actions your district needs to take now.
- Property Tax Increment Memo and Fact Sheet—Review of the technical, political and public relations implications of the dissolution of redevelopment agencies and suggested responses.
- Special District Reserve Guidelines, Second Edition—Up-to-date best practices on proactive approaches to prudent savings.
- Proposition 26 Guide for Special Districts—Explanation of the evolving constitutional restrictions on taxes and fees from the local district perspective.
- Open Government Mandate Suspension Talking Points—Tips on communicating the highest standards of transparency and accountability amidst changing Brown Act and Public Records Act state mandates.

PROFESSIONAL DEVELOPMENT SERVES AS A TRUSTED RESOURCE

Board Secretary/Clerk Conference
This event gathered more than 160 board secretaries and clerks as CSDA brought the conference to Southern California in 2013. Conference tracks were available for first time attendees wishing to earn their board secretary/clerk certificate as well as current certificate holders.

General Manager Leadership Summit
Attendance at the General Manager Leadership Summit continues to grow. Over 160 attendees gathered in Newport Beach this July to focus on issues specific to general managers, including: leadership, social media, employee performance management, community outreach, pension reform and much more.

2013 CSDA Annual Conference & Exhibitor Showcase
Held September 16 – 19 in Monterey, this year's conference drew over 500 attendees from around the state. Over 30 breakout sessions provided attendees with valuable information covering a variety of topics including governance, GASB pension standards, media relations, The Brown Act and The Public Records Act.

Special District Leadership Academy Conference
In response to demand for comprehensive governance training for elected and appointed directors and trustees, CSDA has created the Special District Leadership Academy Conference as a way for leaders to come together and complete all four modules of the Leadership Academy in one location in only two and a half days. The first conference will be held in Napa in November 2013.

Webinars
CSDA webinars continue to be a cost-effective way for CSDA members to participate in professional development programs. With low registration fees - some are even free - and no travel costs, CSDA members were able to participate in 35 webinars this year on topics ranging from fraud detection/prevention to understanding the Brown Act, and required training including Ethics AB1234 and AB1825 Sexual Harassment Prevention.

DELIVERING MORE BENEFITS TO MORE MEMBERS

More Members than Ever Before
Fifty new members came onboard in 2013, bringing our total membership to 1,028 – a CSDA record!

Local Chapters Join Forces with CSDA
Eight local special district associations across the state have strengthened their relationship with CSDA by adopting a formal affiliation agreement with the state association. Affiliated chapters are officially endorsed and have increased access to many CSDA resources.

Adding Value to Membership
After a short hiatus, Utility Cost Management (UCM) and CSDA renewed an agreement that gives members 16 percent off utility bill auditing services and the potential for saving thousands on future utility charges.

The District Purchasing Card program continues to gain momentum and distributed approximately $8,000 in rebates.

The 2012 Special District Administrative Salary & Benefits Survey, with data gathered from hundreds of districts, was released this spring. The survey provides a comprehensive look at salary, health insurance practices, retirement plans, sick leave and more.

CALIFORNIA SPECIAL DISTRICTS ALLIANCE: YOUR DISTRICT'S PREMIER RESOURCE

The California Special Districts Alliance partners – CSDA, CSDA Finance Corporation and SDRMA – continued collaboration on projects benefitting special districts, with a strong focus on expanding webinars and specialized conferences.

CSDA Finance Corporation responded to requests from nearly 70 districts seeking to take advantage of record-low interest rates. Over the past year, the Finance Corporation facilitated more than $37 million in financings for capital improvement projects, equipment and vehicle purchases and the refinancing of prior debt.

Special District Risk Management Authority (SDRMA) continued to focus on providing special districts the most cost-effective risk management solutions possible, including property/liability coverage, workers' compensation and health benefits. SDRMA's Board of Directors kept rates flat for property/liability for the fourth year in a row and also keeps rates flat for workers' compensation for program year 2013-14.

There were 189 attendees at SDRMA Safety/Claims Education Day in Sacramento on March 28, 2013. This free event for SDRMA members and CSDA members included sessions on employment practices, workers' compensation, claim reporting, scheduling property coverage and safety awareness.

TOMALES
TOWN HALL

November 15, 2013

Dear Friend of the Tomales Town Hall,

WELCOME new Friends. Our recent letter and informal capital improvement campaign was encouragingly successful, and the Hall's support group is growing. We are grateful for all the responses and hope to see old *and* new friends and neighbors at our annual party for the community: CHRISTMAS CHEER, on Friday, December 6th.

What a fast-moving six months. The Town Hall's summer building-and-acoustic project quickly merged into a fall project, and is about to become a winter project. Everyone involved is enthused and more than willing to work long and hard, and their collective attitude is beyond inspiring. My heartfelt thanks to these volunteers for their willingness, their expertise in various important areas (including cooking truly wonderful dinners for the Thursday night crew), and their attention to detail—I have never worked on such a satisfying project.

What began with acoustic improvements has, as building projects tend to do, evolved. It now includes other aesthetic and functional amenities to the Hall's interior, including completely redesigned lighting. (And the windows now all open—and *stay that way without sticks.*) There is still much to do, including the stage extension and its curtain, but I think you will be pleased with the work in progress—and Christmas Cheer will be a real test of the acoustical work so far.

An invitation will arrive soon, but save the date now for Christmas Cheer—Friday, December 6, 7 P.M. It is not a potluck—is in fact designed to kick off the season and say THANK YOU to our community—but good cooks in our midst often bring their favorite treats to share, so you are welcome to do the same, or to just stop in and enjoy a bite, along with some Christmas Cheer. *And* you will help us determine how well our acoustic improvements are working to dampen the ambient noise of a local celebration. We have a *lot* to celebrate.

Sincerely,

Ginny MacKenzie Magan
Friends of the Tomales Town Hall

The mission of the Tomales Town Hall Trustees is to support projects that will benefit the community culturally and educationally, to encourage participation by this community, and to preserve and respect the building and its history.

The more you know, the safer your money.

Bank Name: Bank of Marin

Number of Accounts: 4

Looks good. According to the information you have entered, EDIE estimates that your deposit accounts at this financial institution appear to be fully insured. It is important to be familiar with your FDIC coverage limits -- you should use EDIE every time you make changes to your accounts to make sure your deposits are always fully insured.

Government Accounts

Account Nickname (Official Custodian)	Balance	Name of Public Unit	EIN/TIN
Flex Account (Karl W Drexel)	$234,900.00	Tomales Village CSD	94-2598864
Park Account (Karl W Drexel)	$35,000.00	Tomales Village CSD	94-2598864
Solar (Karl W Drexel)	$17,000.00	Tomales Village CSD	94-2598864
Sewer (Karl W Drexel)	$8,000.00	Tomales Village CSD	94-2598864

Insurance Summary	Balance	Insured	Uninsured
94-2598864, Karl W Drexel (Time or Savings/NOW account)	$234,900.00	$234,900.00	$0.00
94-2598864, Karl W Drexel (All Demand Deposit Accounts)	$60,000.00	$60,000.00	$0.00

Total for all accounts at Bank of Marin (Totals will be rounded)

Balance	Insured	Uninsured
$294,900.00	$294,900.00	$0.00

This calculation assumes that all of the above accounts are on deposit in an FDIC-insured bank, and that the account owners do not have accounts other than those listed above at Bank of Marin.

Report generated on: December 13, 2013

DEAR BOARD & KARL

THANK YOU FOR YOUR CARD WITH YOUR WORDS OF CONDOLENCE. I AM STILL AWAY BUT HOPE TO BE HOME FOR THE JAN MEETING. PERHAPS WE WILL SEE YOU THEN.

Terry D.