

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting

WEDNESDAY April 9, 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.

1. Call to Order

2. Additions, Corrections and Approval of the March 12, 2014 Regular Board Meeting Minutes

3. Financial Report

(This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)

A. Accept Check Registers and Approve Expenditures

B. Review and Adopt Financial Statements

C. Review Administrator's Proposed Draft Budget for FY '14-'15

4. Phillips & Associates Report

(This is the time when a representative of the system's operating and maintenance company reports on the status of the system and brings up any concerns or recommendations for Board consideration.)

A. Self Monitoring Report

5. Committee Reports

(This is the time for the Committee Chairs to give an update on their committee and make recommendations to the Board for approval.)

A. Newsletter Committee

1. Report on Status

B. Park Committee

1. Review February Park Committee Minutes

2. Entrance Gate Design Update

3. Gazebo Design and Specifications

4. Request to assist the Board and PAC to help develop policy manual, donation receipt, capital master plan

5. Park Rental Schedule 2014

C. Finance Committee

1. Review March FAC Meeting Minutes

2. Review and Discuss Draft Letter – Invitation to Participate in RFP

3. Review and Discuss Draft RFP for Accounting Services

4. Review and Discuss Draft RFP for Operation and Maintenance Services

5. Review and Discuss Draft RFP for Administrative Services

D. Budget Committee

1. Report on Status

6. Pending Business

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

A. Grant Writing

1. Update on Status

B. Capital Improvement Projects

1. Park Gate
2. Gazebo

C. Policy Manual

1. Corrected and Updated Roles and Responsibilities Policy
2. Corrected and Updated Policy on Competitive Bidding
3. Draft Policy on E-mail Communications
4. Draft Policy on Adding Items to an Agenda
5. Draft Policy Submissions or Changes Guidelines

D. Rate Study with RCAC

1. Report on Status

E. Board Training

1. Board and District Liability Presentation by SDRMA April 23, 2014

F. Complaints and Correspondence from Customers

1. Nothing to Report

7. New Business

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

A. Regional Water Quality Control Board WDR for 2014

1. Report on Status

B. Local Agency Investment Fund

1. Review and Discuss Investment Program for District Funds
2. Review and Adopt Resolution 14-03

C. Board Member Plaques

1. It has been the tradition of the District to present a plaque of recognition and thanks to outgoing Board members.

8. Administrator's Report

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

A. Administrator's Report

9. Open Communication (The Brown Act prohibits the Board from discussing or acting on any item not on the agenda.)

(Open time is the time for community members to bring up items they wish to discuss and items that do not appear on the agenda)

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

Regional Pond Monitoring 2014 Letter - RWQCB San Francisco Bay Region

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held March 12, 2014

Board Members Present: Bill Bonini, Deborah Parrish, Patty Oku, Sue Sims and Brian Lamoreaux
Board Members Absent: None

DRAFT

Also Present: Karl Drexel, Administrator

Donna Clavaud	Beth Koelker	Ted Anderson
Nicole Vigeant	Chick Peterson	Louise Gregg
Dru Fallon O'Neil		

Board President Bill Bonini called the meeting to order at 6:09 p.m.

Approval of Minutes:

The Chair asked for additions or corrections of the February 12, 2014 board meeting minutes. Donna Clavaud requested a correction stating Bonnie MacLaird was re-contacting the original AIA historical architect who offered to help on the gate project regarding the font and color of the sign. Patty Oku requested that it be reported in the minutes that she gave Deborah Parrish a copy of the notes and corrections that she presented on the Roles and Responsibilities Policy.

Brian Lamoreaux made a motion to approve the minutes of the February 12, 2014 Regular Board Meeting as corrected. Motion seconded by Sue Sims. M/S/U.

The President read a statement he said he had prepared for this meeting and is included and made a part of these minutes.

Financial Report:

A. &B. The Administrator submitted the financial reports for February and a list of payables for the months of February and March along with copies of the check registers for the month of February. He noted there were two additional expenses that came in since the Board packets went out and they were CRWA annual dues and a \$2,200 bill to Telstar for work on the SCADA system.

Deborah Parrish made a motion to accept the check registers, approve expenditures and adopt the financial statements. Motion Seconded by Brian Lamoreaux. M/S/U.

C. The Administrator sent electronic copies of the Audited Financial Statements to each Board member for their review. He also presented a copy of the Auditor's Management Letter, or summary of the statements, in the Board packet. He noted the Management Letter is a summary of the financials and says what all of the previous auditor's have said and that is without accounting for depreciation, the District makes money and can add to reserves, However, when the depreciation expense is entered the District goes in the red. He noted that it has been this way since the beginning of the District. The Administrator also reported that this auditor had recommend separating the Park function and the sewer function as separate accounts in Quick Books so there isn't a combined balance sheet. He reported that has been done and the financials in this Board packet reflect that. The Administrator submitted a copy of a Proposal from the auditor for services for the next three years at a reduced rate since the books will be presented in a simpler method. This current audit was for \$5000 and subsequent audits would be \$4,500, \$4,750, and \$5,000.

There was discussion about the auditor presenting the audit report in person in the future and also to provide Board training on financials. Sue Sims asked the Administrator to find out what would happen if, during the three years, the District decided they needed to get out of

the agreement. The Administrator said that could probably be arranged. The President said that the District has to do an audit every year anyhow, and this company looks like they did a good job. If the District needed to move in a different direction, they could write a letter stating that.

Deborah Parrish made a motion that the District accepts the three year contract with the understanding that the auditor would present the annual report in person, that the auditor would provide training on financial statements and that if the District need to move in a different direction in the next three years it would be OK. The motion was seconded by Patty Oku. M/S/U.

Donna Clavaud noted that she thought it was valuable in making policies the recommendations from the auditor regarding a Reserve Policy and a Retention Policy.

Phillips & Associates Report:

The Administrator noted he didn't have anything to add to the Self monitoring report. He acknowledged the tour went well and everybody was able to see the condition of the system and some of the things that needed immediate attention. It was noted that a lot of it would be easy and maybe could be done internally without cost for labor. Patty also stated that she thought the Power Point Presentation that the Administrator e-mailed to everybody at the tour was very valuable, especially for new members. The Administrator offered to send it to anybody that wanted a copy. Sue suggested he also put it on the website.

Committee Reports:

A. Newsletter Committee

Nothing new to report

B. Park Advisory Committee

1. The Park Committee minutes were reviewed and discussed. Donna requested the architects name be changed and noted that he was an AIA historical architect.
2. Bill Bonini reported that he and David Judd met and reviewed the gate layout and have determined it needs to be adjusted for easier access into the Park. They will continue to work on that. Patty reported that David found out from the County that anything above 6' as a fence, gate or sign has to have a permit. There also may be a need for a variance because it is on Cal Trans property.
3. Bill reported that he and David had been working on a gazebo design and have staked out the dimensions of a new gazebo. He said that a 20' gazebo would fit in the same area quite nicely. It would be 6 sided, with three sides with steps down, two sides might have built-in benches and the back opening would be at the path level. He said they will play with some drawings and maybe lay it out with tape or story poles for the next work day. He also noted that they talked to Peter Nissen regarding engineered drawings if required by the County.

The Administrator reported that the original concept for the Park was to have two additional new picnic tables to replace the old ones, but that was shelved for lack of funds. He noted that he and David had agreed that it is time to replace the old tables and would like to buy two new 8' redwood picnic tables from the Sonoma County Probation Department so they could be assembled at the next work day. He also noted that Sophia Vigeant is heading up a group of students to help on the next work day and would be able to assemble the tables.

Patty Oku made a motion to purchase two 8' handicap accessible picnic tables from the Sonoma County Probation Department. Motion was seconded by Deborah Parrish. M/S/U.

The Administrator was asked to contact Walter regarding spraying the paths with the organic OMRI Certified herbicide, All Down.

C. Financial Advisory Committee

1. The Financial Advisory Committee minutes were presented for review. Patty Oku asked about Agenda Item 3 on the February 17th minutes and what the “quick internet search” final source was for the model RFP. Deborah responded that there were many RFPs that were looked at for a compilation to get to the Draft RFPs presented. She noted that all of the RFPs she looked at asked for the same information and were set up similarly. Patty recommended that the samples being reviewed should be from California CSDs since the District is governed by California CSD laws. Deborah mentioned that she had several samples from California Special Districts.
2. Moved from Item D (6) on the Agenda. Discussion was held regarding the RFP Guidelines for all RFPs. Deborah reported that the RFP guidelines are a suggestion of the process for RFPs going forward. How an RFP is set up, what it should include, the timeline it should present, how decisions are made, how proposals are evaluated, etc.

Deborah Parrish made a motion to accept the Request For Proposal (RFP) Guidelines. Motion seconded by Sue Sims. M/S/U.

3. Moved from Item D (7) on the Agenda. Deborah introduced an RFP for Accounting Services that was described as the basic structure for an RFP. Discussion was held regarding the RFP for Accounting Services. Patty Oku asked if the position was an accounting position or bookkeeping position. Deborah Parrish noted that they did not think a bookkeeper had the expertise they were looking for and that the firm or individual had to have non-profit financial accounting experience. The Administrator noted that the District formation and governing legislation allowing its existence identifies it as a government agency and anybody responsible for the financial accounting should have to have government accounting experience at a minimum and knowledge of Government Accounting Standards Board statements. Non-profit experience would be a plus. Deborah said they could put both in an RFP, but she felt it was more important that they have non-profit experience. Patty noted that the position was still being developed and wondered what it was the District is asking for, a bookkeeper, and auditor, a CPA. That needs to be determined. Bill Bonin asked the Administrator what the Government Code says about financial service requirements. The Administrator noted the CSD Law only says the Treasurer can be the General Manager and cannot be a Board member. It also says the General Manager is legally responsible for the supervision of the District’s finances. It does not say a District needs a financial officer, a CPA, or any other finance position.

Deborah said she had the RFP for Accounting Services with her and if there were any changes, she could make them and vote on the RFP. Patty said she felt that the Board should do their due diligence and evaluate the contractors they have currently before they acted on RFPs for those positions. Bill wondered how you determine what the position should be paid without putting out RFPs for other proposals. Deborah said it was clear that the evaluation process has to be to determine what the market rate is for the different contracted positions.

Patty recommended the RFP that goes out to multiple job search sites and others be a simple letter stating what the District is looking for and if someone is interested they could go online for the full RFP and Scope of Work. The FAC thought that was a good idea. Deborah mentioned that they did have that type of RFP broiler plate letter and she would draft that up. This item was tabled until next month when the changes could be made.

D. Budget Committee

1. Discussion was held regarding the postcard requesting volunteers for the Budget Committee. It was noted that 92 postcards were mailed out to ratepayers rather than to all of the boxes in town. Patty Oku asked if the postcard wasn’t supposed to address the plan

to send out RFPs, but it didn't. Donna noted that it was a challenge to get all of the information they had on the postcard already without adding more information. Deborah noted that the makeup and direction of the committee hasn't been developed yet, so it couldn't address that issue. The FAC is working on the RFPs, not the Budget Committee at this time. The Budget Committee is still in the formation process.

2. Deborah Parrish suggested the rest of Item D on the Agenda be tabled until the next meeting, except Items 6 and 7 and those should go under the Financial Advisory Committee. The President agreed and the items were tabled.

Pending Business:

A. Grant Writing

1. Measure A Funding for Special Districts

Nothing new to report

B. Capital Improvement Projects

1. The Park gate project has already been discussed
2. The Gazebo project has already been discussed
3. The Administrator noted the Capital Improvement Project list is for information only at this time and no action needed to be taken.

C. Board Policy Manual

1. Discussion was held on the corrected Roles of Board Members and Officers. Patty indicated that there were some changes she recommended that she thought were approved at the last meeting that aren't in the revised policy. She noted she gave her list to Deborah, so she doesn't know all of them, but one item was a numbering system. Sue and Donna indicated that they would be developing a numbering system. Another change was supposed to be made under Board President. The policy reads the President appoints all committee chairs, and that was supposed to be members and the committees appoint their own chairs. Another item under Board President was the President will coordinate the preparation of meeting agendas with the Administrator and Board Secretary. If that is not happening it shouldn't be worded that way. Deborah injected that this month's agenda was full of errors and things out of place and if she had been able to review it, or someone else had been able to review, it there wouldn't have been the problems. She said she felt that someone on the Board should coordinate with the Administrator on the agendas. Sue noted that the President can always delegate. Deborah suggested it read "to coordinate or appoint another board member to assure the agenda reflects the wishes of the Board". Bill asked the Administrator when the Agenda is finished. The Administrator noted that the actual agenda is not finished until the day the Board packet is finished and he goes to Kinko's, which is typically the Thursday or Friday before the meeting. He said there is a deadline for submitting documents and agenda items of two weeks before the meeting, but that is seldom adhered to.

Patty also suggested the item that the Board President oversee searches for a new Administrator should be changed to contractors. That was agreed to. She also noted that it was recommended by previous auditors that a Board member reconcile the bank statements, which has traditionally been the task of the Board Vice-President, so it should be in the Roles of the Vice President. And the other item was under Board Secretary. It was changed to say that if the Secretary was a Board member they would chair the meeting in the absence of the President and Vice-President. However the rest of the change was that the rest of the members chose a chair among themselves for that meeting. And under the Roles of the District Treasurer, the first item says they will have understanding of financial accounting for non-profits.. That should say government agencies. Deborah said it should say both. Sue asked Patty to send her those changes and corrections and she would make those changes and send out a corrected policy.

2. Deborah introduced the Policy on Competitive Bidding, where two types of contracts are discussed. The first one being a "Project Contractor" contracting for projects over \$5,000.

The process for a Project Contractor would be to define the scope, collect bids, develop a list of candidates and choose a winning bid. The Contractor would do that particular function in a fixed timeframe and then the contract would be over. The second type of contract would be for a recurring contract that would provide a specific service for 3-5 years and then be re-bid. Solicitations would go out for bids for the service and sealed bids would be collected and opened on a specific day and time by a Board designated person. A contract would be awarded to the bidder with the best value. Patty Oku suggested something in the bidding policy should address emergency situations that cannot wait for bidding or sometimes, even Board approval.

Patty also commented that it appeared that the Board was assuming some of the Administrators functions with this policy. Deborah noted that she would hope the Board would be able to direct the Administrator to carry out these functions, but that there needed to be a policy to help everybody understand what needs to happen.

Brian Lamoreaux questioned whether or not this policy put the District in a situation where this policy becomes a burden for certain jobs that needed to get done that didn't need to go through the process. The Administrator gave some examples where that might be the situation. Others said the policy could be changed if necessary but this was a starting place. Deborah said the verbiage regarding sealed bids and restrictive requirements would be moved to the section for bidding over \$25,000. Deborah changed the wording to say that projects over \$5,000 are not subject to sealed bidding but are required to get quotes from three different vendors, providing there are three and prices are recorded and who was selected and why. Recurring contracts over \$25,000 are required to have sealed bidding. Amounts in between are open to Board discretion. Additionally the wording that the "Board of Directors" is soliciting bids and quotes is changed to the "District". Deborah will send out the revised policy to everybody.

Deborah Parrish made a motion to approve the Policy on Competitive Bidding as corrected. Motion seconded by Sue Sims. M/S/U.

D. Median Household Income Survey

1. The Administrator noted that Karen McBride addressed the Board at the last meeting and he submitted a copy of the final determination letter mailed to the SWRCB. Patty noted that the letter indicated Karen had explained the problems and the effect of including the default incomes that did not reflect the Districts position.
2. There was no discussion regarding a response letter to the SWRCB.

E. RCAC Rate Study

1. Discussion was held regarding the FAC letter to RCAC and their response. Patty said she felt the Board should have been given a copy of the letter to the FAC before it went out. She said she felt the letter might have been considered as insensitive to the RCAC. She said it was her understanding that the RCAC has a template for rate studies and with specific information they are able to input real time data and come up with a report. She felt they could not do that successfully with a supposed reduction in costs that hasn't happened. She also said she felt that this agency that the District has worked with on several things might get the impression that the TVCSD does not like or appreciate what they have done for us. Donna noted that the letter only asked a question regarding the assumptions they were using and if they considered other alternatives. Deborah said they also felt they had left things out of the study and felt they should be included, such as cost reductions. The letter was not meant to be insulting, but we wanted more information. We wanted to have a rate study that would dove-tail into an efficiency study.

Donna noted that Richard Culp had responded to the letter with a revised draft that did in fact look at other things than just rate increases and as it develops, the report might look

at some rate increase and some cost reductions. The Administrator recommended that the FAC write him back requesting he put the study on hold until the Board has gone through the RFP process and sees if there actually are immediate and/or long term reductions in costs that he can use for a final report. Donna said she thought that was good idea and that they would write a letter and cc the Board.

F. Board Training

1. The Administrator reported that the Special District Risk Management Authority, the District's liability insurance carrier, provides onsite training for Board members regarding liability issues facing the District and individual Board members. It also gets into the Roles and Responsibilities of Board members. He also noted that the CSDA, CRWA, Brent Ives, and other organizations provide Board Training at a cost, but CSDA's current schedule does not include any Board training. Those trainings were included in the January and February Board packets.

Discussion was held regarding e-mails and e-mail protocol. Patty suggested the FAC develop an e-mail protocol policy, which she had requested the month before. Deborah said the FAC was working on other important policies and that Patty was welcome to develop a Draft policy and bring it to the Board for review.

Patty Oku made a motion to ask SDRMA's Chief Risk Officer to come to Tomales and present a Board Training session on Board responsibilities and liabilities for all Board members and any interested committee members. Motion seconded by Deborah Parrish. M/S/U.

2. The Administrator reminded the Board that all Board members are required to complete the two hour course on Ethics and the two hour course on Harassment within six months of taking office and repeat every two years.

G. Complaints and Correspondence

The Administrator noted there was nothing to report.

New Business

No new business to report

Administrator's Report:

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

Open Communication:

No open communication.

Correspondence

No action taken

Deborah Parrish made a motion to adjourn. Motion seconded by Patty Oku. M/S/U.

Adjourned at 10:06 PM

Next Meeting: April 9, 2014 6:00 PM.

Approved

Date

TVCSO Board President's Message on Wednesday, March 12, 2014

First of all, I would like to thank Karl for setting up the recent TVCSO Plant Tour. It was very impressive to walk around and observe that the plant and ponds are in great working order. And, after reading the Audit of our books, it seems clear that for the most part, everything is in good order.

Let's stop pointing fingers! We have a great little sewer system and the past TVCSO Board members, Karl and Phillips have done a lot to get us to where we are today. However, at this time we need to look at all possible options to financially manage our future.

The Auditor states we have been operating at a loss for the past 2 years. And, RCAC's draft Rate Study indicates we do not have enough funds for sewer plant improvements as our sewer system ages and requires replacement of parts.

Therefore, the job at hand and the responsibility of this new Board is to find solutions to the need for more revenue for operating costs and for necessary future capital improvements. Should we just raise rates to cover existing contracts and projected CIPs?

When was the last time bids were taken for our vendors? Are we getting the best price for services to manage and operate our district? This is not a personal issue! Let's not make it a personal issue! It's a business issue!

As President of the TVCSO Board, I think it is my responsibility to get the most information in order to make decisions.

Instead of just raising rates \$350 per hookup, we need to ask: is a 30% rate increase the only solution?

I think the process of competitive bidding for all District services will enable the Board to look at a range of bids for services and make the best choices for how we spend the community's money. Can we save \$\$\$ and still get the services we need to operate and manage the district? This process should be a first step before we consider raising rates. We may need to do both, but first things first.

So, let's get on with the job at hand.

Tomales Village Community Services District

4/2/2014 12:39 PM

Register: 131.42 · Bank of Marin - Flex Account

From 02/28/2014 through 03/31/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
02/28/2014			311.00 · Interest Reven...	Interest		X	7.98	224,933.22
03/13/2014			131.44 · Bank of Marin...	Funds Transfer	17,000.00	X		207,933.22
03/31/2014			311.00 · Interest Reven...	Interest		X	8.20	207,941.42

Tomales Village Community Services District

4/2/2014 12:47 PM

Register: 131.44 · Bank of Marin - Sewer

From 02/28/2014 through 03/31/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
02/28/2014			311.00 · Interest Reven...	Interest		X	0.03	10,458.52
02/28/2014	4065	Ric Hahn	222.00 · Accounts Pay...		240.00	X		10,218.52
03/01/2014	4066	KD Management	222.00 · Accounts Pay...		7,154.00	X		3,064.52
03/02/2014		Tomales Regional Hi...	137.00 · Accounts Rec...			X	63.00	3,127.52
03/04/2014	4067	Sue Sims	414.42 · Printing and C...	Budget Postcards	46.33	X		3,081.19
03/11/2014		Paul Norris	137.00 · Accounts Rec...			X	63.00	3,144.19
03/13/2014	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...	Operator	5,182.36	X		-2,038.17
03/13/2014	Bill Pay	PGE	222.00 · Accounts Pay...		88.69	X		-2,126.86
03/13/2014	Bill Pay	AT & T	222.00 · Accounts Pay...		81.41	X		-2,208.27
03/13/2014	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		3,188.85	X		-5,397.12
03/13/2014	Bill Pay	Telstar Instruments, I...	222.00 · Accounts Pay...		353.03	X		-5,750.15
03/13/2014	Bill Pay	Robert Johnson, CPA	222.00 · Accounts Pay...		5,000.00	X		-10,750.15
03/13/2014	Bill Pay	SDRMA	222.00 · Accounts Pay...		153.00	X		-10,903.15
03/13/2014			131.42 · Bank of Marin...	Funds Transfer		X	17,000.00	6,096.85
03/21/2014	4068	Sue Sims	414.41 · Postage and D...	Postcard Maili...	31.28			6,065.57
03/26/2014		Tomales Regional Hi...	137.00 · Accounts Rec...				63.00	6,128.57
03/31/2014			311.00 · Interest Reven...	Interest		X	0.02	6,128.59

Tomales Village Community Services District

4/2/2014 12:43 PM

Register: 131.46 · Bank of Marin - Park

From 02/28/2014 through 03/31/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
02/28/2014			311.50 · Interest Incom...	Interest		X	0.13	34,262.12
03/13/2014	Bill Pay	PGE - Park	222.00 · Accounts Pay...		121.40	X		34,140.72
03/13/2014	Bill Pay	Marin County Tax C...	222.00 · Accounts Pay...		358.75	X		33,781.97
03/21/2014	1076	Fishman Supply Co.	222.00 · Accounts Pay...		22.70	X		33,759.27
03/26/2014			322.50 · Cleaning and ...	Deposit		X	200.00	33,959.27
03/30/2014		Henry Elfstrom	137.00 · Accounts Rec...				70.00	34,029.27
03/31/2014			311.50 · Interest Incom...	Interest		X	0.15	34,029.42

Tomales Village Community Services District

4/2/2014 12:51 PM

Register: 131.48 · Bank of Marin - Solar

From 02/28/2014 through 03/31/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
02/28/2014			311.00 · Interest Reven...	Interest		X	0.07	18,962.90
03/26/2014			316.00 · CSI Solar Reb...	Deposit		X	722.17	19,685.07
03/31/2014			311.00 · Interest Reven...	Interest		X	0.08	19,685.15

Tomales Village Community Service District

Payables Mar - Apr 2014

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense</u>
25-Mar	Phillips & Assoc.	\$ 5,182.36	April O&M Services
21-Mar	PGE	\$ 83.74	WWTP PGE
20-Mar	AT&T	\$ 92.09	Tomales ATT Service
24-Mar	Capital One	\$ 60.00	BHI - Good Board Work
		\$ 69.10	Kinko's Feb Board Packet
		\$ 2.03	USPS - Postage
		\$ 68.81	CSDA Board Booklets
		\$ 19.95	Web Hosting
21-Mar	Sue Sims	\$ 31.28	Budget Postcards
1-Apr	Karl Drexel	\$ 400.00	Health Ins Allowance
1-Apr	Karl Drexel	\$ 6,754.00	March Admin Services
	Mar - Apr	<u>\$ 12,763.36</u>	
		PARK EXPENSES	
18-Mar	PGE	\$ 99.70	Park PGE
24-Mar	Capital One	\$ 1,253.18	Sonoma County Probation
	Mar - Apr	<u>\$ 1,352.88</u>	
		RESTRICTED FUNDS	
		<u>\$ -</u>	
	Total	\$ 14,116.24	

TVCS D Sewer Enterprise
Balance Sheet
As of March 31, 2014

Mar 31, 14

ASSETS

Current Assets

Checking/Savings

131.00 - Cash

131.31 - Redwood Credit Union 85,561.17

131.42 - Bank of Marin - Money Market 189,691.14

131.44 - Bank of Marin - Sewer 6,128.59

131.48 - Bank of Marin - Solar 19,685.15

Total 131.00 - Cash 301,066.05

Total Checking/Savings 301,066.05

Accounts Receivable

137.00 - Accounts Receivable 27,327.64

Total Accounts Receivable 27,327.64

Other Current Assets

138.00 - Receivable - TVCS D Park 9,211.00

Total Other Current Assets 9,211.00

Total Current Assets 337,604.69

Fixed Assets

100.00 - Property, Plant and Equipment 791,665.97

100.10 - Maps and Records 17,248.00

100.20 - Land and Land Rights 52,788.00

110.00 - Improvement Project 939,393.31

112.00 - Solar System 269,945.21

105.00 - Less Accumulated Depreciation -410,608.01

Total Fixed Assets 1,660,432.48

Other Assets

136.00 - SUSD Note Receivable 22,401.04

151.00 - CREBs Unamortized Issuance Cost 15,250.00

152.00 - Accumulated Amortization -3,588.12

Total Other Assets 34,062.92

TOTAL ASSETS 2,032,100.09

TVCS D Sewer Enterprise

Balance Sheet

As of March 31, 2014

Mar 31, 14

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

222.00 · Accounts Payable 5,725.40

Total Accounts Payable 5,725.40

Total Current Liabilities 5,725.40

Long Term Liabilities

211.00 · SWRCB SRF Loan 194,125.89

215.00 · CREBS Bond 233,235.46

Total Long Term Liabilities 427,361.35

Total Liabilities 433,086.75

Equity

260.00 · Retained Earnings 1,358,112.89

261.00 · Sinking Fund - Debt Reserve 47,775.00

262.00 · Capital Improvement Reserve 45,394.00

263.00 · Emergency Reserve 33,982.00

264.00 · Operating Reserve 35,400.00

265.00 · Net Assets - Unrestricted 105,000.00

Net Income -26,650.55

Total Equity 1,599,013.34

TOTAL LIABILITIES & EQUITY 2,032,100.09

TVCS D Sewer Enterprise

Profit & Loss

March 2014

Mar 14

Income

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

311.00 · Interest Income	8.22
315.00 · Intergovernmental Revenues	0.08
316.00 · CSI Solar Rebate	<u>722.17</u>

Total Income 9,856.47

Expense

410.00 · Sewage Collection	31.39
411.00 · Sewage Treatment	26.60
412.00 · Sewage Disposal	25.75
414.00 · Administration and General	
414.05 · Administrator's Fees	6,754.00
414.30 · Insurance	
414.35 · Health Insurance Allowance	<u>400.00</u>
Total 414.30 · Insurance	400.00

414.40 · Office Expense	
414.41 · Postage and Delivery	33.31
414.42 · Printing and Copies	46.33
414.44 · Sonic - Web Hosting	19.95
414.46 · Board Meeting Expense	<u>137.91</u>
Total 414.40 · Office Expense	237.50

414.50 · O&M Contractual Services	5,182.36
414.55 · Professional Fees	
414.57 · Accounting	<u>5,000.00</u>
Total 414.55 · Professional Fees	5,000.00

414.62 · Dues and Subscriptions	169.00
414.80 · Travel and Meetings	
414.83 · Meetings and Seminars	<u>60.00</u>
Total 414.80 · Travel and Meetings	60.00

414.90 · Telephone and Internet Services	<u>92.09</u>
Total 414.00 · Administration and General	<u>17,894.95</u>

Total Expense 17,978.69

EBITDA -8,122.22

**TVCS D Sewer Enterprise
Profit & Loss
July 2013 through March 2014**

Jul '13 - Mar 14

Income

301.00	· Service Charges	
301.10	· Service Charges - Monthly	1,134.00
301.15	· Service Charges - Annual Fees	756.00
301.20	· Service Charges - SUSD	64,510.00
301.30	· Service Charges - County	80,999.08
Total 301.00 · Service Charges		147,399.08
305.00	· SUSD Sinking Fund	8,062.00
311.00	· Interest Income	1,593.62
315.00	· Intergovernmental Revenues	
315.50	· Levy 4	4,484.21
315.00	· Intergovernmental Revenues - Other	0.15
Total 315.00 · Intergovernmental Revenues		4,484.36
316.00	· CSI Solar Rebate	10,248.70
Total Income		171,787.76

Expense

410.00	· Sewage Collection	269.99
411.00	· Sewage Treatment	234.28
412.00	· Sewage Disposal	235.98
414.00	· Administration and General	
414.05	· Administrator's Fees	60,786.00
414.22	· Licenses and Permits	1,272.50
414.30	· Insurance	
414.31	· Property & Liability Insurance	5,269.54
414.33	· Worker's Comp Insurance	609.00
414.35	· Health Insurance Allowance	3,600.00
Total 414.30 · Insurance		9,478.54
414.40	· Office Expense	
414.41	· Postage and Delivery	215.89
414.42	· Printing and Copies	781.48
414.43	· Office Supplies	711.13
414.44	· Sonic - Web Hosting	159.30
414.46	· Board Meeting Expense	1,040.63
Total 414.40 · Office Expense		2,908.43
414.50	· O&M Contractual Services	46,534.91
414.55	· Professional Fees	
414.57	· Accounting	5,000.00
Total 414.55 · Professional Fees		5,000.00

**TVCS D Sewer Enterprise
Profit & Loss
July 2013 through March 2014**

Jul '13 - Mar 14

414.60 · Publication and Notices	
414.61 · Newsletter Expense	200.16
Total 414.60 · Publication and Notices	200.16
414.62 · Dues and Subscriptions	1,455.79
414.65 · Renta and Leases	
414.67 · Solar Lease Admin Fee	750.00
414.68 · Solar Lease Agreement	17,941.18
Total 414.65 · Renta and Leases	18,691.18
414.70 · Repairs and Maintenance	
414.71 · Plant and Building Repairs	478.78
414.72 · Computer Repairs	240.00
414.73 · Equipment Repairs	4,145.88
Total 414.70 · Repairs and Maintenance	4,864.66
414.80 · Travel and Meetings	
414.81 · Travel	814.56
414.83 · Meetings and Seminars	265.00
Total 414.80 · Travel and Meetings	1,079.56
414.90 · Telephone and Internet Services	841.91
414.95 · Miscellaneous Expenses	8.61
Total 414.00 · Administration and General	153,122.25
417.00 · Other Operating Expenses	
417.10 · Bank Service Charges	0.00
417.20 · Election Expense	428.31
417.30 · LAFCO Charges	124.00
Total 417.00 · Other Operating Expenses	552.31
Total Expense	154,414.81
EBITDA	17,372.95

TVCS D Sewer Enterprise
Statement of Cash Flows
March 2014

	<u>Mar 14</u>
OPERATING ACTIVITIES	
Net Income	-12,422.22
Adjustments to reconcile Net Income to net cash provided by operations:	
137.00 · Accounts Receivable	-8,937.00
222.00 · Accounts Payable	3,853.74
Net cash provided by Operating Activities	<u>-17,505.48</u>
INVESTING ACTIVITIES	
105.00 · Less Accumulated Depreciation	4,300.00
Net cash provided by Investing Activities	<u>4,300.00</u>
Net cash increase for period	-13,205.48
Cash at beginning of period	314,271.53
Cash at end of period	<u><u>301,066.05</u></u>

Tomales Village Community Services District
Profit & Loss Prev Year Comparison
July 2013 through March 2014

	<u>Jul '13 - Mar 14</u>	<u>Jul '12 - Mar 13</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
301.00 - Service Charges				
301.10 - Service Charges - Monthly	1,134.00	1,134.00	0.00	0.0%
301.15 - Service Charges - Annual Fees	756.00	756.00	0.00	0.0%
301.20 - Service Charges - SUSD				
301.25 - Solar Portion	0.00	6,120.00	-6,120.00	-100.0%
301.20 - Service Charges - SUSD - Other	64,510.00	78,665.00	-14,155.00	-17.99%
Total 301.20 - Service Charges - SUSD	<u>64,510.00</u>	<u>84,785.00</u>	<u>-20,275.00</u>	<u>-23.91%</u>
301.30 - Services Charges - County				
301.35 - Solar Portion	0.00	7,680.00	-7,680.00	-100.0%
301.30 - Services Charges - County - Other	81,000.00	74,769.71	6,230.29	8.33%
Total 301.30 - Services Charges - County	<u>81,000.00</u>	<u>82,449.71</u>	<u>-1,449.71</u>	<u>-1.76%</u>
301.50 - Non-Scheduled Work- Outside	0.00	0.00	0.00	0.0%
Total 301.00 - Service Charges	<u>147,400.00</u>	<u>169,124.71</u>	<u>-21,724.71</u>	<u>-12.85%</u>
305.00 - SUSD Sinking Fund Revenue	8,062.00	1,942.00	6,120.00	315.14%
311.00 - Interest Revenues	1,593.77	1,729.23	-135.46	-7.83%
315.00 - Intergovernmental Revenues				
315.50 - Levy 4	4,484.21	5,692.22	-1,208.01	-21.22%
Total 315.00 - Intergovernmental Revenues	4,484.21	5,692.22	-1,208.01	-21.22%
316.00 - CSI Solar Rebate	10,248.70	10,378.03	-129.33	-1.25%
317.00 - Other Operating Income	0.00	1,118.19	-1,118.19	-100.0%
318.00 - Other Nonoperating Revenue				
318.30 - Transfer In	0.00	7,000.00	-7,000.00	-100.0%
Total 318.00 - Other Nonoperating Revenue	<u>0.00</u>	<u>7,000.00</u>	<u>-7,000.00</u>	<u>-100.0%</u>
320.00 - Contributions Income				
320.30 - Unrestricted				
Total 320.30 - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 320.00 - Contributions Income	0.00	0.00	0.00	0.0%
322.00 - Park Use Rental				
Total 322.00 - Park Use Rental	0.00	0.00	0.00	0.0%
340.00 - Grants				
Total 340.00 - Grants	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Income	<u>171,788.68</u>	<u>196,984.38</u>	<u>-25,195.70</u>	<u>-12.79%</u>
Gross Profit	171,788.68	196,984.38	-25,195.70	-12.79%

Tomales Village Community Services District
Profit & Loss Prev Year Comparison
 July 2013 through March 2014

	<u>Jul '13 - Mar 14</u>	<u>Jul '12 - Mar 13</u>	<u>\$ Change</u>	<u>% Change</u>
Expense				
410.00 · Sewage Collection	269.99	294.08	-24.09	-8.19%
411.00 · Sewage Treatment	217.84	3,179.96	-2,962.12	-93.15%
412.00 · Sewage Disposal	165.96	236.83	-70.87	-29.92%
414.00 · Administration and General				
414.05 · Administrator's Fees	60,786.00	59,246.60	1,539.40	2.6%
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	609.00	603.81	5.19	0.86%
414.35 · Health Insurance Allowance	3,600.00	5,400.00	-1,800.00	-33.33%
Total 414.30 · Insurance	<u>9,478.54</u>	<u>11,333.14</u>	<u>-1,854.60</u>	<u>-16.36%</u>
414.40 · Office Expense				
414.41 · Postage and Delivery	415.89	56.15	359.74	640.68%
414.42 · Printing and Copies	833.86	58.31	775.55	1,330.05%
414.43 · Office Supplies	710.87	183.25	527.62	287.92%
414.44 · Sonic - Web Hosting	159.60	159.60	0.00	0.0%
414.45 · Equipment Expense	0.00	518.85	-518.85	-100.0%
414.46 · Board Meeting Exp	1,040.63	688.83	351.80	51.07%
Total 414.40 · Office Expense	<u>3,160.85</u>	<u>1,664.99</u>	<u>1,495.86</u>	<u>89.84%</u>
414.50 · Contractual Services	46,534.91	45,163.13	1,371.78	3.04%
414.55 · Professional Fees				
414.57 · Accounting	5,000.00	4,613.00	387.00	8.39%
Total 414.55 · Professional Fees	<u>5,000.00</u>	<u>4,613.00</u>	<u>387.00</u>	<u>8.39%</u>
414.60 · Publication and Notices				
414.61 · Newsletter Expense	200.16	104.87	95.29	90.87%
414.60 · Publication and Notices - Other	0.00	50.00	-50.00	-100.0%
Total 414.60 · Publication and Notices	<u>200.16</u>	<u>154.87</u>	<u>45.29</u>	<u>29.24%</u>
414.62 · Dues and Subscriptions	1,455.79	1,311.40	144.39	11.01%
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	<u>18,691.18</u>	<u>18,691.18</u>	<u>0.00</u>	<u>0.0%</u>
414.70 · Repairs and Maintenance				
414.77 · Irrigation Field Maintenance	0.00	3,065.00	-3,065.00	-100.0%
414.71 · Plant and Building Maintenance	478.78	150.00	328.78	219.19%
414.72 · Computer Repairs	240.00	0.00	240.00	100.0%
414.73 · Equipment Repairs	4,145.88	979.84	3,166.04	323.12%
414.75 · Park Maintenance	0.00	0.00	0.00	0.0%
Total 414.75 · Park Maintenance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 414.70 · Repairs and Maintenance	<u>4,864.66</u>	<u>4,194.84</u>	<u>669.82</u>	<u>15.97%</u>

Tomales Village Community Services District
Profit & Loss Prev Year Comparison
 July 2013 through March 2014

	<u>Jul '13 - Mar 14</u>	<u>Jul '12 - Mar 13</u>	<u>\$ Change</u>	<u>% Change</u>
414.80 - Travel and Meetings				
414.81 - Travel	815.48	95.12	720.36	757.32%
414.83 - Meetings and Seminars	265.00	112.66	152.34	135.22%
Total 414.80 - Travel and Meetings	<u>1,080.48</u>	<u>207.78</u>	<u>872.70</u>	<u>420.01%</u>
414.90 - Telephone & Internet Servcie	841.91	1,616.33	-774.42	-47.91%
Total 414.00 - Administration and General	<u>153,366.98</u>	<u>149,239.76</u>	<u>4,127.22</u>	<u>2.77%</u>
416.00 - Taxes				
Total 416.00 - Taxes	0.00	0.00	0.00	0.0%
417.00 - Other Operating Expenses				
417.10 - Bank Service Charges	0.00	-40.00	40.00	100.0%
417.20 - Election Charges	428.31	0.00	428.31	100.0%
417.30 - LAFCO Charges	124.00	104.00	20.00	19.23%
Total 417.00 - Other Operating Expenses	<u>552.31</u>	<u>64.00</u>	<u>488.31</u>	<u>762.98%</u>
420.00 - Interest Expense-Long-Term Debt				
Total 420.00 - Interest Expense-Long-Term Debt	0.00	0.00	0.00	0.0%
423.00 - Other Nonoperating Expenses				
423.30 - Fundraising Expense				
423.31 - PitP				
Total 423.31 - PitP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 423.30 - Fundraising Expense	0.00	0.00	0.00	0.0%
423.50 - Founders Day Committee				
Total 423.50 - Founders Day Committee	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 423.00 - Other Nonoperating Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Expense	<u>154,573.08</u>	<u>153,014.63</u>	<u>1,558.45</u>	<u>1.02%</u>
EBITDA	<u>17,215.60</u>	<u>43,969.75</u>	<u>-26,754.15</u>	<u>-60.85%</u>
EBITDA	<u><u>17,215.60</u></u>	<u><u>43,969.75</u></u>	<u><u>-26,754.15</u></u>	<u><u>-60.85%</u></u>

TVCS D Park
Balance Sheet
As of March 31, 2014

Mar 31, 14

ASSETS	
Current Assets	
Checking/Savings	
131.00 · Cash	
131.46 · Bank of Marin - Park Account	52,479.70
Total 131.00 · Cash	<u>52,479.70</u>
Total Checking/Savings	<u>52,479.70</u>
Total Current Assets	52,479.70
Fixed Assets	
100.20 · Land and Land Rights	132,000.00
111.00 · Park Equipment	
Original Cost	299,899.00
105.00 · Depreciation	<u>-28,933.00</u>
Total 111.00 · Park Equipment	<u>270,966.00</u>
Total Fixed Assets	<u>402,966.00</u>
TOTAL ASSETS	<u><u>455,445.70</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222.00 · Accounta Payable	1,352.88
Total Accounts Payable	<u>1,352.88</u>
Other Current Liabilities	
217.00 · Unearned Revenue	15,000.00
Total Other Current Liabilities	<u>15,000.00</u>
Total Current Liabilities	16,352.88
Long Term Liabilities	
216.00 · Loan Payable - TVCS D Sewer	9,211.00
Total Long Term Liabilities	<u>9,211.00</u>
Total Liabilities	25,563.88
Equity	
252.50 · Investment in Capital Assets	402,966.00
260.00 · Retained Earnings	-3,275.68
Net Income	<u>30,191.50</u>
Total Equity	<u>429,881.82</u>
TOTAL LIABILITIES & EQUITY	<u><u>455,445.70</u></u>

TVCS D Park
Profit & Loss
 March 2014

	Mar 14
Ordinary Income/Expense	
Income	
311.00 · Interest Income	0.15
322.00 · Park Use Rental	
322.50 · Cleaning and Security Deposit	200.00
Total 322.00 · Park Use Rental	200.00
 322.60 · Water Tower PGE	70.00
Total Income	270.15
 Expense	
414.70 · Repairs	
414.74 · Park Maintenance	22.70
Total 414.70 · Repairs	22.70
 414.75 · PGE - Park	99.70
414.80 · Measure A Project Expenses	1,253.18
Total Expense	1,375.58
 Net Ordinary Income	-1,105.43
 Net Income	 -1,105.43

TVCS D Park
Profit & Loss
 July 2013 through March 2014

	Jul '13 - Mar 14
Ordinary Income/Expense	
Income	
311.00 · Interest Income	1.25
315.00 · Intergovernmental Revenues	
315.60 · HOPTR	29.40
315.65 · Property Tax Refund	28.24
315.80 · Measure A Funds	17,374.91
Total 315.00 · Intergovernmental Revenues	17,432.55
320.00 · Contributions Income	
320.20 · Restricted	10,000.00
320.30 · Unrestricted	
320.32 · 2013 PitP	7,407.00
320.30 · Unrestricted - Other	100.00
Total 320.30 · Unrestricted	7,507.00
Total 320.00 · Contributions Income	17,507.00
322.00 · Park Use Rental	
322.50 · Cleaning and Security Deposit	-200.00
Total 322.00 · Park Use Rental	-200.00
322.60 · Water Tower PGE	630.00
Total Income	35,370.80
Expense	
414.20 · Office Expense	
414.21 · Postage and Delivery	200.00
414.22 · Printing and Copies	26.34
Total 414.20 · Office Expense	226.34
414.55 · Professional Fees	
414.56 · Legal Fees	1,127.50
Total 414.55 · Professional Fees	1,127.50
414.70 · Repairs	
414.74 · Park Maintenance	571.69
Total 414.70 · Repairs	571.69
414.75 · PGE - Park	992.96
414.80 · Measure A Project Expenses	1,253.18
423.30 · Fundraising Expense	
423.31 · Party in the Park	1,007.63
Total 423.30 · Fundraising Expense	1,007.63
Total Expense	5,179.30
Net Ordinary Income	30,191.50
Net Income	30,191.50

TVCS D Park
Statement of Cash Flows
March 2014

	<u>Mar 14</u>
OPERATING ACTIVITIES	
Net Income	-1,105.43
Adjustments to reconcile Net Income to net cash provided by operations:	
222.00 - Accounta Payable	<u>872.73</u>
Net cash provided by Operating Activities	<u>-232.70</u>
Net cash increase for period	-232.70
Cash at beginning of period	<u>52,712.40</u>
Cash at end of period	<u><u>52,479.70</u></u>

Tomales Village Community Services District
Profit & Loss Budget vs. Actual
 July 2013 through March 2014

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - Mar 14	Budget	Jul '13 - Mar 14	Budget	Jul '13 - Mar 14	Budget	Jul '13 - Mar 14	Budget
Ordinary Income/Expense								
Income								
301.00 · Service Charges								
301.10 · Service Charges - Monthly	0.00		0.00		1,134.00	1,134.00	1,134.00	1,134.00
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		81,000.00	81,000.00	81,000.00	81,000.00
Total 301.30 · Services Charges - County	0.00		0.00		81,000.00	88,680.00	81,000.00	88,680.00
Total 301.00 · Service Charges	0.00		0.00		147,400.00	165,458.00	147,400.00	165,458.00
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		1,593.77	1,707.00	1,593.77	1,707.00
311.50 · Interest Income - Park	1.25	5.40	0.00		0.00		0.00	
315.00 · Intergovernmental Revenues								
315.50 · Levy 4	0.00		0.00		4,484.21	7,799.60	4,484.21	7,799.60
315.60 · HOPTR	29.40	19.00	0.00		0.00		0.00	
315.80 · Measure A	17,374.91	25,000.00	0.00		0.00		0.00	
Total 315.00 · Intergovernmental Revenues	17,404.31	25,019.00	0.00		4,484.21	7,799.60	4,484.21	7,799.60
316.00 · CSI Solar Rebate	0.00		10,248.70	9,400.00	0.00		10,248.70	9,400.00
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								
320.30 · 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	7,507.00	7,400.00	0.00		0.00		0.00	
322.00 · Park Use Rental								
322.60 · Water Tower PGE	630.00	630.00	0.00		0.00		0.00	
322.50 · Cleaning and Security Deposit	-200.00		0.00		0.00		0.00	
322.00 · Park Use Rental - Other	0.00	350.00	0.00		0.00		0.00	
Total 322.00 · Park Use Rental	430.00	980.00	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	10,000.00	10,000.00	0.00		0.00		0.00	
Total 340.00 · Grants	10,000.00	10,000.00	0.00		0.00		0.00	
Total Income	34,563.56	43,404.40	10,248.70	9,400.00	161,539.98	199,237.60	171,788.68	208,637.60
Gross Profit	34,563.56	43,404.40	10,248.70	9,400.00	161,539.98	199,237.60	171,788.68	208,637.60

Tomales Village Community Services District
Profit & Loss Budget vs. Actual
 July 2013 through March 2014

Expense	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - Mar 14	Budget	Jul '13 - Mar 14	Budget	Jul '13 - Mar 14	Budget	Jul '13 - Mar 14	Budget
410.00 · Sewage Collection	0.00		0.00		269.99	288.00	269.99	288.00
411.00 · Sewage Treatment	0.00		0.00		217.84	1,659.00	217.84	1,659.00
412.00 · Sewage Disposal	0.00		0.00		165.96	234.00	165.96	234.00
414.00 · Administration and General								
414.05 · Administrator's Fees	0.00		0.00		60,786.00	60,634.00	60,786.00	60,634.00
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		609.00	612.00	609.00	612.00
414.35 · Health Insurance Allowance	0.00		0.00		3,600.00	3,600.00	3,600.00	3,600.00
Total 414.30 · Insurance	0.00		0.00		9,478.54	9,541.00	9,478.54	9,541.00
414.40 · Office Expense								
414.41 · Postage and Delivery	200.00	50.00	0.00		215.89	180.00	215.89	180.00
414.42 · Printing and Copies	52.38	50.00	0.00		781.48	135.00	781.48	135.00
414.43 · Office Supplies	0.00		0.00		710.87	150.00	710.87	150.00
414.44 · Sonic - Web Hosting	0.00		0.00		159.60	179.55	159.60	179.55
414.45 · Equipment Expense	0.00		0.00		0.00	600.00	0.00	600.00
414.46 · Board Meeting Exp								
414.465 · Board Member Stipend	0.00		0.00		0.00	4,500.00	0.00	4,500.00
414.46 · Board Meeting Exp - Other	0.00		0.00		1,040.63	720.00	1,040.63	720.00
Total 414.46 · Board Meeting Exp	0.00		0.00		1,040.63	5,220.00	1,040.63	5,220.00
414.47 · Clerical/Bookkeeping	0.00		0.00		0.00	1,480.00	0.00	1,480.00
Total 414.40 · Office Expense	252.38	100.00	0.00		2,908.47	7,944.55	2,908.47	7,944.55
414.50 · Contractual Services	0.00		0.00		46,534.91	46,155.00	46,534.91	46,155.00
414.55 · Professional Fees								
414.56 · Legal Fees	1,127.50		0.00		0.00	500.00	0.00	500.00
414.57 · Accounting	0.00		0.00		5,000.00	6,000.00	5,000.00	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	1,127.50		0.00		5,000.00	17,000.00	5,000.00	17,000.00
414.60 · Publication and Notices								
414.61 · Newsletter Expense	0.00		0.00		200.16	300.00	200.16	300.00
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	375.40	200.16	375.40
414.62 · Dues and Subscriptions	0.00		0.00		1,455.79	1,400.00	1,455.79	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 2013 through March 2014

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - Mar 14	Budget	Jul '13 - Mar 14	Budget	Jul '13 - Mar 14	Budget	Jul '13 - Mar 14	Budget
414.70 · Repairs and Maintenance								
414.74 · Measure A Projects	1,253.18		0.00		0.00		0.00	
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
414.71 · Plant and Building Maintenance	0.00		0.00		478.78		478.78	
414.72 · Computer Repairs	0.00		0.00		240.00	500.00	240.00	500.00
414.73 · Equipment Repairs	0.00		0.00		4,145.88	500.00	4,145.88	500.00
414.75 · Park Maintenance								
414.755 · Park PGE	992.96	882.00	0.00		0.00		0.00	
414.75 · Park Maintenance - Other	571.69	477.28	0.00		0.00		0.00	
Total 414.75 · Park Maintenance	1,564.65	1,359.28	0.00		0.00		0.00	
Total 414.70 · Repairs and Maintenance	2,842.67	1,359.28	0.00		4,864.66	2,275.00	4,864.66	2,275.00
414.80 · Travel and Meetings								
414.81 · Travel	0.00		0.00		815.48	462.26	815.48	462.26
414.83 · Meetings and Seminars	0.00		0.00		265.00	450.00	265.00	450.00
Total 414.80 · Travel and Meetings	0.00		0.00		1,080.48	912.26	1,080.48	912.26
414.90 · Telephone & Internet Servcie	0.00		0.00		841.91	810.00	841.91	810.00
Total 414.00 · Administration and General	4,222.55	1,509.28	18,691.18	18,691.18	134,423.42	148,103.71	153,114.60	166,794.89
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		0.00		0.00	
417.20 · Election Charges	0.00		0.00		428.31	550.00	428.31	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		552.31	700.00	552.31	700.00
420.00 · Interest Expense-Long-Term Debt								
Total 420.00 · Interest Expense-Long-Term Debt	0.00		0.00		0.00	0.00	0.00	0.00
423.00 · Other Nonoperating Expenses								
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		0.00		0.00	
Total Expense	5,151.06	3,109.28	18,691.18	18,691.18	135,629.52	150,984.71	154,320.70	169,675.89
EBITDA	29,412.50	40,295.12	-8,442.48	-9,291.18	25,910.46	48,252.89	17,467.98	38,961.71
EBITDA	29,412.50	40,295.12	-8,442.48	-9,291.18	25,910.46	48,252.89	17,467.98	38,961.71

**TOMALES VILLAGE COMMUNITY SERVICES
DISTRICT**

DRAFT

**INCOME AND EXPENSE BUDGET
Fiscal Year 2014-2015**

**Submitted
4-9-14**

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

P.O. Box 303 Tomales, CA 94971 707/878-2767 Fax 707/575-4306

DATE: March 23, 2014

TO: Board of Directors, TVCSD
Financial Advisory Committee

FROM: Karl Drexel, Administrator

SUBJECT: Proposed TVCSD Budget for Fiscal Year 2014-15

I reviewed the Operating Income and Expense reports of previous years, along with previous budgets to develop this fiscal year's budget. Although there has been talk about splitting up the Administrative duties with local part-time people and possibly changing the Operation and Maintenance contract, the Board has not taken action on these items so it is unknown if in fact those expenses will change. This budget does not anticipate any change other than regular inflation. Also, even though the Rural Community Assistance Corporation has undertaken a Financial Analysis of the District, that study has been put on hold at the request of the Financial Advisory Committee. The last rate increase the District instituted was in 2009 approved by the community for \$5/mo to be restricted for the debt servicing account for the solar project. That income is restricted to paying down the debt on the solar and cannot be used for operations and maintenance. The last previous rate increase for operations was a \$7/month increase in 2006. Although the last several District auditors, and the preliminary findings of the RCAC, have recommended additional rate increases, this budget does not propose a rate increase. However, with the State Controller's accounting and State Water Resources Control Board regulations, which determines profitability of operations only using Operating Income (service charges) and Operating Expenses, the District is still unable to cover its operating costs with service charges alone when the non-cash depreciation expense is included. Therefore, this budget does not include depreciation, but uses a portion of the Net Income at the end of each year to fund various Reserve Accounts. Future years will still require additional rate increases to cover depreciation and increased costs due to inflation, as well as developing a replacement account for Capital Improvements; but this proposed budget does not address those issues. The Board is advised to complete the rate study being developed and provided free of charge by the RCAC, to determine the amount the District should be charging for service fees and building reserves over the next five to ten years. When the District was formed in 1999, the sewer rates were among the highest in the State. However, Tomales is competitive statewide with populations under 1,000 providing secondary treatment, and continues to remain in the lower half of the local sewer system rate structure. Rates for the community do not increase with this budget and the operating service fees for the District's major partner, the Shoreline Unified School District, actually go down 6%.

Cost of living increases of sewer service fees on an annual basis need to be considered in the future in order to meet the State requirements of meeting operating costs, however that should be determined by a qualified third party consultant.

The following descriptions indicate the changes in expenses and revenues for the upcoming fiscal year:

PARK DIVISION

Following the District's auditor's suggestions, the Park budget and balance sheet has been separated from the combined District budgets of the past. The Park budget will follow in its own format in the near future.

SEWER DIVISION

RESTRICTED FUNDS

OPERATING INCOME

Sewer Service Fees

The rate increase in 2009 of \$5/EU per month was designated for the repayment of the Bond issue for the Solar Project. This fee is restricted for that use and is separate from other operating income. This account, in addition to the solar rebate projected for this year, will cover the Bond payment in December of 2014. Over the next three years, the solar rebate will be enough to fund a reserve fund for payments in the first year or two after the rebate is over. This budget does not include any additional rate increases of restricted funds this year.

CSI Solar Rebate

As mentioned earlier, the California Solar Initiative rebate will help offset the repayment of the Bond issue. The Solar System generates enough energy to not only reduce the monthly PGE costs, but with the CSI program, we receive rebates from PGE based on these costs. With the CSI and the approved rate increase in 2009, the costs of the solar project are covered with a portion going to future payments.

NON-OPERATING INCOME

Transfer In

As has been discussed in previous Board meetings, the equipment and software from the plant upgrades are getting old and we have been advised to replace some things and have discussed upgrading other things. Any emergency repairs or replacement to equipment would be transferred from Reserves; however, without a board approved CIP, no Transfers from Reserves are projected in this budget. Any new equipment, software, consultations or Capital Expenditures not budgeted for will have to be discussed for Reserve funds.

EXPENSES

Solar Lease Agreement

The Solar System was purchased with the sale of Clean Renewable Energy Bonds and the Bond agreement sets up the sale as a lease until the bonds are paid off. This lease payment and Admin Fee amounts to \$18,691.18 each year. The Bond sale will be paid back in another 12 years. The cash from the CSI and the 2009 rate increase more than cover the cash outlay. This is the only budgeted expense in Restricted Funds.

SEWER DIVISION

UNRESTRICTED FUNDS

OPERATING INCOME

Sewer Service Fees

The current rate for sewer service is \$63 per month per equivalent unit, or \$756 per year. However, as mentioned earlier, \$5/month per EU is projected to help offset the initial annual costs of the solar system, and is set aside in a separate account to be used for paying down the CREBS bond. This portion of the sewer fee is not part of operating income and has no influence on the operating expenses. Service Fees from SUSD amount to about 1/3 of the operating costs for the year, based on the current budget. Additionally, SUSD is responsible for their portion of District loans and the pay back of a loan to them during the initial construction. This year's budget reflects a decrease in the sewer service charges for the SUSD by approximately 6%; however, due to the auditor's and State Controller's insistence that the District report depreciation, that expense is usually adjusted for at year end with a JE. This year the auditor instituted a monthly expense for depreciation, but again this budget does not include that. Since depreciation has been a year end adjustment in the past, the SUSD has not been billed for their share of the depreciation expense. Since it is not reasonable to go back and collect these expenses, we will address it going forward starting with this fiscal year. Even though the SUSD overall expenses will increase over the last two years, it is still 5% less than the average over the last 7 years. It is still anticipated that additional hookups and new customers in future years will help close the operating deficit after depreciation expenses are considered, but future rate increases will still be required. Future depreciation expense and capital project revenues will need to be addressed in subsequent budgets; however, a rate increase is not recommended for this budget.

SUSD Sinking Fund

This Budget item is the SUSD's debt service requirement for their portion of the State Revolving Fund loan.

Connection Fees

There have not been any hook-up fees for the last few years even though they had been anticipated and budgeted for in the past. However, given the time involved for annexation and development, it is not anticipated that any of the Kitts' properties or the bank owned properties on Second St. will be ready this fiscal year, and therefore no connection fees or annexation fees are being budgeted for this year.

Levy 4

The Levy 4 Unitary Tax from the County was reduced from its historic levels a few years ago and it was unknown what it would be. We budgeted \$8,000 the first year and the actual came in at about \$10,000. Although the amount varies from year to year there is no indication that the amount will change noticeably this year, so the Levy 4 budget item is projected conservatively at \$9,388.

NON OPERATING INCOME

Interest Income

The District's cash position has improved over the years, with the replenishment of the Reserve Funds and Net Income. Interest is a factor of the economy and varies from year to year based on the current interest rates, the amount of cash balances and continual research on various bank offers. One large interest item is the interest on a loan the SUSD is paying the District back. This amounts to approximately \$1,300 this year.

Transfer In

Several years ago the Board approved loans to the Park from the sewer division for the completion of the Park project, over and above what was repaid by grants. The Board approved loans up to \$20,000 and with the completion of the Park project those loans are in the process of being paid back. The Park has an outstanding balance at the time of this Draft Budget of \$9,211. There is no repayment budgeted for this year, so the balance will remain at \$9,211 going into the Fiscal 2014-2015. This Budget does not address a repayment, which will have to be a Board decision. A Transfer In, however, is not actually income, but it does increase the on-hand cash position.

EXPENSES

Collection, Treatment and Disposal

With the installation of the Solar system, the PGE rates that would have been, are reduced to minimal levels. However, there are other ongoing expenses in the collection, treatment and disposal of the community's wastewater. This Budget reflects the reduced monthly PGE costs as well as the quarterly expense of cleaning the FOG separator.

Administrator

The Administrator's contract is tied to the Consumer Price Index (CPI) The CPI increase was waived in 2009 and 2011. This year's COLI is not budgeted at this time. In past years, a portion of the Administrator's fees have been reimbursed by grant contracts under the category of construction management, and therefore do not show up as expenses on the District's financials since they are not paid out of operating income. However, this fiscal year does not project any new grants that will offset some of the Administrator's time so the budget reflects the full amount of the Administrator's fees for the year.

Licenses and Permits

Permit expenses will be roughly the same as in the past. Permits are for the District's Waste Discharge Requirement (WDR) permit and the County Hazardous Material Handling permit for the liquid chlorine at the Irrigation Field.

Insurance

The District's insurance carrier has voted to keep rates the same as last year for Property and Liability; however they raised the Worker's Comp rate 10% across the board. The Health Insurance stipend for the Administrator was reduced by \$2400 (or 33%) per year last year to more accurately reflect the cost of the Administrator's current health insurance expense. That remains the same this year.

Other Office Expense

Copying, postage, office supplies, equipment and other office expenses (dues and subscriptions and publications) have been budgeted approximately the same as was actually spent this year.

Last year's Budget included a line item for minimal meeting stipends for Board members. Since the Board has not acted on that issue, this Budget does not include a stipend expense.

Last year's Budget also included a line item for the part-time services of a qualified bookkeeper. Since that issue was never acted on, this budget does not include a part-time bookkeeper.

Contractual Services

Phillips & Associates' Operation and Maintenance contract is also tied to the CPI. Phillips waived their CPI increase in 2010, but took it in 2011 thru 2014. This budget reflects a 3.0% increase which will be determined after the September Invoice. The actual COLI for the Contract Operators will be determined by the October CPI and the budget will be adjusted accordingly.

Professional Fees

Budgeted Professional Fees reflect the actual costs for this year, with a little more for Legal Fees anticipating legal consultations. Last year's Budget included a line item for an efficiency study and a rate study. Since the RCAC has been contracted with to perform a Rate Study for free; and proposed changes to the District Administration make an efficiency study unnecessary, these items are not addressed in this budget.

Publications and Notices

The Newsletter and other publications and Notices have been reduced from previous budget levels to more accurately reflect the actual costs of these items.

Dues and Subscriptions

This budget item is slightly higher than previous budgets to better reflect the actual costs. Some of the more important costs in this field are annual memberships in important organizations such as CSDA, CRWA, CWEA, and USA North. This also includes the annual costs for several software subscriptions.

Repairs and Maintenance

This year's Budget for Repairs and Maintenance represents a reduction over this year's actual expense. No major repairs are anticipated, and the main maintenance item is the continued maintenance of the Irrigation Field vegetation and a cushion for equipment repairs. The irrigation field gorse project is ongoing and includes spraying the new shoots and mowing in the spring, and some cushion for computer and office equipment repairs. Any other unexpected large repair costs will have to be designated from Operational or Capital Reserves.

Transportation/Meetings

Transportation, Meetings and Seminars is budgeted more than this year's actual costs, because it has been discussed that the District Board would like to pursue additional training and education through CSDA, CWEA and CRWA seminars. Although the Administrator has attended several workshops and webinars at his own expense, this year's budget includes courses and workshops that could be attended by Board members.

Amortization & Depreciation

This year's budget includes an expense line for the continued amortization of the District's cost for the Bond sale. This budget, however, does not include an expense for the non-cash depreciation of Sewer equipment. This is usually addressed during the annual audit and a Journal entry is made to adjust the General Journal.

OTHER OPERATING EXPENSES

The District's LAFCO costs are a factor of the LAFCO budget, so it also varies from year to year. I have budgeted the same amount as last year, or \$104.

Long Term Debt

The State Revolving Loan was the District's portion of the Sewer Improvement Project undertaken over the last ten years. For this year's Budget purposes, the Interest Payment is shown as an expense under Unrestricted Funds and the Principal Payment is treated as a Balance Sheet transaction per the Auditor's accounting methods.

Park Loan Repayment

<u>Date</u>	<u>Amount</u>	<u>Balance</u>	
7/30/2004	4,500	4,500	
8/8/2007	7,000	11,500	
9/14/2007	16,000	27,500	
11/3/2007	7,000	34,500	
12/29/2007	(35,000)	(500)	Repay from Grants
5/27/2008	6,000	5,500	
6/1/2008	7,000	12,500	
6/26/2007	20,000	32,500	
6/28/2008	7,000	39,500	
7/11/2008	15,000	54,500	
9/9/2008	6,000	60,500	
9/29/2008	10,000	70,500	
11/3/2008	(35,000)	35,500	Repay from Grants
5/2/2009	10,000	45,500	
6/30/2009	(22,950)	22,550	Repay from Park Reserve
7/10/2009	7,000	29,550	
7/17/2009	10,000	39,550	
8/23/2010	1,100	40,650	
9/11/2010	6,000	46,650	
4/23/2011	(5,000)	41,650	Repay from Park Account
6/17/2011	(18,800)	22,850	Repay from Grants
6/21/2011	(8,639)	14,211	Repay from Grants
4/30/2012	(5,000)	9,211	Repay from Park Account

Recommendations

I recommend that the Board of Directors take the following actions:

- Review the attached Draft budget and provide questions, discussion and suggestions at the April 9, 2014 Board meeting.
- Review changes from the Financial Advisory Committee at the May 14, 2014 Board meeting with any additions and corrections.
- Review and Adopt final Draft Budget at public hearing in late May 2014 with a first vote
- Review and Adopt Final Budget at the June 11, 2014 Board meeting with a second vote.
- Adopt Resolution 14-01 continuing the existing rate at the June 11, 2014 Board meeting.
- Adopt Resolution 14-02 to keep the standard hook-up fees at \$10,000 and keep the Ad Valorum tax rate at \$0.02 per \$100 valuation at the June 11, 2014 Board meeting.

Respectfully submitted,



Karl W. Drexel, SDA
Administrator

**Tomales Village Community Services District
Profit & Loss Budget Overview
July 2014 through June 2015**

	TOTAL
	Jul '14 - Jun 15
Ordinary Income/Expense	
Income	
301.00 · Service Charges	
301.10 · Service Charges - Monthly	1,512.00
301.15 · Service Charges - Annual Fees	756.00
301.20 · Service Charges - SUSD	
301.25 · Solar Portion	6,120.00
301.20 · Service Charges - SUSD - Other	62,798.00
Total 301.20 · Service Charges - SUSD	68,918.00
301.30 · Services Charges - County	
301.35 · Solar Portion	7,680.00
301.30 · Services Charges - County - Other	96,000.00
Total 301.30 · Services Charges - County	103,680.00
301.40 · Capital Component-Depr. SUSD	17,234.00
Total 301.00 · Service Charges	192,100.00
305.00 · SUSD Sinking Fund Revenue	6,241.00
311.00 · Interest Revenues	1,584.00
315.00 · Intergovernmental Revenues	
315.50 · Levy 4	9,388.23
Total 315.00 · Intergovernmental Revenues	9,388.23
316.00 · CSI Solar Rebate	14,400.00
Total Income	223,713.23
Gross Profit	223,713.23
Expense	
410.00 · Sewage Collection	385.80
411.00 · Sewage Treatment	1,732.95
412.00 · Sewage Disposal	313.60
414.00 · Administration and General	
414.05 · Administrator's Fees	81,048.00
414.22 · Licenses and Permits	1,300.00
414.30 · Insurance	
414.31 · Property & Liability Insurance	5,329.33
414.33 · Worker's Comp Insurance	704.00
414.35 · Health Insurance Allowance	4,800.00
Total 414.30 · Insurance	10,833.33
414.40 · Office Expense	
414.41 · Postage and Delivery	180.00
414.42 · Printing and Copies	180.00
414.43 · Office Supplies	300.00
414.44 · Sonic - Web Hosting	239.40
414.46 · Board Meeting Exp	1,068.00
Total 414.40 · Office Expense	1,967.40

Tomales Village Community Services District
Profit & Loss Budget Overview
 July 2014 through June 2015

	TOTAL
	Jul '14 - Jun 15
414.50 · Contractual Services	63,734.00
414.55 · Professional Fees	
414.56 · Legal Fees	900.00
414.57 · Accounting	4,500.00
Total 414.55 · Professional Fees	<u>5,400.00</u>
414.60 · Publication and Notices	
414.61 · Newsletter Expense	210.00
414.60 · Publication and Notices - Other	300.00
Total 414.60 · Publication and Notices	<u>510.00</u>
414.62 · Dues and Subscriptions	1,470.00
414.65 · Rents and Leases	
414.68 · Solar Lease Agreement	17,941.18
414.67 · Solar Lease Admin Fee	750.00
Total 414.65 · Rents and Leases	<u>18,691.18</u>
414.70 · Repairs and Maintenance	
414.77 · Irrigation Field Maintenance	1,250.00
414.71 · Plant and Building Maintenance	250.00
414.72 · Computer Repairs	250.00
414.73 · Equipment Repairs	2,000.00
Total 414.70 · Repairs and Maintenance	<u>3,750.00</u>
414.80 · Travel and Meetings	
414.81 · Travel	720.00
414.83 · Meetings and Seminars	1,308.00
Total 414.80 · Travel and Meetings	<u>2,028.00</u>
414.90 · Telephone & Internet Service	1,116.60
Total 414.00 · Administration and General	<u>191,848.51</u>
417.00 · Other Operating Expenses	
417.30 · LAFCO Charges	104.00
Total 417.00 · Other Operating Expenses	<u>104.00</u>
420.00 · Interest Expense-Long-Term Debt	
420.20 · Interest Payment - SRF Loan	5,782.38
Total 420.00 · Interest Expense-Long-Term Debt	<u>5,782.38</u>
Total Expense	<u>200,167.24</u>
Net Ordinary Income	<u>23,545.99</u>
Net Income	<u><u>23,545.99</u></u>

Phillips & Associates
Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

March 15, 2014

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

PhillipsOnSite.com

RE: Self-Monitoring Report
Tomales, Marin County
February , 2014

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, Richmond

TOMALES TREATMENT POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) February 2014
2. Pond Standard Observation required every week year round.

INSPECTION					
Date		2/11	2/18/14	2-25-14	
Day		Tues	Tue	Tue	
Time		0815	1035	0920	
Tech		E-C	MS	MS	
Rain, Inches		6.0 ⁺	.25	0	
Number of waterfowl		20	26	41	
* Evidence of seepage from ponds		N	N	N	
* Nuisance odors from ponds		N	N	N	
* Warning signs improperly posted		N	N	N	
* Public contact with pond water		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.

TOMALES EFFLUENT STORAGE POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) 02/14

2. Pond Standard Observation required every week

INSPECTION					
Date	2/4/14	2/11/14	2/18/14	2-25-14	
Day	Tue	Tues	Tue	Tue	
Time	0930	0930	1010	0930	
Tech	MS/DE	EC	MS	MS	
* 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					
Weather- Calm, Oc, Rain,etc.					
Wind direction & speed, mph					
Number of waterfowl					

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

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

Supervisor Signature

Date

Tomales Park Committee meeting minutes

February 10, 2014

Meeting commenced: 6:35pm

Patty Oku chaired the meeting.

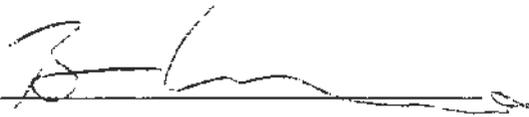
Present were: Donna Clavaud, Walter Earle, Margret Graham, Patty Oku, Victoria Hanson, Louise Gregg, Claudia Reynoso, Beth Koelker, Bonnie MacLaird, and Brian Lamoreaux. Eric Knudsen was out of state, and Venta Leon was not present.

Brian L offered to serve as secretary for the Park Committee meetings.

1. Review and approval of last meeting minutes.
2. Regular Park Committee meeting is scheduled for the 4th Monday of each month, 6:30pm at the Presbyterian Church.
3. Main subject of the meeting was the Gate Entrance project to the park.:
 - a. Donna C. provided a comprehensive summary/background of the project. The old wood sign has been incorporated as part of the fence. Research on exiting signs in Tomales @ History Center. Photo depicting a metal sign @ High School (circa 1930's) was shown, which informs the current design.
 - b. It was mentioned ig gate is <8 ft tall, we would not require a variance from the County. Victoria asked about the clearance, current thinking is it would be approx. 6'-8". There is possible concern that this is too low. There is a question about what is involved in getting a variance from the County.
 - c. There is a request to Board Administrator, Karl, to clarify exact regulations from County on heights and what may be involved variance, and the cost of the permits. Also if the county would waive engineering costs.
 - d. There are wooden pickets at the treatment plant ready to add to the vehicle entrance gate. Jason Mclean is to donate cypress wood for posts of the pedestrian gate.
 - e. VanBeber needs 5 days to fabricate, Tomales High School needs 2 weeks to weld. Powder Coating will cost approximately \$500. Time to install is estimated at 2 days.
 - f. Current typeface (shown to scale on board) will be changed to something less "~~art nouveau~~" and more heralding to the historic feel of Tomales, that hopefully fit in with the tastes of town residents. An architect from San Francisco, Michael Geravalia (sp?) (via Bonnie Maclaird), will be brought back in to consult on the font and overall design of the entrance sign in the near future. AIA
historical
Architect,,
Michael
Garavaglia
 - g. An interest and concern around the ~~font~~ overall design was raised. Louse G. and Vicki H expressed a strong concern for staying within the historical spirit of town.
 - h. Color options were mentioned. A question about rust finish as an option was raised, which may effect the metal type.
4. Work Plan for Park Improvements was discussed (using Measure A funds):

- a. Including gazebo improvement update.
 - b. Peace Garden using a sculpture from late Paul Duffy was mentioned, but not discussed in depth (Venta absent).
 - c. Sensory garden
 - d. Adding the category of "Plants" to the park budget and work plan was mentioned.
5. TVCSD has a website, including the history of the District.

Meeting ended at 8:37pm

Minutes approved by: 

Date: 3/24/11

Karl Drexel

From: info.flipside2012@gmail.com
Sent: Friday, March 28, 2014 3:20 AM
To: admin@tomalescsd.ca.gov
Subject: CSD agenda item request @TCP policy
Attachments: SRD DONATION AGREEMENT FORM 2013.pdf

Hi Karl,

Thank you for taking the time to meet with Louise and me. It felt like a productive exchange.

Below, is an initial sketch of suggested Park Committee policy manual elements, based on extracts from several sources. As I recall, your viewpoint that the Park has become a "substantial and significant part of the District's responsibilities," justifies an organized effort to draw up basic policy statements to govern its operation and development.

I request that the agenda for the Board's upcoming meeting include an initial discussion of this matter. Recognizing mine is but one, limited voice, I still do want to share that I am in favor of encouraging more concrete means for spreading collective knowledge about the Park site's physical evolution. I believe the story of the Park's development and community-building function, as represented in its landscape and choices over its discrete components, offer a compelling story useful in fundraising and as a successful model of community involvement, which is worth sharing. Factual support is also essential for evaluating how changes to the built environment fit or conflict within the surroundings of Tomales' cultural landscape.

I've also attached the Strawberry District Donation Form. As I offered this afternoon, in my experience a few basic, consistency-building procedures like this can reduce confusion and wasted effort, while contributing factual support for grant-writing and other public appeals.

I look forward to following up on helping to pull together some form of ready-reference for Park-relevant documents.

Thanks for considering my input.

Best regards,

Victoria

AUTHORITY AND RESPONSIBILITIES of the Tomales Community Park Committee

A. RELATIONSHIP TO THE BOARD

The **Tomales Community Park Committee (the Committee)** is an advisory body to the **Tomales Village Community Service District (the District) Board (the Board)**. The Committee shall recommend to the Board policies governing the operation and management of **Tomales Community Park (the Park)** and recreation programs in accordance with the needs of the community and the District's policies and regulations. The Board, as the legally constituted body under State law, retains power of final review and decision.

B. COMMITTEE ORGANIZATION

[membership, term, requirements, etc.]

C. TIME AND PLACE OF MEETINGS

D. FORMAL ACTIONS

[action as a body, voting/consent, quorum required to transact business]

E. DUTIES

To act in an advisory capacity to the Board in matters pertaining to the Park.

In order to maximize public benefit from use, maintenance, and enhancement of Park facilities and recreational activities, to the fullest extent possible, the Committee shall:

- (1) Assess, Review and Report on the Park's fee schedules, maintenance plan, physical facilities, patterns of use, and the relevant recreational needs of local and visitor community.
- (2) Facilitate grant-writing, decision-making, and public support by compiling a resource of maps, plans, photographs, graphics and written documentation of the Park's physical, historical, cultural, and scenic significance and its development as a key expression of the Tomales community.
- (3) Consult, Solicit, and Facilitate, the exchange of ideas between individuals in the local and visitor community, persons with relevant specialist knowledge, public agencies, and community organizations to gather and apply information from (1) and (2) to develop policy statements, goals, objectives, and action plans which fulfill the District's mission.



SRD Donation Agreement Form

Tax ID# 94-603-1499

Donor

Date: _____

Name (person or business) : _____
Please print name as it should appear in acknowledgement

Phone: _____ Fax: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Email: _____ Phone: _____
Name of person to be contacted for additional information, if different than donor

Does donor wish to be anonymous? Yes

Donation

Description: *(Please describe your donation in detail to help us accurately represent your gift any acknowledgement materials.)*

VALUE: \$ _____

Please indicate any special instructions:

Please note: All donations to Strawberry Recreation District become property of Strawberry Recreation District. Donated items are not owned by individuals or organizations once donated to SRD organization.

All specified gifts to Strawberry Recreation District are tax-deductible as allowed by law. Tax ID# 94-603-1499

For Office Use Only

Specified Donation Category	Item	Date	Donation Type: Cash	Check	Charge	Received by: SRD Staff Initials	SRD Receipt Date

Text of General Bond Obligation Ballot Measure:

Strawberry Recreation District proposes to incur bonded indebtedness not to exceed \$7,000,000 to finance the acquisition, construction and completion of certain recreational improvements, including but not limited to main building improvements, new bathrooms, pool area renovations with a new pool house, new playground features and activity spaces, enhanced plaza and seating, hillside amphitheater, tennis courts, athletic field improvements and bleacher seating, for the benefit of the District, its residents and children.

**Please support Strawberry Recreation District's efforts
Building A Better Strawberry!**

FREQUENTLY ASKED QUESTIONS

What is the SRD Master Plan? The Master Plan is a long range plan for physical improvements of Strawberry Recreation District's main site and parks. The phased plan recommends implementation based on priorities and future needs identified from the 2012 community meetings and survey that provided community input and specific community requests to the SRD Board and staff.

Why did SRD initiate this planning process? Established in 1949, SRD serves 5,000 residents as well as the greater community with buildings and facilities constructed before 1970. Due to significant aging, a great need exists for renovations and upgrades to all facilities and sites.

Why is SRD proposing to renovate the grounds and parks? SRD's focus is to promote physical and emotional health through encouraging the use of outdoor recreation, trails and parks. To achieve that end, SRD needs to improve its athletic facilities, restore the wetlands with native habitat at SRD coastal park sites, and create outdoor living spaces for the community to enjoy.

What is the budget and how will it be funded? SRD established financial guidelines in 2010- 2011 with policies and procedures focused on fiscal responsibility and financial planning in preparation for the Master Plan process. The creation of Project Budgets is ongoing with Phase 1 currently self-funded. Phases progress as funding is made available through both public and private sources. SRD is proposing a ballot measure in November 2013. Other funding strategies include but are not limited to applying for various grants, soliciting community partners and sponsors and outreaching to private donors.

Will the existing SRD Main Building remain? Yes, the main building will remain but will undergo renovations and upgrades. The Master Plan also includes renovating or building a pool house and a small meeting room.

What will be done to address parking needs? The parking lot has been redesigned for efficiency creating six additional spots. Parking lot improvements are scheduled in 2013/14.

Check our web site at <http://strawberry.marin.org>,
to get the latest information on the Master Plan.

**Please support Strawberry Recreation District's
efforts Creating A Better Strawberry!
<http://strawberry.marin.org>**

**Community Information Meetings - SRD 2nd floor
Saturday, September 28 at 6:30-8:30pm
Wednesday, October 9, at 7-8:30pm**


STRAWBERRY
RECREATION DISTRICT
118 E. Strawberry Drive
Mill Valley, CA 94941
(415) 383-6494



STRAWBERRY
RECREATION DISTRICT

Help Us Fulfill Our Vision



**Please support Strawberry
Recreation District's efforts
Creating A Better Strawberry!**



Help Us Fulfill Our Vision

Established in 1949, Strawberry Recreation District (SRD) provides a safe, healthy place for children to play and learn and for residents to enjoy a multitude of recreational opportunities. But our facilities were built in the 1960s and it's time to renovate and revitalize them.

In the fall of 2011, SRD commissioned an architecture firm to design and lead a Master Build Plan and to develop a Vision Plan for the facility's future. The plans encompassed critical and informative feedback from an extensive survey made available to the community and SRD staff via the District's website and on-site offices. The resulting plans also incorporated ongoing feedback from community members who attended SRD's open monthly board meetings where we carefully and extensively reviewed and focused on the most critical and achievable elements of the plan. An architectural firm was hired in 2013 for design development and cost analysis for the Vision Plan.

Funding the Vision

The resulting plans are the culmination of years of hard work and study, during which the board also extensively discussed options to fund this vision. Funding strategies include proposing a General Obligation Bond on the November 2013 ballot, applying for various grants, soliciting community partners and sponsors and requesting private donations.



SRD Site Plan Proposed Improvements

Funding will support a multitude of capital improvements:

- Main building improvements including new bathrooms and kitchen, reception hall updates, and facility-wide electrical and lighting upgrades as well as Wi-Fi availability throughout the complex.
- Major pool area renovations with a new two-story building to house several locker rooms as well as fitness and meeting rooms, indoor/outdoor fire place, a new sauna, and outdoor showers
- New playground features and activity spaces such as a climbing wall, enhanced plaza areas with improved seating, vegetation restoration and a hillside amphitheater
- Outdoor half size multi-sport court for basketball and other sports/activities
- Tennis court upgrades and athletic field improvements including new bleacher seating for all sports and improved dugouts

This relatively small capital investment in our recreational facilities will benefit children and residents for decades to come. For more information on the district, please visit <http://strawberry.marin.org>.

**Strawberry is not just a physical location:
it is a true community.**



Pool House and Meeting Room Renovations



Proposed Playground and Terrace Improvements

STRAWBERRY RECREATION DISTRICT

Strawberry Recreation District creates and maintains activities, facilities and parks that enhance the quality of life in the Strawberry community. SRD is an independent district of Marin, providing services and leadership through a publicly elected Board of Directors.

Our Vision

Strawberry Recreation District creates community through people, parks, partnerships and programs.

Our Values

Strawberry Recreation District values the service to community, through its commitment to lifelong learning, environmental stewardship, healthy lifestyles, personal development, professional growth, community partnerships, community fun and celebration.

Our Mission

Strawberry Recreation District's mission is to create community through people, parks, partnerships and program:

Provide Recreational Experiences –SRD offers diverse and innovative programs and activities for a variety of interests, abilities and age-levels

Foster Human Development – SRD programs and services foster social, intellectual, physical and emotional development

Promote Health and Wellness – Participation in the many SRD recreational activities improves physical and emotional health

Increase Cultural Unity – SRD strives to increase unity through experiences that promote cultural awareness, understanding and diversity

Facilitate Safety and Security – SRD provides safe environments for recreational activities through its parks and programming, on-site community safety courses and its participation in local community training programs

Strengthen Community Image and Sense of Place – SRD facilities, parks, programs, services, and community events are key contributors in strengthening Strawberry's image and community pride

Support Economic Development – The parks, facilities, programs and events developed and maintained by SRD help attract and retain businesses, residents and visitors to the Strawberry community



Board of Directors

Jennifer Klopfer: Chair
Peter Teese: Vice-Chair
Cale Nichols: Secretary
Jeff Francis: Board Member
Pam Bohner: Board Member

Staff

Leanne Kreuzer: District Manager
Karen Johnson: Aquatics Coordinator
Michael Moran: Aquatics Coordinator
Shawn Nelson: Facility Property Coordinator

PARK RENTALS
2014

<u>Name</u>	<u>Date</u>	Reminder	<u>Rental Agreement</u>	<u>Insurance</u>	<u>Fees</u>	<u>Deposit</u>	<u>Returned Deposit</u>
Maria Hernandez	3/29/14						
Pesb Church Easter Egg Hur	4/19/14	✓	Confirmed	yes	0	N/A	N/A
Shoreline Acres Pre-School	5/4/14	✓	Confirmed			\$200	
Hazon Ride	5/25/14	✓	Confirmed				
Tomales High Seniors Reun	7/26/14	✓	Confirmed				
Marcos Pareas	6/21/14	✓	Sent				
Backroads	7/25/13	✓	Sent				

Tomales Village Community Services District

Financial Advisory Committee (FAC) Meeting Minutes

Monday, March 17, 2014

Present: Deborah Parrish (TVCS D Board Member and FAC Chair), Sue Sims (TVCS D Board Member), Chick Petersen, Bruce Bramson, Donna Clavaud

Absent: Venta Leon (excused due to work)

Guests: Louise Gregg, Samantha Kimmey (Point Reyes Light reporter)

Deborah Parrish called the meeting to order at 6:38pm. Donna Clavaud recorded minutes of the meeting. The Agenda included a review of the Competitive Bidding Policy and The RFP Guidelines presented at the March 12, 2014 Board meeting with Board changes to the texts of both; and FAC committee preparation of a draft Summary RFP Letter, as requested by the Board at the March meeting. We also discussed the Working Budget Committee and brainstormed ideas for recruiting community participation and input on budget issues for 2014-15, and discussed the short-term committee role, how it might interface with FAC and the TVCS D Board, and a timeline for accomplishing committee outcomes to the budgeting process for 2014-15.

The Board approved and FAC corrected **Competitive Bidding Policy and RFP Guidelines** documents (see attachments).

The **Accounting RFP** changes are now made and the document will be added to the April Board Packet (see attachment).

The majority of the meeting was the preparation of a **Summary RFP Letter**, which was recommended by Board members at the last meeting as a document that might be useful for advertising the TVCS D competitive bidding process for vendor services. There is a consensus that it might serve as a short version announcement with basic RFP information and a referral to a TVCS D link for the full and various RFP's for the open bid positions. We developed a draft letter to include:

*Name, Contact and Address

*Positions (One question to be answered is can and will multiple positions be listed?)

*Background information from TVCS D website on the sewer system and park.

*Various Deadline Dates: for questions; for addenda; and for submission

FAC members agreed that the FAC goal is to submit a draft document for Board approval at the April 9, 2014 Board meeting. The draft document will be forwarded by Deborah Parrish to Karl Drexel for inclusion in Board packet by March 28, 2014.

Temporary Budget Committee was discussed to explore its role for the 2014-15 budget process. Since FAC is directly involved in ongoing budget work for policy and RFP's, some members wondered how this temporary Budget Committee might interface with FAC and the TVCSD. The postcard mailed has garnered only one response and we discussed ways to elicit more community input. Louise Gregg is the only resident who contacted us and she was present at the FAC meeting and interested in how the budget is decided upon and how community members can offer input. Various FAC members voiced concerns of the fast approaching public budget hearings and the goal to have more ratepayer input. We decided if people are not coming to us, perhaps we can do a different kind of outreach. We brainstormed ideas and agreed on doing outreach at local post office, deli and bakery to seek ideas and concerns from the community and to seek more participation on Budget Committee.

All agreed that we will send our questions to Deborah Parrish to compile for the April 7 FAC meeting. Bruce Bramson and Sue Sims will volunteer to outreach in Tomales in early April.

Donna Clavaud and Chick Peterson reported they are working on "Scope of Work" drafts for Administrator and Operator RFP's and will circulate preliminary drafts for input and approval from FAC members before submitting to TVCSD Board for review, changes, and approval.

All members present reached consensus that we will schedule FAC meetings for April 7 and April 24 to address continuing work on the next fiscal budget.

April 7 FAC Agenda will include:

- Decide on a set of budget questions for community outreach
- Write a draft response letter to RCAC on Draft Rate Analysis that includes expense reductions
- Continued policy development for TVCSD Policy and Governance Manual
- Review of Administrator's Proposed 2014-15 Budget Draft

The FAC meeting was adjourned at 8:10pm.



TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D) INVITATION TO PARTICIPATE IN REQUEST FOR PROPOSAL

The Tomales Village Community Services District (TVCS D) is soliciting proposals from qualified professional firms licensed in the State of California to provide services and operations for the sewer system and Tomales Community Park for a period of 3 to 5 years with mandatory annual reviews. Services are more fully described in the Scope of Work set forth in the RFPs posted at this link <enter link to website location>.

TVCS D is a government agency dedicated to operating and maintaining the local wastewater treatment system for the village of Tomales, in the northwest corner of Marin County. The district also maintains and operates our local Tomales Community Park. The village of Tomales is located in the northwest corner of Marin County, California. Founded in 1850, the village has a steady population of about 200. Within its boundaries are two churches, two schools, the regional school district headquarters, and numerous small businesses. The town is surrounded by agricultural lands, much of it protected from development by Marin Agricultural Land Trust. The land is mainly used for the raising of livestock.

Respondents or their representatives with an interest in working with the TVCS D must refrain from contacting any public officials or departments, or their employees, either directly or indirectly.

Respondents are required to submit two copies and one electronic copy of a sealed proposal by no later than DATE at 4:00 p.m. to the address and email below.

The envelope and the subject of the email must be marked: "XXXXXXXX Services."
Proposals received after that date and time will not be opened or considered.

Questions about this RFP must be in writing to the address below or via email to the address below. The deadline for submitting questions regarding this RFP is DATE. All responses to questions, including any significant changes and/or modifications, will be posted by DATE on the TVCS D's website (www.tomalescsd.ca.gov) in the form of an Addendum.

NAME OF CONTACT
TITLE, Tomales Village Community Services District
P.O. Box xxxx
Tomales, CA 94971
Email: [link](#)
Phone: ##

Firms must be prepared to meet with the TVCSD representatives to discuss any portion of their qualification package before a decision is made concerning responses to this RFP. Respondents will be responsible for any costs associated with, or incurred in, preparing or responding to the RFP. All submitted responses will be retained as property of the TVCSD and will not be returned.

RFPs contain, in general terms, the overall objectives of the TVCSD in obtaining the services of a consultant. While an attempt has been made to describe the general expectations of the TVCSD and the anticipated work that should be performed, the TVCSD and the successful firm will need to define a more specific scope of work and fee schedule as part of the negotiation process.

The letter of introduction and interest required with the RFP must contain an original, handwritten signature of an authorized representative of the responding firm.

Responding firms will not be allowed to make any changes or corrections after proposal packages are submitted to the TVCSD on (date & time).

Tomales Village Community Services District reserves the right to reject any or all Proposals, to waive all technicalities and to select the firm that the Board determines to best meet TVCSD needs for this contract.

DRAFT



Request for Proposal

***Fiscal Management Services for
Community Special District***

Table of Contents

1 Purpose	3
2 Background.....	3
3 Proposed Schedule of Events	3
4 SELECTION CRITERIA – See FORM AT Appendix A.....	4
5 Scope of Work.....	4
5.1 Communications	5
5.1.1 Reporting	5
5.1.2 Document Forwarding.....	5
5.1.3 Customers.....	6
5.1.4 Regulators.....	6
5.1.5 District.....	6
5.1.6 Contractor Responsibilities.....	6
5.2 District financial Management:.....	6
5.2.1 Contractors Representative	6
5.2.2 Scope of Duties	6
5.2.3 Nature of services required	6
5.2.4 Availability.....	8
5.3 Non-Standard Operations	8
5.3.1 Non-Scheduled Work.....	8
5.3.2 District Initiated Work	9
5.3.3 Emergencies.....	9
5.3.4 New Construction.....	9
5.3.5 Work by Others	9
5.4 INSURANCE.....	9
5.4.1 Contractor’s Insurance.....	9
6 APPENDIX A - PROPOSAL EVALUATION FORM	10

1 PURPOSE

The Tomales Village Community Services District (TVCS D) is requesting proposals from qualified and experienced firms who can provide providing sound fiscal management to the TVCS D located in Marin District for the fiscal year ending June 30, 2015, and for 2 to 4 subsequent fiscal years. This Request For Proposal (RFP) position will be completed by private contract through the public competitive bidding process.

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

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

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

2 BACKGROUND

The Service District was formed in 1998 after being acquired from North Marin Water District. The primary purpose of the District is to operate and manage the waste water treatment plant (WWTP) and the community park. The operation and maintenance of the WWTP is funded through service fees, while the capital improvements are funded through grants and low interest loans through the State Water Resources Control Board. Loans are repaid through an ad valorem tax voted on by the community. The operation and maintenance of the Tomales Community Park is funded entirely through donations, fundraisers and grants. The District is a post Prop 13 special district and as such gets no tax money from the county or state. Capital improvements at the Park are paid for by state, federal and private grants and material and in-kind donations.

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

3 PROPOSED SCHEDULE OF EVENTS

Issue Request for Proposal	[DATE]
Mandatory Walk Thru	[DATE]
Questions or Request for Clarification due	[DATE]
Proposal due	[DATE]
Contractor Selection	[DATE]
District Awards Contract	[DATE]
Notice to Proceed	[DATE]

4 SELECTION CRITERIA – SEE FORM AT APPENDIX A

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

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

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

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

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

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

5 SCOPE OF WORK

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

Eligibility – educational background and references.

Experience with government financial accounting (GASB) and preferably non-profit.

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

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

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

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

Describe capability to manage and maintain existing TVCS D accounting system.

Procedures used to transmit accounting transactions and all supporting documents along with management summaries to the responsible personnel within the District structure.

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

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

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

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

Accounting personnel will produce monthly statements to be included in monthly TVCS D Board packet, annual budget documents (as necessary), and provide financial input and analysis into the annual report.

5.1 COMMUNICATIONS

5.1.1 REPORTING

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

5.1.2 DOCUMENT FORWARDING

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

5.1.3 CUSTOMERS

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

5.1.4 REGULATORS

Contractor shall provide written and oral communications with regulatory agencies concerning the financial management of the Facilities.

5.1.5 DISTRICT

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

5.1.6 CONTRACTOR RESPONSIBILITIES

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

5.2 DISTRICT FINANCIAL MANAGEMENT:

5.2.1 CONTRACTORS REPRESENTATIVE

Contractor will designate an Engagement Manager as a main point of contact to conduct the business of the Contractor.

5.2.2 SCOPE OF DUTIES

The Engagement Manager, or his designee, will have responsibility for managing the Contractors activities under these Specifications.

5.2.3 NATURE OF SERVICES REQUIRED

Fiscal period will be July 1, 2014 through June 30, 2015. 2 to 4 additional years may be proposed, priced accordingly.

5.2.3.1 Reporting

Reports, exhibits, and schedules required monthly, quarterly and annually in accordance with Government Accounting Standards Board (GASB):

- Income Statement.
- Balance sheet.
- Schedule of cash.
- Budget Variance Analysis
- Statements of changes in financial position.
- Notes of financial statement.
- Supporting documents.
- Other Duties (to support accurate and timely fiscal management):
 - Reconcile general ledger accounts

TVCS D Request For Proposal:

Financial Management Services for Community Services District

Enter and pay bills approved by General Manager
Bill Customers including SUSD annual billing
Research and advise Board on deposit institutions and investment opportunities
Maintain separate accounting procedures for Park and Sewer
Maintain separate account for Measure A funds
File annual financials with County, State, and Bonding Agency

3. Required Meetings:

- TVCS D Board of Directors meets 10 times per year on the second Wednesday of each month, excluding August and December.
- Annual budget meetings, as necessary.
- Audit support – interface with Board approved auditor to provide input for the annual audit, as necessary.

4. Description of Entity and Records:

- Non-profit entity. California Special Services District.
- General ledger, fixed assets ledger, accounts receivable, general journal, accounts payable.

5. Available Manuals and Information Sources:

- Minutes of the board meetings of the District.
- Accounting function work description of Fiscal Manager.
- By-laws.

6. Details of fixed assets are maintained. Fixed assets are based on cost when available otherwise on estimates authorized by the Board of Directors. The fixed assets ledger was constructed with historical information by the current contracted General Manager during prior accounting periods.

7. Available for Examination:

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

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

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

10. Reporting Requirements

The reports will be addressed to the Board of Directors and will contain items listed in item #2. All accounting must be performed in accordance with Government Accounting Standards Board (GASB) and include a statement of opinion as to whether the statements conform to GASB.

- A monthly management summary report will be required to accompany the financial statements. It should contain a discussion of accounting results and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and GASB, and any other material matters.

11. Time Requirements

- Proposals will be delivered to the District office at _____ not later than _____ p.m. on _____.
- If presentations of possible finalists are necessary, no one with personal bias will interview proposers.
- The Board of Directors has made no decision as to the date of the award of the accounting services. All proposers will be notified of the Board action in a timely manner.
- Once a contract has been signed, work may begin immediately to transition the accounting tasks in a progressive manner with costs to be billed to the District as the charges generated by the Contractor in accordance with the original agreement.
- Preliminary work to review accounts can begin immediately.
- The accounting transition will be completed prior to _____.

5.2.4 AVAILABILITY

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

5.3 NON-STANDARD OPERATIONS

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

5.3.1 NON-SCHEDULED WORK

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

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

5.3.2 DISTRICT INITIATED WORK

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

5.3.3 EMERGENCIES

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

5.3.4 NEW CONSTRUCTION

When requested by the District, Contractor will undertake the financial management of new or modified projects as Non-Scheduled Work. Within eighteen months Contractor will amend its agreement with the District to reflect the costs of the new or modified projects.

5.3.5 WORK BY OTHERS

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

5.4 INSURANCE

5.4.1 CONTRACTOR'S INSURANCE

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

- Workers Compensation Insurance - Statutory amounts in compliance with state laws.
- Commercial General Liability and Automobile: \$1,000,000 per occurrence.
- Professional Liability Insurance: \$1,000,000 per occurrence. All questions and correspondence should be directed to ME OF CONTACT] in writing at the above address or by calling [TELEPHONE NUMBER]. Contact with TVCS D personnel other than [NAME OF OFFICIAL] regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before [DATE].

Sincerely,

6 APPENDIX A - PROPOSAL EVALUATION FORM



**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D)
REQUEST FOR PROPOSAL FOR WASTEWATER TREATMENT AT TOMALES
VILLAGE, A CALIFORNIA SPECIAL DISTRICT**

Prepared March 30, 2014 by TVCS D Board of Directors

DATE: _____

EVALUATOR: _____

CONTRACTOR: _____

RATING POINTS:

- 5 = excellent
- 4 = good
- 3 = above average
- 2 = average
- 1 = below average
- 0 = unsatisfactory

CRITERIA	WEIGHT FACTOR	X	RATING	=	WEIGHTED
RATING					
A. Technical Approach	0.40				
• Responsiveness & understanding of work to be done, i.e. scope of work	(0.20)		_____		_____
• Specific experience with similar wastewater treatment work	(0.20)		_____		_____
C. Project Management	0.30				
• Capacity to perform the scope of work and ability to conclude in a timely manner	(0.20)		_____		_____
• Quality of staff based on recent experience	(0.10)		_____		_____
D. References	(0.05)		_____		_____
E. Familiarity and/or specific experience with locally funded wastewater projects requiring federal, state, and local regulatory compliance	(0.20)		_____		_____
F. Overall quality of proposal, including qualifications and thoroughness.	(0.05)		_____		_____
			Subtotal Score		(0 to 5)
G. Previous Experience and Performance working with TVCS D					_____
Comments:			Total Score		_____

DRAFT



Request for Proposal

Operations and Maintenance of Wastewater Treatment Facility

Table of Contents

1	Purpose	3
2	Background	3
3	Proposed Schedule of Events	4
4	SELECTION CRITERIA – See FORM AT Appendix A	4
5	Scope of Work	5
5.1	Communications	6
5.1.1	Reporting	6
5.1.2	Document Forwarding	6
5.1.3	Customers.....	6
5.1.4	Regulators.....	6
5.1.5	District.....	6
5.1.6	Contractor Responsibilities.....	6
5.2	Plant Management:	7
5.2.1	Contractors Representative	7
5.2.2	Scope of Duties	7
5.2.3	Qualifications.....	7
5.2.4	Availability.....	7
5.2.5	Regulatory Requirements.....	7
5.3	Maintenance of Facility	7
5.3.1	Rotating Equipment	7
5.3.2	Fixed Facility.....	8
5.3.3	Standard Maintenance Program	8
5.3.4	Special Requirements	8
5.3.5	Operational Standards.....	8
5.3.6	Reporting	8
5.4	Non-Standard Operations	8
5.4.1	Non-Scheduled Work.....	8
5.4.2	District Initiated Work.....	9
5.4.3	Emergencies.....	9
5.4.4	New Construction.....	9
5.4.5	Work by Others	9
5.5	INSURANCE	9
5.5.1	Contractor’s Insurance.....	9
6	APPENDIX A - PROPOSAL EVALUATION FORM	11
7	Appendix B – Partial As-Builts (out of date)	12

1 PURPOSE

The Tomales Village Community Services District (TVCS D) is requesting proposals from qualified and experienced firms who can provide full service operations, maintenance, and management of the Wastewater Treatment Facility (Facility) for the existing TVCS D wastewater facility located in Marin District. This Request For Proposal (RFP) position will be completed by private contract through the public competitive bidding process.

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

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

The contract will be regulated according to the provisions of all State and local laws and ordinances that are applicable. This includes compliance with prevailing wage rates and their payment in accordance with California Labor Code, Section 1775.

2 BACKGROUND

Wastewater from the town and schools of Tomales flows or is pumped into a three-pond treatment system. Primary and secondary treatments occur there involving settling of solids and breakdown of the wastewater components. The treated effluent is then pumped to large storage ponds located approximately a mile from the plant. Here the water is disinfected with chlorine and spray irrigated during the summer months onto the surrounding fields. These upper ponds serve two purposes: to give the wastewater additional time for further settling and biological breakdown, and to provide storage during the wet winter months when irrigation is not permitted. Cattle graze this irrigated pastureland to control vegetation growth.

The District uses a 31.8 kW DC solar system to offset energy usage at the wastewater treatment plant, the irrigation field, the lower town lift station and the community park. There are two solar arrays, one near the ponds at the treatment plant and the other located at the irrigation field. Both systems net meter from PG&E and allow the District to combine the meter readings from the park and the lift station, allowing offset of a major portion of those electricity bills.

The TVCS D area comprises approximately XXX gross acres of land approximately x mile(s) from the village of Tomales, an unincorporated community, in Marin County, California. It is under the administrative jurisdiction of the District Board of Directors. The District has approximately xx residences and businesses. The existing wastewater treatment plant is located xxxxxx. In its current configuration, the wastewater treatment plant has a peak treatment capacity of 38,000 gpd, and three x-foot deep, xxx million gallon lined and aerated facultative ponds.

Facilities shall include, but not limited to, all District collection system, pipelines, cleanouts and manholes; lower town lift station and force main; treatment plant facilities, irrigation field facilities, both solar systems, effluent force main, storage reservoirs and irrigation system, roads and fences. Note that

side sewers from the District “Y” connection are the property owner’s responsibility, except any sewer overflows of residential laterals will be reported to the CWIQS reporting program.

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

3 PROPOSED SCHEDULE OF EVENTS

Issue Request for Proposal	[DATE]
Mandatory Walk Thru	[DATE]
Questions or Request for Clarification due	[DATE]
Proposal due	[DATE]
Contractor Selection	[DATE]
District Awards Contract	[DATE]
Notice to Proceed	[DATE]

4 SELECTION CRITERIA – SEE FORM AT APPENDIX A

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

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

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

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

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

1. The District reserves the right to waive any irregularity in any proposal.
2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to request additional proposals.
4. The District reserves the right to request clarification of information submitted and to request additional information from any proposer.
5. The District reserves the right to award any contract to the next most qualified proposer, if it cannot reach agreement with the first selected proposer.
6. The agreement between the successful proposer and the District will be in a form supplied or approved by the District.
7. This RFP does not constitute an offer by TVCS D to enter into a contract, nor does any response

to this RFP constitute an acceptance of an offer. A response to this RFP does not bind the District in any way.

8. The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
9. Each proposal will remain valid for a period of at least 60 calendar days from the proposal due date.

5 SCOPE OF WORK

The Scope of Work is to provide full service operations, maintenance, and management of the Facility in accordance with all provisions within this RFP. The contract term is a three to five year agreement renewable through the TVCS D competitive bidding process (posted on TVCS D website). Contractor will provide an approved person or persons as needed to deliver the required services for this contract period. The firm selected will be a California licensed entity and all subjects working the District's wastewater systems will have the appropriate certifications.

The objectives of these operations include, but are not limited to:

- Cost effectively managing, operating, and maintaining Facility
- Operating Facility in full compliance with local, state, and federal regulations and statutes including all regular and incident reporting requirements
- Minimizing or eliminating permit excursions
- Providing technical assistance to address the District's existing assets, future capacity and regulatory issues.
- To recommend, perform and/or assist in Capital Improvement Program and maintenance projects (examples: slip lining, effluent irrigation sprayer replacement, pump replacement, etc).

Full service contract operations require the Contractor to be properly licensed and provide all treatment facility operation and maintenance staff and pay all chemical costs. The Contractor will be responsible for:

- All aspects of facility management, operation and maintenance.
- Maintaining all land, buildings, improvements and permanent equipment. Equipment maintenance will be performed by the Contractor in accordance with manufacturer's recommendations and the Contractor will be required to provide proof thereof to the satisfaction of the District.

Required capital expenditures will continue to be the responsibility of the District. District is responsible for disposal of sludge, residue, grit, grease, chemicals, abandoned equipment and/or other residual materials produced by the District's facility.

The successful firm selected will be required to provide various services associated with all or a portion of the Facility. This may include, but not be limited to, provision of:

- Process chemicals
- Laboratory, analytical services, including sampling to resolve customer complaints
- Contractor must have an approved QAQC program
- Routine and Corrective Maintenance of Facility and associated equipment
 - Routine and Corrective Maintenance records will be maintained on a computerized maintenance management system and the District may request reports at anytime
- Reporting to regulatory agencies as mandated to maintain compliance
- All reports will be reviewed and signed by the District's designated representative
- Management of the operations and maintenance
- Operations records will be maintained in accordance with federal, state, and local regulations

- Contractor will utilize database software for process control items. All records must be backed up weekly and kept secured off-site
- Maintain an acceptable appearance of Facility
- Facility will be painted to prevent corrosion and ensure a good appearance to the public
- Landscape Maintenance of all facility will be kept in a groomed state
- Contractor will be responsible for supplying proper personnel to maintain both the software and hardware components of the system
- The District will have access to the system at all times

The Contractor will be responsible for satisfying the State of California regulatory requirements and for operating, maintaining and managing (including record keeping and reporting) the Facility in compliance with all other applicable local, state and federal laws and regulations. Services for the operation, maintenance and management of the Facility will be provided in a safe, secure, effective and efficient manner.

The firm selected for this project will also complete an inventory list of the facility including equipment, procedures, manufacturer literature, etc. The documentation will be submitted to District and will be included with the procedures manual for Facility.

5.1 COMMUNICATIONS

5.1.1 REPORTING

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

5.1.2 DOCUMENT FORWARDING

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

5.1.3 CUSTOMERS

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

5.1.4 REGULATORS

Contractor shall provide written and oral communications with regulatory agencies concerning the operations and maintenance of the Facilities, including, but not limited to, Monthly Self-Monitoring Report, Emergency irrigation report, monthly CIWQS spill report (or Non-Spill Certification) and annual spill report to the RWQCB.

5.1.5 DISTRICT

Contractor will provide copies to the District of written communications with regulatory agencies and report substantive conversations or communications that affect the District. At least quarterly the Contractor will attend a Board of Directors meeting and present an operations and maintenance report.

5.1.6 CONTRACTOR RESPONSIBILITIES

- Cooperation - Contractor will cooperate with the District's engineers, attorneys, sub-contractors or others engaged by the District to investigate, evaluate, modify, construct, demolish or remove facility. Non Schedule Work may apply where appropriate.

- Professionalism - Contractor will conduct business in a professional manner and conduct themselves appropriately when dealing with District customers, regulators, citizens at large, politicians or others while conducting business on behalf of the District.

5.2 PLANT MANAGEMENT:

5.2.1 CONTRACTORS REPRESENTATIVE

Contractor will designate a Plant Manager to conduct the business of the Contractor.

5.2.2 SCOPE OF DUTIES

The Plant Manager, or his designee, will have responsibility for managing the Contractors activities under these Specifications.

5.2.3 QUALIFICATIONS

The Plant Manager will be certified at a minimum of a Grade III Wastewater Treatment Plant Operator and will have experience in the operation, management and maintenance of a treatment system similar to the District Facility.

5.2.4 AVAILABILITY

The Plant Manager will be available to consult with District staff during normal business hours. During non-business hours the Plant Manager or designee will be available by telephone seven (7) days per week, twenty-four (24) hours per day. Contractor will promptly respond to all alarms and notifications of emergency conditions. Emergency response is not considered eligible for reimbursement as a Non-Scheduled Work expenditure, although actual emergency repairs may be eligible.

5.2.5 REGULATORY REQUIREMENTS

Contractor and District agree to operate, manage and maintain the Facility in compliance with applicable regulations, including but not limited to:

- A. San Francisco Regional Water Quality Control Board and Waste Discharge Order 86-86
- B. Bay Area Air Quality Management District
- C. California Division of Industrial Safety (Cal OSHA)
- D. State Water Resources Control Board Operator Certification Regulations
- E. Environmental Protection Agency (EPA)
- F. Contractor shall prepare and submit routine operating reports required by current regulations.
- G. Contractor is required to report all noncompliance events in accordance with these Specifications and the Waste Discharge Order.
- H. Contractor is required to report all Sanitary Sewer Overflows and known lateral overflows or backups with the CIWQS reporting website as required by the SWRCB Order 2006-003 DWQ.
- I. Contractor is required to maintain and operate under the Sanitary Sewer Management Plan developed under the above Order.

5.3 MAINTENANCE OF FACILITY

5.3.1 ROTATING EQUIPMENT

Contractor will provide and pay for all costs of preventive and corrective maintenance up to \$50 per occurrence, per component. Components are intended to be 360 degree rotating such

as motors, pumps and valves. Work in excess of \$50 will be considered as Non Scheduled Work. (Note: Irrigation spray heads are excluded due to excessive wear and lack of replacement parts.)

5.3.2 FIXED FACILITY

Contractor will provide and pay for all costs of routine service lubricants and service supplies up to \$1,000 per calendar year for all other Facility not listed above; and include stationary facility such as grounds, roads, levies, fences, buildings, landscape, pipelines, manholes, motor control centers, electronics, etc. All work in excess of the annual deductible will be considered as Non Scheduled Work.

5.3.3 STANDARD MAINTENANCE PROGRAM

Contractor will develop and provide a systematic maintenance program, which comply with the Operations and Maintenance Manuals, equipment manufacturers recommendations or best industry practice; whichever Contractor believes most appropriate. Copies will be located at the treatment plant.

5.3.4 SPECIAL REQUIREMENTS

Grounds shall be maintained, as weather permits, in a manner that limits vegetation to eighteen inches or less in the treatment plant area and maintains drainage ditch free of excessive vegetation at both the treatment plant and irrigation field. The treatment plant grounds shall be mowed at a minimum of three times per year. The irrigation field shall be mowed annually. Roadways shall be maintained in a relatively vegetation free condition and graded or repaired as needed to control potholes. Vegetation shall be controlled in ponds and reservoirs so not to obstruct proper operation and sanitation. Rodents shall be controlled as necessary.

5.3.5 OPERATIONAL STANDARDS

Operations and Maintenance Manuals - Contractor will operate and maintain the Facility at a minimum in accordance to the Operations and Maintenance Manual. Manuals will be maintained and kept at the wastewater treatment plant.

5.3.6 REPORTING

Contractor will provide the District with a copy of all routine or special operating reports. Contractor will prepare reports as requested by the District to document process upsets, noncompliance events, damage to equipment, emergency situations, and other such matters related to the operation of the Facility in accordance with these Specifications.

5.4 NON-STANDARD OPERATIONS

This section is intended to provide a mechanism to equitably manage changes in facility operations and maintenance that is considered to be beyond the normal scope of work.

5.4.1 NON-SCHEDULED WORK

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

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

5.4.2 DISTRICT INITIATED WORK

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

5.4.3 EMERGENCIES

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

5.4.4 NEW CONSTRUCTION

When requested by the District, Contractor will undertake the operation, management and maintenance of new or modified facility as Non-Scheduled Work. Within eighteen months Contractor will amend its agreement with the District to reflect the costs of the new or modified facility.

5.4.5 WORK BY OTHERS

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

5.5 INSURANCE

5.5.1 CONTRACTOR'S INSURANCE

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

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

TVCS D Request For Proposal:

Operations and Maintenance for Wastewater
Treatment Facility

All questions and correspondence should be directed to [NAME OF CONTACT] in writing at the above address or by calling [TELEPHONE NUMBER]. Contact with TVCS D personnel other than [NAME OF OFFICIAL] regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before [DATE].

Sincerely,

DRAFT

6 APPENDIX A - PROPOSAL EVALUATION FORM



**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D)
REQUEST FOR PROPOSAL FOR WASTEWATER TREATMENT AT TOMALES
VILLAGE, A CALIFORNIA SPECIAL DISTRICT**

Prepared March 30, 2014 by TVCS D Board of Directors

DATE: _____

EVALUATOR: _____

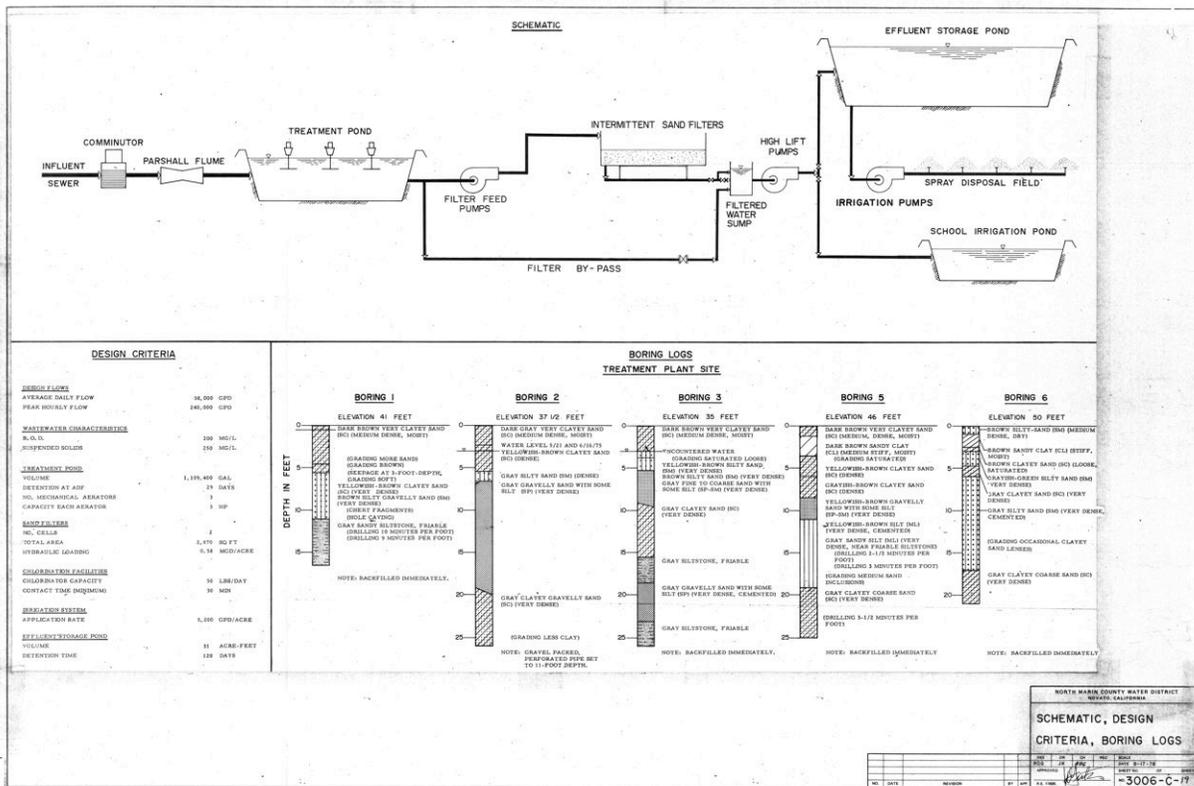
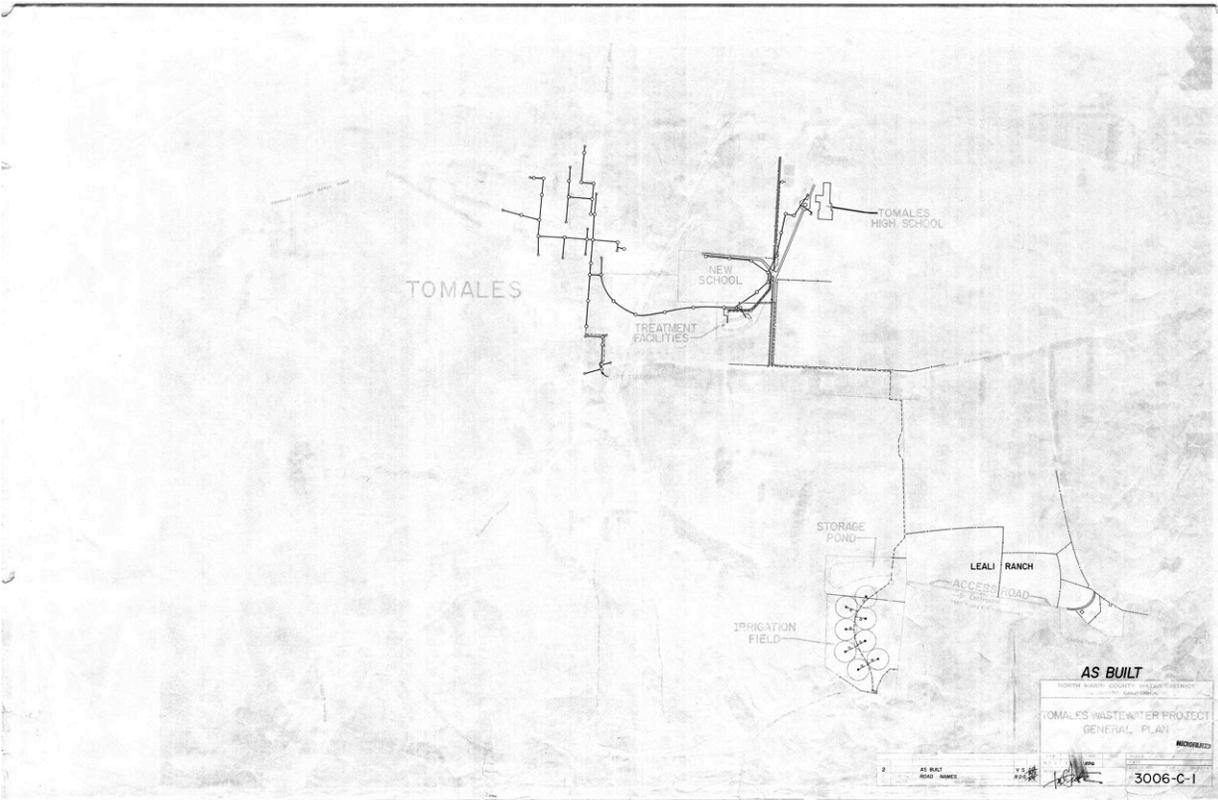
CONTRACTOR: _____

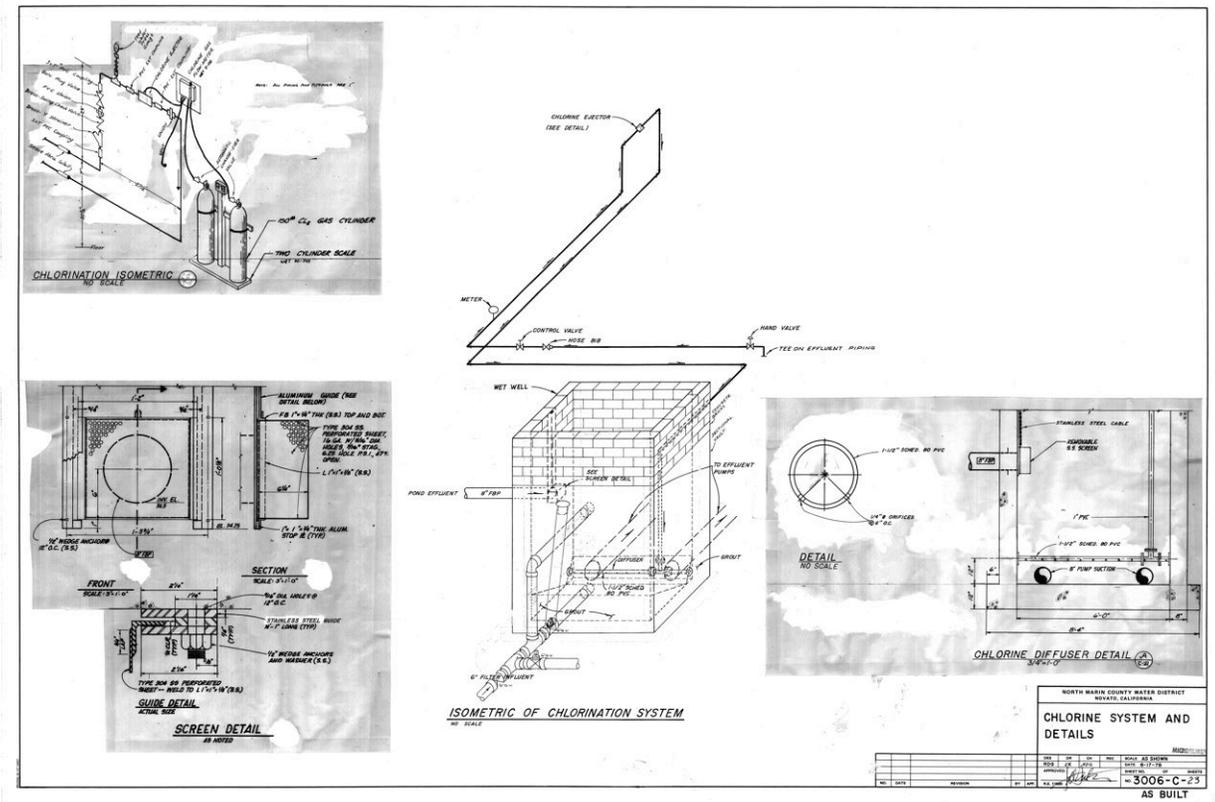
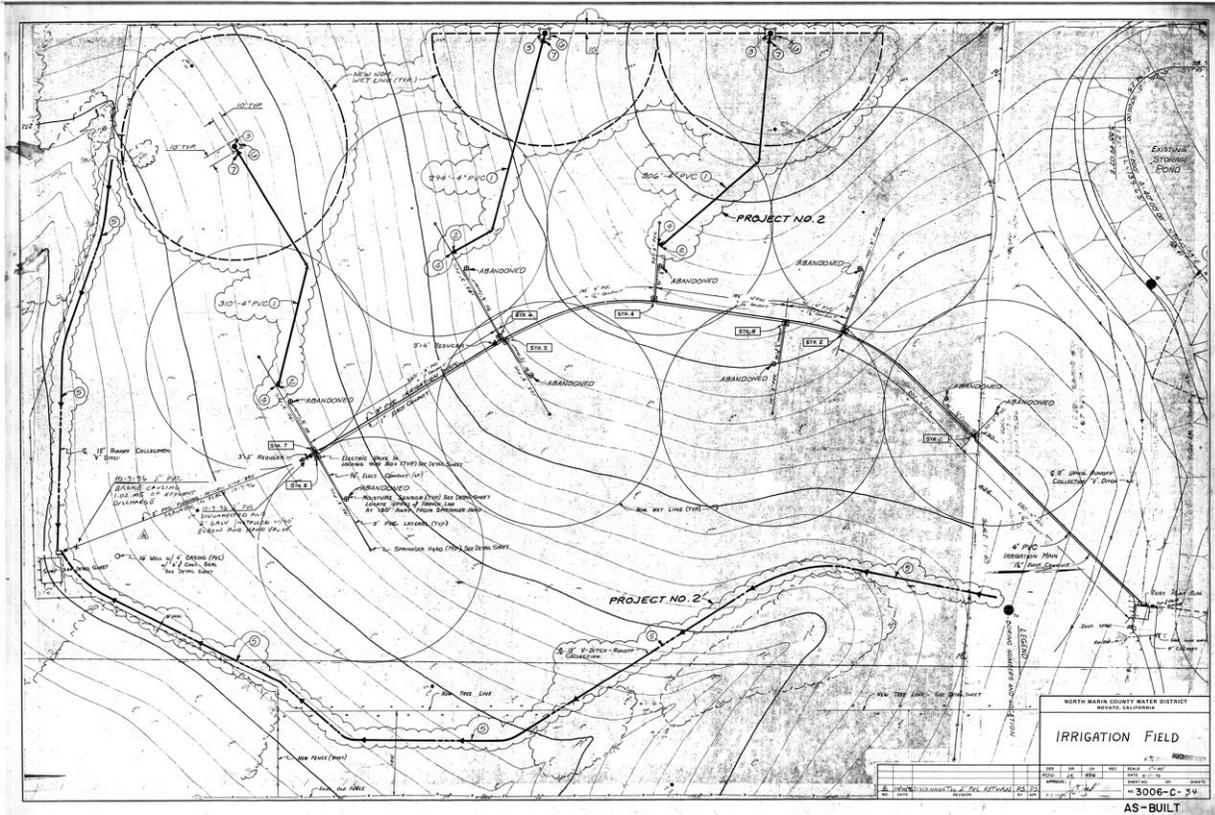
RATING POINTS:

- 5 = excellent
- 4 = good
- 3 = above average
- 2 = average
- 1 = below average
- 0 = unsatisfactory

CRITERIA	WEIGHT FACTOR	X	RATING	=	WEIGHTED
RATING					
A. Technical Approach	0.40				
• Responsiveness & understanding of work to be done, i.e. scope of work	(0.20)		_____		_____
• Specific experience with similar wastewater treatment work	(0.20)		_____		_____
C. Project Management	0.30				
• Capacity to perform the scope of work and ability to conclude in a timely manner	(0.20)		_____		_____
• Quality of staff based on recent experience	(0.10)		_____		_____
D. References	(0.05)		_____		_____
E. Familiarity and/or specific experience with locally funded wastewater projects requiring federal, state, and local regulatory compliance	(0.20)		_____		_____
F. Overall quality of proposal, including qualifications and thoroughness.	(0.05)		_____		_____
			Subtotal Score		(0 to 5)
G. Previous Experience and Performance working with TVCS D					_____
Comments:			Total Score		_____

7 APPENDIX B – PARTIAL AS-BUILTS (OUT OF DATE)







Request for Proposal

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

Table of Contents

1	Purpose	3
2	Background.....	3
3	Proposed Schedule of Events	3
4	SELECTION CRITERIA – See Form at Appendix A	4
5	Scope of Work.....	4
5.1	Communications	5
5.1.1	Reporting	5
5.1.2	Document Forwarding.....	6
5.1.3	Customers.....	6
5.1.4	Regulators.....	6
5.1.5	District.....	6
5.1.6	Contractor Responsibilities.....	6
5.2	District Administrative Management	6
5.2.1	Contractor’s Representative.....	6
5.2.2	Scope of Duties	6
5.2.3	Nature of services required	8
5.2.4	Limitations for Administrator Role.....	8
5.2.5	Availability.....	10
5.3	Non-Standard Duties	10
5.3.1	Non-Scheduled Work.....	10
5.3.2	District Initiated Work.....	10
5.3.3	Emergencies.....	10
5.3.4	New Construction.....	10
5.3.5	Work by Others	10
5.4	INSURANCE.....	11
5.4.1	Contractor’s Insurance.....	11
6	APPENDIX A - PROPOSAL EVALUATION FORM	12

1 PURPOSE

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

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

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

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

2 BACKGROUND

The Service District was formed in 1998 after being acquired from North Marin Water District. The primary purpose of the District is to operate and manage the wastewater treatment plant (WWTP) and the community park. The operation and maintenance of the WWTP is funded through service fees, while the capital improvements are funded through grants and low interest loans through the State Water Resources Control Board. Loans are repaid through an ad valorem tax voted on by the community. The operation and maintenance of the Tomales Community Park is funded entirely through donations, fundraisers and grants. The District is a post Prop 13 special district and as such gets no tax money from the county or state. Capital improvements at the Park are paid for by state, federal and private grants and material and in-kind donations.

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

3 PROPOSED SCHEDULE OF EVENTS

Issue Request for Proposal	[DATE]
Mandatory Walk Thru	[DATE]
Questions or Request for Clarification due	[DATE]
Proposal due	[DATE]
Contractor Selection	[DATE]
District Awards Contract	[DATE]
Notice to Proceed	[DATE]

4 SELECTION CRITERIA – SEE FORM AT APPENDIX A

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

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

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

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

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

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

5 SCOPE OF WORK

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

Eligibility – educational background and references.

Experience with government administration and preferably non-profit.

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

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

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

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

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

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

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

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

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

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

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

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

5.1 COMMUNICATIONS

5.1.1 REPORTING

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

5.1.2 DOCUMENT FORWARDING

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

5.1.3 CUSTOMERS

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

5.1.4 REGULATORS

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

5.1.5 DISTRICT

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

5.1.6 CONTRACTOR RESPONSIBILITIES

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

5.2 DISTRICT ADMINISTRATIVE MANAGEMENT

5.2.1 CONTRACTOR'S REPRESENTATIVE

Contractor will designate a General Manager as a main point of contact to conduct the business of the Contractor.

5.2.2 SCOPE OF DUTIES

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

5.2.2.1 Office Management

- Organize and maintain current and past files and plans of the District in an easily accessible system.
- Answer telephone and retrieve messages and maintain a Call Record.
- Receive, date and process all incoming mail, correspondence and plans; process all outgoing mail.
- **Draft letters and emails from the Board and Administrator to carry out District business.**
- Provide answers to or refer questions to the Board for all correspondence.
- Provide copies to the Board of all incoming and outgoing correspondence.
- Oversee setting of Board agenda with Board President and Secretary and assuring the agenda is posted according to by-laws.
- Oversee development of Board packet for monthly meetings and any special meetings;

packet should include important supporting information for all agenda items and all correspondence.

- As directed by the Board, coordinate bid proposals and contracts for regular operations work to be performed.
- Secure and maintain affordable insurance policies for the District and insure that coverage is sufficient.
- Adhere to all local and state laws and advise Board on changes to said laws.
- Maintain Minutes Book, Board Resolution Book and District Agenda Binder.
- Coordinate periodic TVCS D Newsletter with Newsletter Committee.
- Insure District website is current. Responsible for posting district agendas, minutes and board packets in a timely manner and that the public is kept up-to-date with postings of district news.
- Submit regulatory reports to local and state agencies as required.

5.2.2.2 Administrative Support

- Research and identify ongoing funding sources, both public and private; keep Board current on available funding opportunities; apply for funding as directed by the Board; oversee follow-up reporting to funders as required.
- Gather backup information for ongoing Board discussions of the annual budget process.
- Interface with Marin County as needed on tax collection, payment, delinquency and new hook-ups; coordinate with fiscal manager; advise Board as needed.
- Adhere to TVCS D Reserve Policy goals and objectives and assure that required funds are being added regularly and that use of funds follows TVCS D CIP protocols.
- What to say about TVCS D Investment Policies and Loan Policies and Administrator's role and responsibilities?

5.2.2.3 Sewer System Administration

- Oversee contract with sewer operations and maintenance contractor and that performance standards are being met; oversee annual review of performance contract.
- Devise and maintain work order system. Maintain record book.
- Coordinate all new sewer hook-ups and insure they are all inspected and meet District standards according to ordinances and specifications.
- Maintain maps of all sewer components and new hook-ups and annexations. (Currently out of date?)
- Assure the sewer maintenance schedule is adhered to and effective at all times.
- Oversee all capital improvement projects as directed by the Board and Standing Committees.
- Coordinate Sewer Plant Tours for new Board members and at least an annual public tour for ratepayers and a tour for SUSD school groups.

5.2.2.4 Tomales Community Park

- Interface with Park Committee for ongoing maintenance, improvement projects, and public fundraisers.
- Inspect park monthly, directing maintenance as required.
- Work with Park Committee to recruit and coordinate all volunteer activities.
- Establish and publish park rules as directed by the Board and Park Committee.
- Establish park rentals and oversee rentals of the park as directed by the Park Committee and Board.
- Oversee all park improvement projects as directed by the Board and Park Committee.

5.2.2.5 Administrator Performance Monitoring

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

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

5.2.3 NATURE OF SERVICES REQUIRED

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

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

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

5.2.4 LIMITATIONS FOR ADMINISTRATOR ROLE

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

5.2.4.1 Required Meetings

- TVCS D Board of Directors meets 10 times per year on the second Wednesday of each month, excluding August and December.
- Annual budget meetings, as necessary.
- Audit support – interface with Board approved auditor to provide input for the annual audit, as necessary.

5.2.4.2 Description of District as Entity

- Non-profit entity. California Special Services District.

5.2.4.3 Available Manuals and Information Sources

- Minutes of the board meetings of the District
- Functional work description of Administrator
- By-laws

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

Available for Examination:

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

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

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

5.2.4.4 Reporting Requirements

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

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

5.2.4.5 Time Requirements

- Proposals will be delivered to the District office at _____ not later than _____ p.m. on _____.
- Once a contract has been signed, work may begin immediately to transition the accounting tasks in a progressive manner with costs to be billed to the District as the charges generated by the Contractor in accordance with the original agreement.
- Preliminary work to review accounts can begin immediately.
- The administrative transition will be completed prior to _____.

5.2.5 AVAILABILITY

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

5.3 NON-STANDARD DUTIES

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

5.3.1 NON-SCHEDULED WORK

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

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

5.3.2 DISTRICT INITIATED WORK

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

5.3.3 EMERGENCIES

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

5.3.4 NEW CONSTRUCTION

When requested by the District, Contractor will undertake the administrative management of new or modified projects as Non-Scheduled Work. Within eighteen months Contractor will amend its agreement with the District to reflect the costs of the new or modified projects.

5.3.5 WORK BY OTHERS

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

5.4 INSURANCE

5.4.1 CONTRACTOR'S INSURANCE

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

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

All questions and correspondence should be directed to [NAME OF CONTACT] in writing at the above address or by calling [TELEPHONE NUMBER]. Contact with TVCS D personnel other than [NAME OF OFFICIAL] regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before [DATE].

Sincerely,

6 APPENDIX A - PROPOSAL EVALUATION FORM



**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D)
REQUEST FOR PROPOSAL FOR WASTEWATER TREATMENT AT TOMALES
VILLAGE, A CALIFORNIA SPECIAL DISTRICT**

Prepared March 30, 2014 by TVCS D Board of Directors

DATE: _____

EVALUATOR: _____

CONTRACTOR: _____

RATING POINTS:

- 5 = excellent
- 4 = good
- 3 = above average
- 2 = average
- 1 = below average
- 0 = unsatisfactory

CRITERIA	WEIGHT FACTOR	X	RATING	=	WEIGHTED
RATING					
A. Technical Approach	0.40				
• Responsiveness & understanding of work to be done, i.e. scope of work	(0.20)		_____		_____
• Specific experience with similar wastewater treatment work	(0.20)		_____		_____
C. Project Management	0.30				
• Capacity to perform the scope of work and ability to conclude in a timely manner	(0.20)		_____		_____
• Quality of staff based on recent experience	(0.10)		_____		_____
D. References	(0.05)		_____		_____
E. Familiarity and/or specific experience with locally funded wastewater projects requiring federal, state, and local regulatory compliance	(0.20)		_____		_____
F. Overall quality of proposal, including qualifications and thoroughness.	(0.05)		_____		_____
			Subtotal Score		(0 to 5)
G. Previous Experience and Performance working with TVCS D					_____
Comments:			Total Score		_____

DRAFT

Roles of Board Members and Officers

Tomales Village Community Service District

Individual Board Members:

- İ Attend all **B**oard meetings and functions, such as special events.
- İ Be informed about the organization's mission, services, policies, and program.
- İ Review agenda and supporting materials prior to Board and committee meetings.
- İ Inform others about the organization
- İ Suggest possible committee nominees who can make significant contributions to the work of the Board and the organization.
- İ Keep up-to-date on developments in the organization's field.
- İ Follow Board conflict of interest and confidentiality policies.
- İ Assist the Board in carrying out its fiduciary responsibilities, such as participating in the budget process each month and reviewing the organization's annual financial statements.
- İ Be prepared to conduct the Board meeting in the case of multiple Director absences.

Board President:

The *President* shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the Board to preside at each meeting in the following order: Vice-President and Secretary. If the Board Secretary is not a Director, the Directors constituting a quorum will choose the meeting conductor among themselves.

- İ Oversee Board Meetings
- İ Sign all instruments, act and carry out stated requirements and the will of the Board
- İ Sign the minutes of the Board meetings following their approval
- İ Work in partnership with the Administrator to make sure **B**oard resolutions are carried out
- İ Call special meetings if necessary, giving notice as required by law
- İ Appoint all committee chairs and members, with Board approval
- İ Coordinate the preparation of meeting agendas with the Administrator and Board Secretary
- İ Oversee new Board member orientation
- İ Oversee searches for a new Administrator
- İ Coordinate Chief Executive's annual performance evaluation
- İ Act as an spokesperson for the organization
- İ Periodically consult with Board members on their roles and help them assess their performance

Vice-President:

The *Vice-President* shall chair committees on special subjects as designated by the board

- İ Attend all Board meetings
- İ Carry out special assignments as requested by the Board President
- İ Understand the responsibilities of the Board President and be able to perform these duties in the President's absence
- İ Participate as a vital part of the Board leadership

Secretary:

The *Secretary* shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring the corporate records are maintained.

- İ Attend all Board meetings
- İ Review Board minutes
- İ If the Secretary is a Board member, the Secretary assumes responsibilities of the President in the absence of the Board President, President-Elect, and Vice-President.
- İ Provide notice of meetings of the Board when such notice is required
- İ Prepare and distribute agenda packets for all Board meetings according to TVCSD policy, including agendas, minutes, resolutions, ordinances, notices and other related matters
- İ Sign the minutes of the Board meetings following their approval
- İ Certify or attest to actions taken by the Board when required
- İ Give the Oath of Office to all incoming Board members; and
- İ Be responsible for receiving, forwarding and retaining statements of economic interest (700 Form) or campaign statements in accordance with California Code Regulations, Title 2, Section 18227.

District Treasurer:

The position of *District Treasurer* is required by state law (Government Code Section 61050(b)) the Board has designated an alternative depository for its funds pursuant to Government Code Section 61053, such that the Marin County Treasurer is not serving the District. The Board will appoint an individual who is not a Director to act as District Treasurer. The Board shall require the District Treasurer to be bonded. The District shall pay the cost of the bonds (Government Code Section 61050(f)).

Duties and responsibilities of the District Treasurer:

- İ Understand financial accounting for nonprofit and government organizations
- İ Adopt a system of accounting and auditing that shall completely and at all times show the District's financial condition and that shall adhere to generally accepted accounting principles
- İ Follow the procedure for drawing and signing checks for payroll and claims against the District
- İ Determine if claims and demands against the District conform to the District's approved budget
- İ Maintain knowledge of the organization and personal commitment to its goals and objectives
- İ Review Board actions related to the Board's financial responsibilities

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D)
Policy on Competitive Bidding

Purpose:

The purpose of this policy is to ensure that Tomales Village Community Services District (TVCS D) is obtaining its products and services at a competitive cost given the required product or service quality. This policy also establishes responsibility for the development of procedures and the bidding process. TVCS D Board of Directors has the responsibility to promote maximum competition in meeting the District's procurement needs. The TVCS D Board of Directors will develop procedures for the solicitation of competitive bids and the use of alternative means of procurement in those cases where competitive bidding cannot be reasonably or practically followed.

Definition:

Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated. Competitive bidding aims at obtaining goods and services at the best value by stimulating competition, and by preventing favoritism. In open competitive bidding (also called open bidding) the sealed bids are opened in full view of all who may wish to witness the bid opening; in closed competitive bidding (also called closed bidding), the sealed bids are opened in presence only of the TVCS D Board of Directors.

Annual Expenses/Project Costs greater than or equal to \$5,000 not subject to sealed bidding:

The TVCS D is required to solicit quotes/bids from at least 3 potential suppliers (assuming there are at least three feasible suppliers). The three quotes/bids are reviewed and the best value supplier selected. All quotes received are included as well as a short explanation of why the winning entity was selected (e.g., offered lowest cost, able to meet specific requirements, etc). This includes a proposed contract modification that changes the scope of a contract or increases the contract amount by more than the amount of the \$5,000 threshold.

Recurring contracts and all expenses over \$25,000 are subject to open bidding:

If a need is recurring, the TVCS D is not required to solicit bids each year but is required to go out to do a competitive review at least once every 3-5 years, or at the term of the contract, whichever comes first and provide a summary of that review. The TVCS D Board of Directors will decide how to administer the process by either open or closed bidding. This also applies to expenses over \$25,000.

The TVCS D Board of Directors may decide to follow the open bidding process for expenses under \$25,000.

Soliciting Bids:

The TVCS D Board of Directors will appoint a contact person to receive all sealed bids. This designated person *must not be a bidder*.

In order to provide maximum open and free competition, the District's purchasing procedures will not restrict or eliminate competition and, whenever appropriate, will not be brand name specific. When soliciting bids for products and/or services, the District should:

- Provide a clear and accurate description of the technical requirements for the product or service.

- Provide any and all requirements that must be fulfilled by the bidder and/or District as well as criteria that will be used during the evaluation of the bids or proposals.
- When applicable, provide a description of performance requirements including the range of acceptable characteristics and minimum standards.
- Provide any specific features of “brand name or equal” that must be met by the bidders.
- Accept, when applicable and feasible, products or services that conserve resources, protect the environment, and/or are energy efficient.

Guidelines on Review of Bids:

Bid documents should include any required specifications and deadlines. All bidders will be determined to meet all requirements.

Bids received within specified timeline that meet requirements shall be considered for review. The bid should be awarded to the lowest bidder based on either cost alone or best value and/or quality. If using the best value method, rationale for selection should be documented and submitted with the contract.

Upon receipt of the competitive bids, a comparison of products and costs will be performed. Documentation verifying prices of the products and services are fair and reasonable will be maintained in the Central Purchasing files. Documentation includes, but is not limited to, advertisements, past purchases and quotes, and current list prices.

Exceptions:

Instances will arise where it may not be possible or appropriate to solicit competitive bids (for example, some products or services may only be available from a single source such as specialized research equipment or supply purchases; maintenance agreements; site licenses). In such situations, a sole source justification must be provided and, if compelling, will be approved by the TVCSD Board of Directors.

When a purchase involves a sole source vendor, a written justification needs to accompany the purchase request. In the event of emergency, when time is of the essence, sole source vendors may be used. The following components should be included within the justification:

- Reason the purchase is thought to be a sole source selection.
- Reason why the vendor was selected.
- Description of the selection process.
- Explanation of how the price was determined to be “reasonable.”

Awarding of Bids:

TVCSD Board of Directors will only make contracts with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. When reviewing bids and offers, consideration will be given to contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

The bidder or offeror whose bid meets the criteria set forth in the solicitation and who presents the most advantageous offer relating to price, quality, and ability to provide the goods and/or services, will be awarded the contract.

Adding an Item to Agenda

Drafted: 3/27/2014

Enacted: 4/09/2014

DRAFT

Modified:

Modified:

Modified:

POLICY STATEMENT NO. 5 TOMALES VILLAGE COMMUNITY SERVICES DISTRICT BOARD MEETING SCHEDULES AND AGENDA

A. PURPOSE

This policy statement is to define the schedule of Board Meetings and outline the procedure for developing Board Meeting Agendas.

B. BOARD MEETING SCHEDULES

The Board will meet the second WEDNESDAY of each month in Regular Session. The Regular Session will convene at 6:00 PM and will be completed and adjourned when business has been completed or when the Board sees fit.

C. AGENDIZING OF BOARD ITEMS

The Administrator and Board President will have the responsibility to prepare the Board Meeting Agenda. Requests to agendize items should be submitted to the District by 4:30 pm on the Wednesday, one week and a half (1 ½) prior to the Board meeting. The agenda will be developed from the requests submitted at the direction of the Board President.

All correspondence which is to be included in the Board packet must be submitted to the District Clerk by 4:30 pm on Thursday, one week and 2 days prior to the Board Meeting. The District will make every effort to have the Board packet completed two days prior to the meeting. No changes will be made to the Agenda after the Agenda has been distributed except as follows: The Board of Directors may add to the Agenda urgent items.

Directors, the Attorney, Consultants or the Administrator may make reports to the Board as the Board and its President sees fit, but no action may be taken by the Board unless or until the matter is properly agendized as described in the previous paragraph.

An item for "Other Business" will be agendized for each Board meeting. This time is intended to provide an opportunity for the staff to read into the record correspondence and for the public to address the Board. Should the concerned desire action, he or she will be advised to contact the District to agendize the matter for a subsequent meeting (unless the Board determines the item sufficient urgency to agendize for the current meeting).

AGENDA ITEM: TOMALES COMMUNITY SERVICES DISTRICT

DATE SUBMITTED:

BOARD MEETING:

ITEM TITLE:

PREPARED BY:

BACKGROUND:

DISCUSSION:

RECOMMENDATION:

POLICY IMPLICATIONS::

DATE:

D. PARTICIPATION IN THE BOARD MEETINGS

The Administrator is expected to be present at all Board meetings, unless requested not to attend. The Administrator may direct staff members to be present if necessary.

E. PUBLIC HEARINGS AND/OR MEETINGS

Formal Public Hearings and/or Meetings shall be set by the Board at its discretion to consider and/or act upon matters: 1. Which require public notice because of legal requirements; and 2. Which should have public notice because of the importance of the item.

Public hearings and/or Meetings shall be noticed by the publication in such manner as is required by law for particular public hearings.

F. TIMED APPEARANCES

As a convenience to those who wish to participate in portions of the Board meeting, timed appearances may be established by order of the Board or direction of the Administrator for appeals of prior board action or in special situations at the Administrator's discretion. Participating parties will normally be given forty-eight hours notice of the timed appearances.

G. OTHER

Agenda items and requests for appearances shall be in writing and shall specifically set forth both the matter to be discussed and the action requested of the Board, along with copies of said request and documentary information or supporting information.

H. PUBLIC PARTICIPATION

The Public is welcome and encouraged to participate in meetings of the Board of Directors. To allow fair treatment and equal opportunity for all who may wish to participate and to allow the Board to conduct its meeting in a business like manner, the following guidelines are for public participation:

1. The President will normally call on the Administrator or staff to review the agenda item and present a recommendation.
2. The President will normally allow Board Member comments on an item before opening the meeting to public comment.
3. The President will open the meeting to public comment and briefly outline the conditions under which persons may participate. Principal parties or representatives of interest groups will normally be allowed to speak first.
4. The participant will be asked to identify his/her self and any affiliation pertinent to the matter.

5. Comments from the public will normally be limited to three minutes. The President may establish other guidelines as he/she sees fit based upon the number of those wishing to speak, the time available, or other factors.

6. Following appropriate time for public comment, the President will normally return the discussion to the Board Members and limit discussion to the Directors until some action is taken, unless directed otherwise by a majority of the Board.

7. The President is expected to maintain control of the meeting and only one person is to be allowed to speak at one time and public applause or other demonstrations are to be minimized.

**Tomales Village Community Service District
Policy Submission or Change
&
Guidelines**

1. Author
 - a. name:
 - b. email:
 - c. telephone:
 - d. organization:
2. Proposal Version:
3. Submission Date:
4. Proposal type:
new, modify, or delete.
5. Policy term:
temporary, permanent, or renewable.
6. Policy statement:
7. Rationale:
8. Timetable for implementation:
9. Meeting presenter:

END OF TEMPLATE

GUIDELINES FOR COMPLETING THE TVCSD POLICY PROPOSAL TEMPLATE

1. Policy Proposal Name
Provide a name or title which can be used to identify the policy proposal.
2. Author
Fill in point of contact information including name, email address, phone number and organization.
3. Proposal Version
This is to help the author and TVCSD keep track of changes to policy proposal text.
Start with 1.
4. Submission Date
Enter the date.
5. Policy type
Indicate the policy type. Is this a new policy, modification to an existing policy, or elimination of an existing policy?

6. Policy term
How long will the policy remain in effect? Is it intended to be temporary, permanent, or renewable?
7. Policy Statement
Make a clear and concise policy statement that is unambiguous and actionable. The text written here ideally should fit right in to the existing policy document.
8. Rationale
Briefly list the rationale or justification for the policy proposal. Suggested points to consider include the following:
 - Describe the current status.
 - Identify the perceived problem that the policy seeks to remedy.
 - Who is affected by the problem?
 - Explain how the policy proposal would fix the problem.
 - How would the policy be enforced?
 - Are there any financial and/or liability implications for the community and TVCSD?
 - Identify any special conditions, fees, exceptions, etc., that may be needed.
9. Timetable for implementation
Indicate your recommendation for implementation, immediately, six months, etc.?
10. Presenter
State whether the author intends to personally present the policy proposal for discussion at the next public meeting, for discussion. All suggested policies which become formal policy proposals must be presented at a Public Meeting.

Additional Considerations:

Policy statement

If applicable try to provide text just as it would be inserted into existing policy sections. Or list the text that you want to remove or modify.

Do not put examples in the policy statement section, those may go in the section for rationale/justification.

Be clear in your use of words such as ‘must’ and ‘should’

Rationale

In general consider questions of who, what, where, when, why, and how often to establish a case and urgency for action. And, consider financial and liability implications to those affected, including TVCSD.

State how the policy must be justified and enforced. Present pertinent parameters that may be used to quantify and/or track justification and enforcement.

Identify any special conditions, fees, exceptions, organizational interdependencies or cooperation needed, etc., in order to ensure effectiveness of the proposed policy.

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

**ORDER NO. R2-2014-00XX
WASTE DISCHARGE REQUIREMENTS FOR:**

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
110 IRVIN ROAD, TOMALES, MARIN COUNTY**

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

1. **Discharger.** Tomales Village Community Services District (hereinafter called the Discharger) is a government agency dedicated to operating and maintaining the local wastewater treatment system (hereinafter called Tomales Wastewater Facility) for the 200-person census-designated place of Tomales, California. The Discharger also maintains the local Tomales Community Park. The Discharger is legally responsible for the wastewater system and the discharges of waste to land regulated by this Order, and for compliance with this Order. The wastewater system is managed and operated by wastewater treatment operators employed by the Discharger.
2. **Purpose of Order.** The purpose of this Order is to update Waste Discharge Requirements (WDRs) to reflect current conditions at the facility, including:
 - a) updated regulatory requirements;
 - b) facility improvements, including conversion into three-stage pond treatment system, installment of a sand and grease interceptor, and replacement sprinkler array to expand treatment capacity;
 - c) discontinued discharge of wastewater to the school district irrigation ponds; and
 - d) changes to the groundwater and surface water monitoring programs since WDRs were last issued in 1986.

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

This Order was initiated as a result of Water Board staff's evaluation of eleven permitted wastewater treatment facilities in the Tomales Bay Watershed. Tomales Bay and its tributaries have been identified as impaired for nutrients, sediment, and pathogens under federal Clean Water Act §303(d).

3. **History of Order.** The old wastewater system was regulated by Board Order No. 86-086, Water Reclamation Requirements for North Marin County Water District- Tomales Sewage Treatment Plant, Town of Tomales, Marin County, adopted on November 19, 1986.
4. **Transfer of Ownership.** North Marin County Water District transferred ownership of Tomales Wastewater Facility to the Discharger (Tomales Valley Community Services District) on April 20, 1999.
5. **Report of Waste Discharge.** The Discharger submitted a renewed Report of Waste Discharge (ROWD), dated September 28, 2001, and applied for a WDR permit renewal to discharge up to 38,000 gallons per day of wastewater from the Tomales Wastewater Facility (hereinafter Facility). The application was never fully processed. This Order serves to address the changes described in the 2001 ROWD, as well as any additional changes and upgrades to the original system, in order to reflect the current system in place.

6. Waste Discharge Requirements. This Order prescribes waste discharge requirements for the upgraded Tomales Sewage Treatment Plant wastewater system and supersedes Order No. 86-086.

Site Description and Location

7. Discharge Origin and Facility Site.

- a. **Tomales.** The community of Tomales, including the Shoreline Unified School District, is situated in the Coast Range of northwest Marin County, approximately three miles northeast of Tomales Bay. The community is located in between Esterno De San Antonio and Stemple Creek, about 1.5 miles to the north, and Keys Creek immediately to the South.

- b. **Tomales Wastewater Facility.** Tomales Wastewater Facility is located northeast of the intersection of State Route 1 and Tomales-Petaluma Rd., in northwestern Marin County, within the town of Tomales. The Facility treatment plant is located within 1.5 miles northeast of the confluence of Keys Creek and Walker Creek, tributaries of Tomales Bay. The plant discharges wastewater through four inch force mains from a lift station into two storage ponds located about 3600 feet south of the plant. Directly below the storage ponds is the 23-acre pasture irrigation field. For the purposes of this Order, these components comprise the Facility site.

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

8. Facility Site Characteristics. The majority of the property is characterized by agricultural or rural land use, consisting of chaparral, Oak/Bay woodland, and coastal scrub vegetation types. The topography of the Tomales area is referred to as the “Franciscan Complex,” which is generally described as an overlying 10 to 15 feet thick layer of unconsolidated materials and soil, with colluvium accumulation in the valleys and hillsides. In the near proximity of Tomales, an undifferentiated Pliocene Marine formation known as “Wilson Grove,” overlies the Franciscan complex. The Wilson Grove Formation Highlands groundwater basin spans across the vicinity of the property.

Consistent with the Mediterranean climate of the central coast of California, Tomales, which lies within the Walker Creek watershed, tributary to Tomales Bay, receives approximately 35 inches of precipitation per year. The watershed receives intense rain November-March, making up 85 percent of the annual rain (from 12-yr sanitary survey report).

9. Discharges. The waste discharges to land addressed by this Order consist of domestic wastewater from the (roughly 100) residences of Tomales Village and the Shoreline Unified School District. Treated wastewater is discharged to land after disinfection via force mains connecting subsurface gravity-fed three-pond treatment system to the two storage ponds located south of the plant on the Facility site. The effluent is then discharged from the storage ponds on a seasonal basis as irrigation for the adjacent 23-acre pasture.

10. Discharge Quantity. The current average dry weather flow is about 13,400 gallons per day (gpd), based on 2013 data (June, July, and August).

This Order includes an annual wastewater flow limit of 13,908,000 gallons per year, based on an average daily flow value of 38,000 gpd and 366 days. For reference, wastewater flows (influent and effluent) for the past 12 months are tabulated below:

Month-Yr	Influent			Effluent
	Total (GAL)	Mo. Avg	Mo. Max	Total (GAL)

Apr-11	587,000	19,600	32,000	--
May-11	486,000	15,700	19,000	--
Jun-11	442,000	14,700	21,000	--
Jul-11	496,000	16,000	21,000	--
Aug-11	451,000	14,500	26,000	--
Sep-11	438,000	14,600	19,000	--
Oct-11	498,000	16,100	20,000	--
Nov-11	473,300	15,800	19,000	--
Dec-11	411,000	13,700	19,000	--
Jan-12	534,000	17,200	46,000	--
Feb-12	417,000	14,900	18,000	--
Mar-12	696,000	23,200	61,000	--
Apr-12	649,400	21,600	35,600	--
May-12	474,000	15,300	20,000	784,000
Jun-12	407,000	13,600	17,000	990,000
Jul-12	436,000	14,000	18,000	1,229,000
Aug-12	389,000	13,000	16,000	751,000
Sep-12	426,000	14,200	18,000	508,000
Oct-12	513,000	16,500	19,000	--
Nov-12	611,000	20,400	76,000	--
Dec-12	1,240,400	40,000	87,000	--
Jan-13				
Feb-13				
Mar-13				
Apr-13				
May-13				
Jun-13	414,000	13,800	19,000	753,000
Jul-13	759,000	24,500	28,000	979,000
Aug-13	426,000	13,700	17,000	1,006,000
Sep-13	411,000	13,700	17,000	428,000
Oct-13	432,000	13,900	17,000	561,000
Nov-13	393,000	13,100	15,000	--
Dec-13	428,000	13,800	15,000	--

11. Current Discharge Quality. Mean results from previous, limited sampling of the final effluent dispersed into the irrigation pasture are given below:

<u>Parameter</u>	<u>Concentration</u>	
COD:	230 mg/L	(COD = Chemical Oxygen Demand at 20°C)
DO:	3.8 mg/L	(DO = Dissolved Oxygen)
Cl ₂ :	3.5 mg/L	(Cl ₂ = Chlorine)
Coliforms:	<2	MPN/100 ml
pH:	9.8	
TSS:	200 mg/L	(TSS = Total Suspended Solids)

Wastewater System Design, Construction, and Operation

12. Wastewater System. For purposes of this Order, the wastewater system is comprised of all equipment, control and monitoring systems located on the facility site that provide collection, conveyance, treatment, storage and dispersal of wastewater from the Tomales Wastewater Facility.

The current wastewater system includes collection in comminutor (more information in Attachment E, addendum to ROWD 2001), then filtration through sand and grease interceptor, aeration and settling in three-stage gravity-fed pond system, and finally pumping into two storage ponds further south, which seasonally discharge disinfected wastewater into adjacent pasture via spray irrigation.

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

- 13. Sand and Grease Interceptor.** Wastewater is collected for primary treatment in a Selvage three-chamber sand and grease separation unit in line with the pond influent pipe after the comminutor. Wastewater effluent then flows through aerated three-pond system, into the two storage ponds.

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

- 14. Three-stage Pond System.** In spring 2009, the Discharger completed improvements to its treatment facilities by upgrading from a single aerated lagoon to three lined and mechanically aerated ponds. The Discharger converted the original sand filter into a stage one treatment pond. The existing treatment lagoon was divided into two equal size treatment ponds, plumbed in series with the first pond, all three lined with 30-year Hypalon liner. The first pond is the primary treatment pond that provides secondary treatment through aeration and settling. The second and third ponds were designed to increase the secondary treatment and provide a final settling or polishing pond before discharge to the storage ponds.

The new three-stage pond system also incorporates a back-up system: if one aerator becomes inoperable, the remaining aerators in the pond can be moved to locations where they can provide the best mixing characteristics and provide enough oxygen to prevent the pond from becoming anaerobic and causing an odor problem. Furthermore, the stage order may be reconfigured as necessary to accommodate for any temporal dysfunctions in any part of the system as a back-up mechanism.

- 15. Wastewater Sources and Flows.** Wastewater is generated from the Tomales Village residences as sanitary wastewater from residential domestic uses. The design flow capacity of the treated wastewater dispersal system, and maximum discharge rate authorized by this Order, is 38,000 gallons per day.
- 16. Lift Station.** The facility has one lift station, located at the intersection of State Route 1 and Tomales-Petaluma Road. The lift station pumps treated wastewater effluent from the treatment ponds to the storage ponds. The Facility uses two Gould 5CLC 15 HP pumps, which are set to operate on a rotating basis for equal wear and redundancy, or can be used in tandem if necessary.
- 17. Dispersal Area.** Treated wastewater is discharged to land in separate irrigation pasture located adjacent to the two storage ponds. Wastewater from the storage ponds is first disinfected using liquid sodium hypochlorite, then discharged to the dedicated dispersal area using spray irrigation from April 15 through November 15 each year. The irrigation pasture covers an area of 23 acres. The field was once occasionally grazed by neighboring cattle, but this practice has been discontinued.
- 18. Dispersal System and Operation.** The irrigation system is fitted with nine spray arrays. The Discharger replaced one array that was not able to dissipate much water due to the ground contour and its location. It was replaced by an array of 37 Rainbird sprinkler heads capable of handling 100 GPM, spreading the influent over a larger area. (but now they are reconsidering AGAIN, this time with Nelson 150, since Rainbird no longer sells big heads)

The irrigation field is operated seasonally, according to the existing order, typically from April 15 to November 15 each year. The irrigation system is operated by an automatic timer during the dry season and disposes of approximately 55,000 gallons per day.

Wastewater Solids

- 19. Grease Trap and Solids Management.** Sand and grease interceptor is quarterly serviced by removal of accumulated solids by licensed waste haulers (Here I can go into more detail about comminutor? Instead of putting that info in appendix? Also, does the sludge actually go into pasture, as stated in their permit application??)

Monitoring

- 20. Remote System Monitoring.** The current Tomales Wastewater Facility includes a remote wastewater monitoring system: Supervisory Control and Data Acquisition, or SCADA, system. The SCADA system provides constant monitoring of the three site locations: the treatment plant, the lift station, and the irrigation field and storage ponds. The SCADA system monitors and controls the pond levels, the starting and stopping of aerators and high lift pumps, the timing of the irrigation, and transmits notification of any pre-set alarms to the operators.
- 21. Wastewater Monitoring.** Wastewater flows are currently monitored for daily flow into the wastewater treatment plant pond 1 and daily effluent disposal (when applicable) from the storage ponds into the irrigation pasture. This Order contains a Self-Monitoring Program that will require wastewater quantity and quality monitoring at various points throughout the wastewater system in order to ensure proper operation and performance of the system and document compliance with these requirements.
- 22. Groundwater Monitoring.** The subject wastewater system involves discharges of waste to land. In order to ensure that the discharges do not result in adverse impacts to beneficial uses of groundwater resources, this Order requires the Discharger to implement a program of groundwater monitoring. (seepage tests were conducted, results lost, for Tomales, but I did find some results for a quality (as opposed to numeric) test for seepage/effects on groundwater quality—there are even monitoring wells, at least there were at some point...!)

Operation and Maintenance

- 23. Operation and Maintenance.** The wastewater system is managed by operators employed by the Discharger. This Order requires the wastewater system to be operated and maintained by certified wastewater treatment plant operators that are experienced and knowledgeable of the wastewater system design and proper operation, or other similarly qualified and licensed persons. This Order requires the Discharger to establish and maintain a valid contract with a qualified service provider for operation and maintenance of the wastewater system.
- 24. Operation and Maintenance Program.** An Operation and Maintenance (O&M) Program is needed in order to ensure that all aspects of the wastewater system are properly operated and maintained. The O&M Program must include descriptions of all wastewater system components and equipment, accurately dimensioned site plans identifying the locations of all components and relevant site features (buildings, wells, drainage ways, roads, etc.), recommended strategies and procedures for system operations in accordance with system designs and discharge requirements, procedures and criteria for process control monitoring, maintenance activities necessary to ensure continuous proper operation of the wastewater system, and identification of persons responsible for operation and maintenance of the wastewater system and how these persons can be contacted. This Order requires development and implementation of an

O&M Program acceptable to the Executive Officer and preparation and submittal of an O&M Manual that fully describes the O&M Program.

Basis of Requirements

- 25. Basin Plan.** The Water Quality Control Plan for the San Francisco Bay Basin (Basin Plan) is the Board's master water quality control planning document. It designates beneficial uses and water quality objectives for waters of the State, including surface waters and groundwater. It also includes programs of implementation to achieve water quality objectives. The Basin Plan was duly adopted by the Water Board and approved by the State Water Resources Control Board, Office of Administrative Law and the U.S. EPA, where required.
- 26. Basin Plan Implementation.** The Basin Plan contains water quality objectives and beneficial uses for waters of the State within the San Francisco Bay Region, and an Implementation Plan. This Order implements the objectives and provisions of the Basin Plan. This Order includes prohibitions and discharge requirements intended to protect existing and potential beneficial uses of waters of the State, as well as to protect public health and the environment.
- 27. Beneficial Uses.** The Facility is bounded by Keys Creek directly to the south, and Walker Creek is located within 1.5 miles from the plant and storage ponds.
- a) The existing beneficial uses of Walker Creek and Tomales Bay as set forth in the Basin Plan include the following:
 - 1. Commercial and sport fishing
 - 2. Cold freshwater habitat
 - 3. Shellfish harvesting
 - 4. Marine habitat
 - 5. Fish migration
 - 6. Preservation of rare and endangered species
 - 7. Fish spawning
 - 8. Warm freshwater habitat
 - 9. Wildlife habitat
 - 10. Water contact recreation
 - 11. Noncontact water recreation
 - 12. Navigation
 - b) The existing and potential beneficial uses of Wilson Grove Formation Highlands ground waters, spanning the area of Tomales, as set forth in the Basin Plan include the following:
 - 1. Municipal and domestic water supply
 - 2. Industrial process water supply
 - 3. Industrial service water supply
 - 4. Agricultural water supply
- 28. Shellfish Protection Act.** Walker Creek is a tributary to Tomales Bay. In Resolution No. 94-018, the Water Board, as a result of the 1993 Shellfish Protection Act, identified Tomales Bay as an area where the commercial shellfishery is threatened. The Water Board also authorized the formation of a technical advisory committee (TAC) to advise and assist the Water Board in developing an investigation and remediation strategy.
- 29. Tomales Bay TMDL.** Tomales Bay and its tributaries have been identified as impaired by nutrients, sediment, and pathogens; and has been placed on the Clean Water Act 303(d) list of impaired waters for

these pollutants. As a consequence, the Water Board is required to establish a Total Maximum Daily Load (TMDL) for these pollutants. A TMDL for pathogens was adopted by the Board on September 21, 2005, and subsequently approved by US EPA on January 10, 2007. The basis for the TMDL pathogen listing includes exceedances of the numeric standard for shellfish and recreational uses. Tomales Bay supports the third largest shellfish harvesting area in the State. The waste material at this facility could potentially be a source of nutrients and pathogens to the watershed. The discharger is aware of this restriction and the Facility is configured to meet this with zero discharge to surface waters.

California Environmental Quality Act (CEQA)

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

Notification and Public Meeting

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

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

A. PROHIBITIONS

1. The treatment, storage, or discharge of wastes shall not create a nuisance or pollution as defined in the California Water Code.
2. Discharges of waste into or from the wastewater system other than as described in and authorized by this Order are prohibited.
3. There shall be no bypass or overflow of waste to waters of the State from the Discharger's wastewater collection, treatment, storage, or disposal facilities.
4. The discharge of waste shall not degrade the quality of any groundwater used for domestic purposes or cause an increase in any quality parameter that would make groundwater unsuitable for any listed beneficial use(s).
5. Wastewater shall not be allowed to flow from the disposal field via surface flow, airborne spray, or surfacing after percolation.
6. Discharge of treated wastewater to any land other than the designated irrigated disposal field is prohibited unless authorized in writing by the Executive Officer in accordance with provisions of this Order.
7. Migration of pollutants through subsurface transport to waters of the State is prohibited (percolation?).

8. Discharges of wastewater to the wastewater system in excess of the system operating hydraulic capacity or organic loading treatment capacity are prohibited.
9. For discharges of storm water from the facility site, discharges of any material other than uncontaminated storm water to waters of the State are prohibited. (Where does Tomales storm water go?)

B. DISCHARGE SPECIFICATIONS

1. **Source Wastewaters.** Wastewater authorized by this Order to be discharged into the wastewater system consists of wastewater from residential use.

2. Treatment and Storage Ponds

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

(i) Dissolved Oxygen	2.0 m g/1 minimum	TR, ST
(ii) Dissolved Sulfides	0.1 m g/1 minimum	TR, ST
(iii) pH	6.0 minimum; 9.0 maximum	TR, ST

3. Spray Disposal

- a. Operating Period. No wastewater shall be applied to the spray disposal field during the wet weather period of November 16 through March 31, unless special circumstances warrant otherwise and the Discharger has obtained written authorization from this Board's Executive Officer.
- b. Sprinklers. All sprinklers used in spray disposal shall be of the low trajectory type in order to minimize the potential for transmission of air-borne spray beyond the perimeter of the spray field. Spray disposal shall be discontinued whenever wind velocity at the spray field exceeds 10 miles per hour. (Subject to revision, depending on what they choose as replacement(s))
- c. Anemometer. An anemometer shall be installed at or near the spray disposal site for the purpose of detecting high wind speeds. The anemometer shall be connected to one of the following control systems:

- (i) A control switch that will automatically shut of the irrigation pumps whenever wind speeds exceed a preset level; or
- (ii) An audible and visual alarm sufficient to notify operating personnel of wind speeds in excess of a preset level, and the need to cease spray disposal operations.

4. Authorized Wastewater Flows

- a. **Wastewater System.** Discharges of wastewater from the Tomales area into the Tomales Treatment Plant shall not exceed an average dry weather flow of 38,000 gallons per day (annual basis) or a peak wet weather flow of 64,000 gallons per day (weekly basis).

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

<u>Measured parameter</u>	<u>Quality specifications</u>
a. Dissolved oxygen	2.0 mg/L, minimum
b. pH	6.0 minimum; 9.0 maximum
c. 5-day biological oxygen demand	30 mg/L, maximum
d. Total suspended solids	30 mg/L, maximum
e. Total coliform (MPN)	100 MPN/100 mL – maximum median from last 5 samples

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

7. Wastewater System Operation and Maintenance.

- a. The Discharger shall, at all times, properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the Discharger to achieve compliance with conditions of this Order. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls including appropriate quality assurance procedures. This provision requires the operation of backup or auxiliary facilities or similar systems only when necessary to achieve compliance with the conditions of this Order.
- b. The wastewater system shall be operated and maintained in accordance with the procedures identified in the Operations and Maintenance (O & M) Manual required by this Order.

8. Pump Stations.

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

- c. The power supply for alarm systems shall be independent of the normal power supply for the wastewater system.

9. Pipe Separations.

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

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

11. Wastewater Solids. All solid materials removed from the liquid waste stream of the wastewater system, shall be disposed of at a legal point of disposal, and in accordance with the provisions of Title 27 of the California Code of Regulations. This includes solids accumulated in septic tanks, grease traps or pump tanks. For the purpose of this requirement, a legal point of disposal is defined as a facility for which waste discharge requirements have been prescribed or waived by a Regional Water Board and which facility is in full compliance therewith. This Order does not authorize disposal of wastewater solids, anywhere on the facility site. (Question: they applied for permit to discharge sludge into pasture. Are they doing that now??)

C. PROVISIONS

- 1. Order Compliance.** The Discharger shall comply immediately, or as prescribed by the time schedule below, with all Prohibitions, Specifications and Provisions of this Order. All required submittals must be acceptable to the Executive Officer. The Discharger must also comply with all conditions of these waste discharge requirements. Violations may result in enforcement actions, including Water Board orders or court orders requiring corrective action or imposing civil monetary liability, or in modification or revocation of these waste discharge requirements by the Water Board [CWC Section 13261, 13263, 13265, 13268, 13300, 13301, 13304, 13340, and 13350].
- 2. Self-Monitoring Program.** The Discharger shall comply with the Self-Monitoring Program for this Order as adopted by the Board and as may be amended by the Executive Officer.
- 3. Order Availability.** A copy of these waste discharge requirements shall be maintained by the Discharger and shall be made available by the Discharger to all employees or contractors performing work (maintenance, monitoring, repair, construction, etc.) at the facility.
- 4. Vested Rights.** This Order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, do not protect the Discharger from liability under Federal, State or local laws, nor do they create a vested right for the Discharger to continue the waste discharge. [CWC Section 13263(g)]
- 5. Severability.** Provisions of these waste discharge requirements are severable. If any provisions of these requirements are found invalid, the remainder of these requirements shall not be affected. [CWC 9213]
- 6. Requests for Technical Reports.** All technical and monitoring reports required by this Order are requested pursuant to Section 13267 of the California Water Code. Failure to submit reports in accordance with schedules established by this Order or failure to submit a report of sufficient technical

quality acceptable to the Executive Officer may subject the Discharger to enforcement action pursuant to Section 13268 of the California Water Code.

- 7. Electronic Reporting Format.** In addition to print submittals, all reports submitted pursuant to this Order must be submitted as electronic files in PDF format. The Water Board has implemented a document imaging system, which is ultimately intended to reduce the need for printed report storage space and streamline the public file review process. Documents in the imaging system may be viewed, and print copies made, by the public, during file reviews conducted at the Water Board's office. PDF files can be created by converting the original electronic file format (e.g., Microsoft Word) and/or by scanning printed text, figures & tables. Upon request by Water Board staff, monitoring results, including water level measurements, sample analytical results, coordinates, elevations, etc., shall be provided electronically in Microsoft Excel® or similar spreadsheet format. This format facilitates data computations and/or plotting that Water Board staff may undertake during their review. Data tables submitted in electronic spreadsheet format will not be included in the case file for public. All electronic files, whether in PDF or spreadsheet format, shall be submitted via the Water Board's file transfer protocol (FTP) site, email (only if the file size is less than 3 MB) or on CD. CD submittals may be included with the print report. Email notification should be provided to Water Board staff whenever a file is uploaded to the Water Board's FTP site.
- 8. As-Built Plans - Current System.** The Discharger shall submit to the Board a technical report, acceptable to the Executive Officer, no later than 30 calendar days from the date of adoption of this Order, comprised of as-built plan drawings, and narrative descriptions as appropriate, of the completed-to-date wastewater treatment and dispersal system. This shall include, for all tanks, complete tank specification (e.g., location, material, total and operating capacities, dimensions, date of installation, number of compartments, access openings, risers and riser lids), and results of watertight verification tests. If the wastewater system is not yet completed, and further construction or modifications are in progress or planned, then (1) the report shall be comprised of as-built plans for those components completed, and a complete description of construction or modifications in progress or planned, and a time schedule for completion of those actions; and (2) a complete set of plans for the entire completed system shall be submitted within 30 days of system completion. All plan drawings shall be of a scale of at least one inch equals 40 feet, properly labeled and clearly legible.
- 9. As-Built Plans - Future Changes.** In the event of any changes to wastewater system components in the future, updated as-built plans of the portion of the system affected by such changes shall be submitted to the Board within 30 days of completion of those changes.
- 10. Operation and Maintenance Providers.**

 - a.** The wastewater systems shall be operated and maintained by persons that are experienced in, and knowledgeable of, proper wastewater treatment and disposal practices. Such persons shall be wastewater treatment plant operators possessing a current and valid certification from the State of California, or other persons with similar knowledge and experience and valid professional registration or license.
 - b.** The Discharger shall establish and maintain a valid contract, or contracts, with a qualified service provider, or qualified service providers, for operation and maintenance of the wastewater systems.
 - c.** The Discharger shall submit to the Board, within 10 days of adoption of this Order, copies of completed service contracts with qualified service providers for operation and maintenance of the wastewater systems.

- d. In the event of any changes in contracted service providers, the Discharger shall notify the Board in writing of such changes prior to the effective date of such changes, and submit copies of the new or revised contracts within ten working days from the effective date of those changes.

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

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

12. Groundwater Monitoring Program.

- a. **Groundwater Monitoring Program.** In order to ensure compliance with Discharge Prohibition A.4 of this Order, the Discharger shall implement a program of groundwater monitoring in the vicinity of the discharges, i.e., in the vicinity of the wastewater dispersal areas.
- b. **Program Components.** This program shall include characterization of discharge area soils, groundwater levels, movement and quality, and evaluation of any changes in groundwater

characteristics that may be attributable to the wastewater discharges. Potential changes to be addressed and evaluated include localized increase in groundwater level (groundwater mounding effects), increase in the concentration of constituents of concern in the groundwater, and migration of nitrate or other wastewater constituents into the groundwater or offsite to existing or potential points of use. This program shall include measurement of groundwater levels and sampling of groundwater for analytical characterization by means of constructed groundwater monitoring wells located both up-gradient and down-gradient of the wastewater dispersal areas.

- c. Monitoring Program Report.** The Discharger shall submit to the Board a technical report, acceptable to the Executive Officer, no later than 30 calendar days from the date of adoption of this Order, comprised of the following: identification and description of the groundwater monitoring wells (existing and/or proposed) to be used for monitoring groundwater in accordance with this Order; evaluation of the adequacy of those wells to provide up-gradient and down-gradient monitoring of groundwater relative to the subject discharges and discharge area; the means by which access to, and integrity of, the wells will be assured; and a summary review of groundwater data obtained to date.
- d. Groundwater Monitoring and Reporting.** The Self-Monitoring Program of this Order includes requirements for groundwater monitoring and reporting. The Discharger shall comply with those monitoring and reporting requirements, and any modifications to those requirements specified in writing by the Executive Officer, such as may be necessary in response to the technical report required above, or other new information about groundwater or groundwater monitoring related to the subject wastewater system and discharges.

13. Non-Compliance Reporting. In the event the Discharger is unable to comply with any of the conditions of this Order due to:

- a. Breakdown of wastewater transport or treatment equipment;
- b. Accidents caused by human error or negligence; or
- c. Other causes such as acts of nature;

the Discharger shall notify the Board by telephone as soon as the Discharger or the Discharger's agents have knowledge of the incident. Written confirmation of this notification shall be submitted within five working days of the telephone notification. The written notification shall include pertinent information explaining reasons for the non-compliance and shall indicate what steps were taken to correct the problem and the dates thereof, and what steps are being taken to prevent the problem from recurring.

14. Endangerment of Health or the Environment. The Discharger shall report any noncompliance that may endanger health or the environment. Any such information shall be provided orally to the Executive Officer, or an authorized representative, and the California Department of Public Health (CDPH), Environmental Management Branch, PreHarvest Shellfish Unit, within 24 hours from the time the Discharger becomes aware of the circumstances. In addition, the Discharger shall notify the property owners of the adjacent residential properties and commercial facilities by telephone as soon as the Discharger or Discharger's agents have knowledge of the incident. A written submission to the Water Board and CDPH shall be provided within five days of the time the Discharger becomes aware of the circumstances. The written submission shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected; the anticipated time it is expected to continue; and the steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance. The Executive Officer, or an authorized representative, may waive the written report on a case-by-case basis if the oral report has been received within 24 hours.

- 15. Entry, Access and Inspection.** The Discharger shall permit the Board or its authorized representatives, in accordance with Section 13267(c) of the California Water Code:
- a. Entry upon premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of this Order;
 - b. Access to and copy of, at reasonable times, any records required by conditions of this Order;
 - c. Inspection, at reasonable times, of any facility, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Order; or
 - d. To photograph, sample or monitor, at reasonable times, for the purpose of assuring compliance with this Order. [CWC Section 13267]
- 16. Change in Control or Ownership.** In the event of any change in control or ownership of land or waste discharge facilities presently owned or controlled by the Discharger, the Discharger shall notify the succeeding owner or operator of the existence of this Order by letter, a copy of which shall be forwarded to this Board. The succeeding owner or operator, in order to obtain authorization for discharges regulated by this Order, must apply in writing to the Executive Officer, requesting transfer of the Order. This request must include complete identification of the new owner or operator, the reasons for the change, and effective date of the change. Discharges conducted without submittal of this request will be considered discharges without waste discharge requirements, violations of the California Water Code. [CWC Sections 13267 and 13263]
- 17. Report of Waste Discharge.** The Discharger shall file with the Board a Report of Waste Discharge at least 180 days before making any material change in the character, location, or volume of the discharges or discharge facilities, or any changes to the wastewater system equipment as described in this Order, except for emergency conditions. In the event of changes implemented in response to emergency conditions, the Board shall be notified immediately by telephone, and in writing or by facsimile transmission within five calendar days of such changes.
- 18. Order Review and Update.** The Board will review this Order periodically and may revise the requirements as necessary to comply with changing State and Federal laws, regulations, policies, or guidelines; changes in this Board's Basin Plan; or changes in the discharge characteristics.
- 19. Order Termination.** After notice and public meeting, this Order may be terminated or modified by the Board for any reason.
- 20. Rescission of Previous Order.** The waste discharge requirements prescribed by this Order supersede those prescribed by this Board's Order No. 86-086 for North Marin County Water District. Order No. 86-086 is hereby rescinded for North Marin County Water District.

I, Bruce H. Wolfe, Executive Officer, do hereby certify the foregoing is a full, true, and correct copy of an Order adopted by the California Regional Water Quality Control Board, San Francisco Bay Region on August 13, 2008.

Attachments:

- A. Facility Site Plan
- B. Wastewater System Flow Schematic
Self-Monitoring Program

BRUCE H. WOLFE Executive Officer



CALIFORNIA STATE TREASURER
Bill Lockyer

Local Agency Investment Fund Program Description

The Local Agency Investment Fund (LAIF), is a voluntary program created by statute; began in 1977 as an investment alternative for California's local governments and special districts and it continues today under Treasurer Bill Lockyer's administration. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code.

This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office investment staff at no additional cost to the taxpayer. This in-house management team is comprised of civil servants who have each worked for the State Treasurer's Office for an average of 20 years.

The LAIF is part of the Pooled Money Investment Account (PMIA). The PMIA began in 1955 and oversight is provided by the Pooled Money Investment Board (PMIB) and an in-house Investment Committee. The PMIB members are the State Treasurer, Director of Finance, and State Controller.

The Local Investment Advisory Board (LIAB) provides oversight for LAIF. The Board consists of five members as designated by statute. The State Treasurer, as Chairman, or his designated representative appoints two members qualified by training and experience in the field of investment or finance, and two members who are treasurers, finance or fiscal officers or business managers employed by any county, city or local district or municipal corporation of this state.

The term of each appointment is two years or at the pleasure of the appointing authority.

All securities are purchased under the authority of Government Code Section 16430 and 16480.4. The State Treasurer's Office takes delivery of all securities purchased on a delivery versus payment basis using a third party custodian. All investments are purchased at market and a market valuation is conducted monthly.

Additionally, the PMIA has Policies, Goals and Objectives for the portfolio to make certain that our goals of Safety, Liquidity and Yield are not jeopardized and that prudent management prevails. These policies are formulated by Investment Division staff and reviewed by both the PMIB and the LIAB on an annual basis.

The State Treasurer's Office is audited by the Bureau of State Audits on an annual basis and the resulting opinion is posted to the State Treasurer's Office website following its publication. The Bureau of State Audits also has a continuing audit process throughout the year. All investments and LAIF claims are audited on a daily basis by the State Controller's Office as well as an in-house audit process involving three separate divisions.

Under Federal Law, the State of California cannot declare bankruptcy, thereby allowing the Government Code Section 16429.3 to stand. This Section states that "moneys placed with the Treasurer for deposit in the LAIF by cities, counties, special districts, nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to either of the following: (a) transfer or loan pursuant to Sections 16310, 16312, or 16313, or (b) impoundment or seizure by any state official or state agency."

During the 2002 legislative session, California Government Code Section 16429.4 was added to the LAIF's enabling legislation. This Section states that "the right of a city, county, city and county, special district, nonprofit corporation, or qualified quasi-governmental agency to withdraw its deposited moneys from the LAIF, upon demand, may not be altered, impaired, or denied in any way, by any state official or state agency based upon the state's failure to adopt a State Budget by July 1 of each new fiscal year."

The LAIF has grown from 293 participants and \$468 million in 1977 to 2,575 participants and \$20.7 billion at the end of February 2014.

**BILL LOCKYER
TREASURER
STATE OF CALIFORNIA**

LOCAL AGENCY INVESTMENT FUND (LAIF)

PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
3/6/2014	0.23	0.24	214
3/7/2014	0.23	0.24	215
3/8/2014	0.23	0.24	215
3/9/2014	0.23	0.24	215
3/10/2014	0.24	0.24	213
3/11/2014	0.24	0.24	215
3/12/2014	0.24	0.24	214
3/13/2014	0.24	0.24	213
3/14/2014	0.24	0.24	209
3/15/2014	0.24	0.24	209
3/16/2014	0.24	0.24	209
3/17/2014	0.23	0.24	203
3/18/2014	0.23	0.24	203
3/19/2014	0.23	0.24	204

*Daily yield does not reflect capital gains or losses

LAIF Performance Report

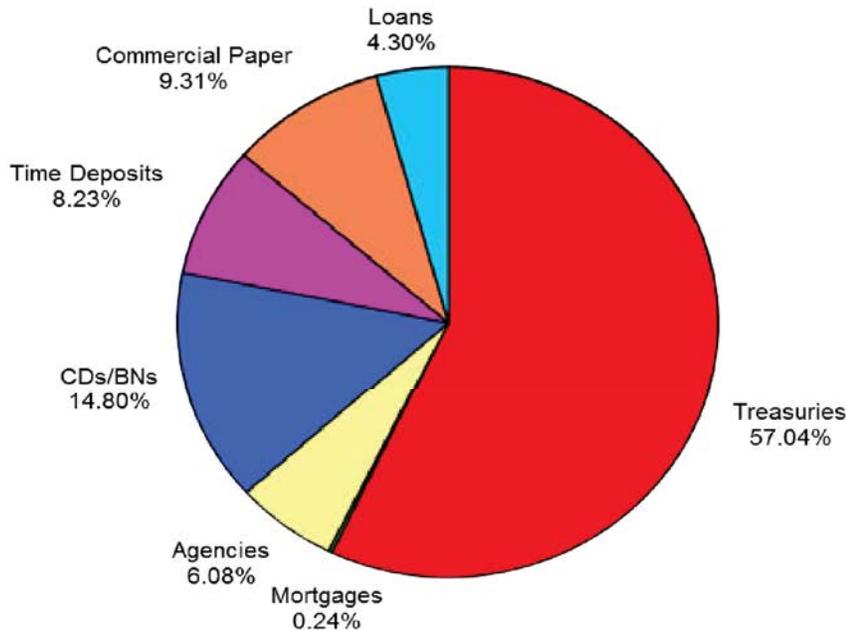
Quarter Ending 12/31/2013

Apportionment Rate: 0.26%
 Earnings Ratio: .00000700426120353
 Fair Value Factor: 1.00028762
 Daily: 0.26%
 Quarter To Date: 0.26%
 Average Life: 209

PMIA Average Monthly Effective Yields

FEB 2014 0.236%
 JAN 2014 0.244%
 DEC 2013 0.264%

Pooled Money Investment Account
 Portfolio Composition
 \$55.6 Billion
 02/28/14





CALIFORNIA STATE TREASURER
Bill Lockyer

Local Agency Investment Fund Is The Pool Insured?

It is important to recognize that there are two applications of this question.

1. Insurance applied to credit risk of investment holdings.

There is no insurance applied to individual securities, sectors of the portfolio, or the portfolio in general. However, due to the characteristics of the Pooled Money Investment Account (PMIA) portfolio, credit risk is minimal. Often insurance is considered a less expensive way of maintaining credit quality, i.e. insuring a single A bond to bring it to a AAA rating is less expensive than buying the AAA bond outright. Certain provisions regarding trigger mechanisms for policies to become effective are judged to be improbable. One such provision is the requirement that all investment earnings be exhausted before insurance coverage becomes effective.

2. Insurance applied to fraudulent acts or lack of fidelity on the part of program administrators or custodial services providers.

The State is self-insured. Any claim against the portfolio would go to the Board of Control. Any fraud assertions would be heard by the Attorney General's office. Any judgment awarded would be appropriated by the Legislature. Risk management controls at third-party designated depositories provide insurance coverage through a combination of blanket bonds and all-risk policies. Since by custom all PMIA investments are domiciled at third-party depositories, losses on these securities due to fraudulent acts or lack of fidelity by officers or employees of these institutions are insured. Risk management controls cover losses ranging up to \$500 million, depending on the incident.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

PO Box 303 Tomales CA 94971 (707) 878-2767

RESOLUTION # 14-03

AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the District;

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the deposit and withdrawal of Tomales Village Community Services monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Tomales Village Community Services District officers holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Bill Bonini
(NAME)
Board President
(TITLE)

Deborah Parrish
(NAME)
Board Vice President
(TITLE)

Karl Drexel
(NAME)
District Treasurer
(TITLE)

(SIGNATURE)

(SIGNATURE)

(SIGNATURE)

Section 2. This resolution shall remain in full force and effect until rescinded by the TVCSD Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED AND ADOPTED, by the Board of Directors of the Tomales Village Community Services District, Marin County, California on April 9, 2014

Bill Bonini, President, TVCSD

Attested by:

Karl Drexel, Secretary, TVCSD

LOCAL AGENCY INVESTMENT FUND

AUTHORIZATION FOR TRANSFER OF FUNDS REGULAR ACCOUNT AUTHORIZED PERSONS

AGENCY NAME: Tomales Village Community Services District

ATTENTION (title only): Treasurer

DATE

April 9, 2014

ADDRESS: PO Box 303

Tomales CA 94971

PHONE/FAX NUMBER: (707) 878-2767 / (707) 575-4306

NAME	TITLE	SIGNATURE
Bill Bonini	Board President	
Deborah Parrish	Board Vice President	
Karl Drexel	District Tresurer	

LOCAL AGENCY INVESTMENT FUND

AUTHORIZATION FOR TRANSFER OF FUNDS REGULAR ACCOUNT BANKING INFORMATION *

BANK NAME, BRANCH NUMBER ADDRESS & TELEPHONE NUMBER	ACCOUNT & ABA NUMBER (attach complete wiring instructions if applicable)	CORRESPONDENT BANK (STO RECEIVING BANK)
Redwood Credit Union , PO Box 6104 Santa Rosa CA 95406 (707) 545-4000	[REDACTED]	Union Bank
Bank of Marin, 1371 N. McDowell Blvd Petaluma CA 94954 (707) 781-2207	[REDACTED]	Wells Fargo

*Subject to verification by State Treasurer's Office

PLEASE MAIL COMPLETED CARD TO:

X _____
Authorized Signature
(Must be authorized on Resolution)

STATE TREASURER'S OFFICE
LOCAL AGENCY INVESTMENT FUND
P.O. Box 942809
SACRAMENTO, CA 94209-0001

X _____
Authorized Signature
(Must be authorized on Resolution)

KARL W. DREXEL
Management Consultant

Administrators Report 4-9-14

1. Review new Draft RFPs and new Draft Policies.
2. Work on and submit annual Budget for Fiscal Year 14-15.
3. Met with Regional Water Quality Control Board staff for tour of plant and new Waste Discharge Permit 2014.
4. Met with community members to discuss concerns regarding the Tomales Community Park.
5. Met with electrician to review needs at Irrigation Field.
6. Met with Operators to review and revise Draft WDR 2014.
7. Researched investment opportunities for Local Government Agencies that can legally be used for investment of public funds.
8. File Monthly SSO report to State, enter and pay bills, reconcile bank accounts, transcribe minutes, compile Board Packets, and other regular administrative duties.
9. In addition to regular administrative duties, attended CWEA Board of Directors meeting, attended tour of Graton WWTP and engineer's presentation.



EDMUND G. BROWN JR.
GOVERNOR

MATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

San Francisco Bay Regional Water Quality Control Board

RE: Regional Pond Monitoring 2014

TOMALES COMMUNITY SERVICE DIST
PO BOX 303
TOMALES, CA 94971

March 13, 2014

Dear Sir or Madam,

The San Francisco Bay Regional Water Quality Control Board requests your assistance on a monitoring effort of ponds throughout the San Francisco Bay Area. The goal of this project is to measure multiple types of water quality indicators in order to assess the condition of aquatic life and water quality in ponds throughout the region. As part of the survey, we will sample 30 sites randomly selected throughout the Bay Area for sampling in 2014 and one or more of these sites are located on your property. It is extremely important that we collect data from these sites, whether they fall on private or public land, so the results of the study provide an objective representation of Bay Area pond habitat. Therefore, we request access to the site(s) located on your property to conduct field reconnaissance and sampling. Specific information pertaining to your site can be found on the following page.

The field crew will conduct site reconnaissance between March 2014 and April 2014. The reconnaissance visits would consist of a 2-person crew spending about one hour onsite. If the pond is likely to have water and fits other study criteria, the field crew will return to sample water chemistry, algae, macroinvertebrate populations, and to measure physical characteristics of the pond between May and June. This visit would consist of a 4-person crew sampling from 9:00 AM – 4:00 PM onsite. A second sampling visit will be made in May-July by a two-person crew to conduct a rapid assessment which will take approximately 2 hours onsite. The field crew is aware that working or traveling on your property to access the site is a privilege and will respect your wishes at all times. They will not enter the surrounding property except to reach the pond and they will strictly adhere to any special conditions you may impose upon them.

In order to save valuable project time and money, please complete the access permission form and Regional Pond Condition Assessment (one page, both sides) and mail it back to us in the enclosed self-addressed stamped envelope as soon as you are able.

If you have any questions or would like additional information, please feel free to contact us. Thank you for your consideration of our request.

Sincerely,

Kevin Lunde, Ph.D
SF Bay Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612
(510) 622-2431
klunde@waterboards.ca.gov

DR. TERRY F. YOUNG, CHAIR BRUCE H. WOLFE, EXECUTIVE OFFICER

1515 Clay St., Suite 1400, Oakland, CA 94612 | www.waterboards.ca.gov/sanfranciscobay