

AGENDA

Regular Meeting

TVCS D Board of Directors
WEDNESDAY August 13, 2014
Town Hall 7:00 PM
Phone: 707-776-6117
TVCS D Mission Statement

Call to Order

1. **Approval of the August 13, 2014 TVCS D Board Meeting Agenda**

2. **Matrix Consulting Group**
Welcome Richard Brady

3. **Open Communication**

(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)

4. **Additions, Corrections and Approval of July 9, 2014 Board Meeting Minutes**
A. **Minutes Taking Procedure (Administrator)**
B. **Secretary's Report from the 7/26 Parliamentary Procedures and Brown Act training**

5. **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 (Action)**

B. **Review New Financial Summary (Information)**

(Unaudited Financial Statements are never voted on or approved)

6. **Phillips & Associates Report (Information)**

A. **Self Monitoring Report**

B. **SCADA Repairs**

C. **Spray Irrigation Guns**

7. **Committee Reports**

A. **Park Advisory Committee**

1. **Insurance request from Founders Day Committee**

B. **Donna Clavaud to report on Rental Agreement**

8. **Unfinished Business**

A. **RFPs changes recommended by SDRMA (Discuss)**

B. **Revise RFP Timeline (Action)**

C. **District Contracts - Recommended Contract Attorne**

Robert M. Chilvers

83 Vista Marin

San Rafael, CA 94903

(415) 444-0875

email: chilvers-law@comcast.net

D. Governance Attorney

Adler & Colvin

Russ Building, Suite 1220
235 Montgomery Street
San Francisco, California 94104

Telephone: 415-421-7555

Fax: 415-421-0712

Email: contact@adlercolvin.com

E. Grand Jury Report Responses

1. Review and discuss Grand Jury recommended responses

F. Sign Auditor's Letter

9. New Business

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

A. Board of Supervisor's Request for Updated Conflict of Interest Code

1. Review and Adopt Resolution 14-03

10. Correspondence

A. State Controller's Compensation Report

B. PG&E NET Metering Electric Statements

11. Adjourn

Did you know?

Hierarchy of Governance

- 1. Federal Statutes (regulatory guidelines)*
- 2. State Laws:*
 - a. Brown Act of 1953*
 - b. Education Code*
 - c. Corporations Code – Board of Directors, Quorum, Voting*
 - d. California Public Records Act*
- 3. City and Local Statutes*
- 4. Constitution: Name; Object*
- 5. Bylaws: A Society's Business Defined*
- 6. Rules of Order (Robert's): Everything else*
- 7. Standing Rules: Maintenance rules and operational policies*
- 8. Customs: Scary part*

TOMALES VILLAGE



COMMUNITY
SERVICES
DISTRICT

Minutes of the Board Meeting

[Minutes, Agendas, Board Packets](#)

Bill Bonini called the meeting to order at 6:39 PM July 9, 2014, Tomales Town Hall

Sue Sims took notes and recorded the meeting

Directors:

Bill Bonini, President

Deborah Parrish, Vice President

Sue Sims, Secretary

Brian Lamoreaux (absent)

Patty Oku

Karl Drexel, Administrator (absent)

All Minutes since June 11, 2014 are on hold until after the Board Training on July 26, 2014.

1. Alvin Duskin asked for a key to the TVCSD Wastewater Plant and to see the TVCSD PG&E file. The Board and Alvin Duskin discussed clearing the way to get Alvin the items he requested. Sue Sims told Alvin Duskin that the Board had a fiduciary responsibility to the community to inquire of our liability insurance such that their instructions would guide us in minimizing any District risks associated with Alvin and any guests he brought onto the District property. President Bonini volunteered to clear questions with our liability insurance company and ask our Administrator, Karl Drexel for a copy of the PG&E file.

ACTION:

President Bonini: I move that we get Alvin Duskin everything he needs to move forward in acquiring information about TVCSD leasing land in two locations for a solar farm. The motion was seconded.

Vote:

Yes: Patty Oku, Sue Sims, Deborah Parrish, Bill Bonini

Opposed: None

2. Director Oku proposed that we suspend approval of meeting minutes until our July 26, 2014 Parliamentary and Brown Act Training.

ACTION: Director Oku moved that we wait to approve minutes starting 6/11/14 through the Board Training 7/26/14.

Vote

Yes: Bill Bonini, Sue Sims, Deborah Parrish, Patty Oku

Opposed: None

3B Unaudited Financial Statements are never approved or adopted by the Board.

3A&C (motion did not include all expenditures) Director Oku asked Venta to preauthorize purchases with the Board expenditures like the printing and pastries for the June 4, 2014 Public Hearing. Planning for the Public hearing was encumbered by changing dates for the function and the regular TVCSD Meeting scheduled for just a few days after the Public Hearing. The Board appreciated that Bruce Bramson and Venta Leon acted proactively to make the Public Hearing a successful Tomales board function.

ACTION

Patty Oku: I move to approve the sewer budget, the park budget, printing and pastries. The motion was seconded

Vote:

Yes: Patty Oku, Bill Bonini, Deborah Parrish, Sue Sims

Opposed: None

3C. After the Board discussed confusion over the Park Advisory Committee sending the Measure A Work Plan to the County without Board approval and the Park Budget being left out of the budget presented at the Public Hearing on June 4, 2014, Director Parrish reiterated confusion over the process of adopting the final sewer budget with a deadline of September 1, 2014. Director Oku made some statements that she thought were true of the budget deadlines, but deferred to our Treasurer. The discussion led to the following motion as a clarifying and organizing measure.

ACTION Director Parrish: I move to have the Treasurer draw up a 12 month calendar incorporating into our present Budget Policy, defining the Budget voting process with the required timetable and dates. The motion was seconded.

Vote:

Yes: Patty Oku, Bill Bonini, Deborah Parrish, Sue Sims

Opposed: None

3D. Karl included a letter from the auditor, addressed to the Board and requiring Board signatures. After a brief discussion about mail addressed to Board members being managed by the Administrator, Karl Drexel, and not being forwarded to the

Directors, Deborah Parrish moved to have Karl scan and forward Director's mail to them.

ACTION Director Parrish: I move to have the Administrator, Karl Drexel, scan send to the Board any mail addressed to them.

Vote:

Yes: Patty Oku, Bill Bonini, Deborah Parrish, Sue Sims

Opposed: None

The recorder failed to record beyond the first hour and below is a summary from memory and notes: (Please add what you can from your recollection)

3D. Motion to approve Auditor's letter (?)

5. FDIC Deposits deferred until this item can be discussed with the Administrator.

6B Donna Clavaud to take the Park Rental Agreement to Free Legal Attorney.

7. Financial Advisory Committee

Matrix Consulting to be at the August 13, 2014 TVCSD Regular Meeting

8A Office Space, all-in-one printer/scanner/fax purchased

long list of necessary office items, request that the Administrator, Karl Drexel, arrange for a DSL/phone line split and unlimited internet

8C Director Sims to contact SDRMA about risk training.

8D Director Oku to work on combining email policies and Board Roles & Responsibilities

9C. Special District Leadership Foundation Grant

1. \$600 Registration Fee Grant for the Special District Leadership Academy Conference

2. Approval of costs for travel, food and lodging

The Board requested a list of proposed expenses from Director Oku.

9D. The Board chose not to vote

California Special District Association Board Election

1. Vote for Board member from Bay Region

The meeting was adjourned at an unknown time.

Next Meeting: August 13, 2014

Approved August 13, 2014

Approved August 13, 2014

From: [Karl Drexel](#)
To: [Bill Bonini](#); [Brian Lamoreaux](#); [Deborah Parrish](#); [Patty Oku](#); "Sue Sims"
Subject: Minutes and Agendas
Date: Friday, July 25, 2014 2:52:00 PM

Dear Board,

As your District Administrator, I feel obligated to step into the fray regarding the Board meeting minutes. Although the Board has chosen not to approve any of the last few meeting minutes until after tomorrow's workshop, it is important to understand what the minutes should look like. Lorenzo Cuesta is a Parliamentarian and Brown Act expert, so his workshop may not address the questions you have regarding minutes. Hopefully he will be able to answer your questions. In the meantime, I would recommend that the transcribing of the minutes take on a more formal structure. The minutes of the Board meeting are historical documents which should provide the reader with the gist of discussion and the actions Board's have taken. The annual auditor reads them every year and compares them to the agendas, the grand Jury would read them if ever there was an investigation, the media has access to them at any time, and any citizen can request copies, either printed or electronically. Minutes do not need to record the bickering, rancor and animosity between members, even if members disagree. Nor should they have editorial comments inserted by any one member of the Board.

As a Certified Special District Board Secretary and a Certified Special District Administrator, I have over 250 continuing education hours in Special District governance. The Board Secretary Training alone was a three day intensive training. The minutes of Board meetings should follow the outline of the meeting's agenda, item for item. If an item is discussed, an overview of the discussion should be recorded in the minutes (not a verbatim recount of the discussion). If an agenda item is not discussed, the minutes should reflect that as well. And, of course, all action items are recorded.

In the July 9, 2014 meeting minutes, I noted the following:

Item 1 on the Agenda – Alvin Duskin – Solar Proposal

The minutes reflected a discussion about the key to the plant, but nothing about the proposal itself and no indication that there was a letter from Alvin explaining the proposal. (That letter, by the way, should have been copied or forwarded to the Administrator for filing). I would recommend this item be expanded to include a brief description of the proposal and a copy of the letter be made a part of the minutes and not just a Board packet item.

Item 2 on the Agenda – Addition, corrections and approval of Minutes

I thought the corrections made to the minutes were well developed, however, the Item in the minutes was run into the first item and no numbering to distinguish one item from the next. The editorializing and bickering should be left out of the discussion. The action was recorded appropriately and looks good highlighted.

Item 3 on the Agenda – Financials

A. Accept Check Registers and Approve Expenditures

No discussion, no explanation why no discussion and no action, except to approve expenditures to Venta for the Public Hearing expenses.

B. Review and Adopt Financial Statements

No discussion, no explanation why no discussion and no action taken.

C. Review and Adopt Final Park and Sewer Budgets

Action taken to approve Park and Sewer Budgets. Action taken to revise Budget schedule presented by FAC.

D. Audit Engagement Letter – Robert Johnson, CPA

1. Authorize Administrator to sign and return engagement letter

Although the tape was no longer recording the meeting, the minutes should have reported on the action by the Board regarding this important item. This could be reported by memory, by notes taken and/or by other Board member input. Minutes are reviewed and corrected at the following meeting if the recollection of someone is not the same as others.

E. Depreciation Schedule by Auditor

Discussion item only. No action needed. Minutes could have noted that.

The same goes with all of the rest of the items listed on the agenda. They should be identified by number and say whether something happened or not. Also, there were several other Agenda Items that called for Board action, but either no action was taken or the action taken was not reported in the minutes. In either case, the written minutes should note that. The minutes stop at Agenda Item 3 out of 13 Agenda Items.

On another note, previous Board members, community members and committee members have for years recommended the paper copies of Board packets be printed on two sides and each Agenda Item be separated by a distinct separation. I used a different color paper, but it could be anything. Two sided copies run into each other unless they are separated and are printed one Agenda Item at a time. This is an easy function if they are printed at Kinko's rather than on a personal printer. Continuing to print single sided will jeopardize the District's application for the prestigious Green Business Certification by the State, if the District is still interested in that.

I have no problem with a Board member recording and transcribing the minutes of the Board meetings; although I did inform you that your liability insurance carrier did not think it was a good idea. However, there needs to be a level of formality that follows an itemized agenda.

Respectfully,
Your Administrator

Karl

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

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

 Please consider the environment before you print

Tomales Village Community Services District

8/2/2014 8:30 AM

Register: 131.42 · Bank of Marin - Flex Account

From 06/30/2014 through 08/02/2014

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>
06/30/2014			311.00 · Interest Reven...	Interest		X	7.45	191,571.39
07/11/2014			131.44 · Bank of Marin...	Funds Transfer	12,000.00	X		179,571.39
07/14/2014			315.80 · Measure A	Deposit		X	15,507.67	195,079.06
07/15/2014			315.50 · Levy 4	Deposit		X	53.95	195,133.01
07/15/2014			315.50 · Levy 4	Deposit		X	66.12	195,199.13
07/19/2014		Marin County Auditor	137.00 · Accounts Rec...			X	783.71	195,982.84
07/19/2014			131.46 · Bank of Marin...	Measure A Dis...	15,507.67	X		180,475.17
07/31/2014			311.00 · Interest Reven...	Interest		X	7.17	180,482.34

Tomales Village Community Services District

8/2/2014 8:00 AM

Register: 131.44 · Bank of Marin - Sewer

From 06/30/2014 through 08/02/2014

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>
06/30/2014			311.00 · Interest Reven...	Interest		X	0.04	10,619.31
06/30/2014			131.46 · Bank of Marin...	Funds Transfer		X	6,000.00	16,619.31
07/07/2014	4077	KD Management	222.00 · Accounts Pay...		7,467.78	X		9,151.53
07/07/2014	4078	Furlong Const.	222.00 · Accounts Pay...		750.00	X		8,401.53
07/07/2014	4079	Sue Sims, Bd Sect'y	222.00 · Accounts Pay...		43.47	X		8,358.06
07/10/2014	4081	Venta Leon	414.60 · Publication an...		93.96	X		8,264.10
07/11/2014	Bill pay	SDRMA	222.00 · Accounts Pay...		5,312.82	X		2,951.28
07/11/2014	Bill Pay	AT & T	222.00 · Accounts Pay...		123.78	X		2,827.50
07/11/2014	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		79.95	X		2,747.55
07/11/2014	Bill Pay	Marin County Tax C...	222.00 · Accounts Pay...		114.87	X		2,632.68
07/11/2014	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...	Operator	5,405.92	X		-2,773.24
07/11/2014	Bill Pay	SDRMA	222.00 · Accounts Pay...		172.00	X		-2,945.24
07/11/2014	4080	TRHC	414.83 · Meetings and ...		50.00			-2,995.24
07/11/2014			131.42 · Bank of Marin...	Funds Transfer		X	12,000.00	9,004.76
07/30/2014		Paul Norris	137.00 · Accounts Rec...	April - June Se...			189.00	9,193.76
07/31/2014			311.00 · Interest Reven...	Interest		X	0.04	9,193.80

Tomales Village Community Services District

8/2/2014 7:51 AM

Register: 131.48 · Bank of Marin - Solar

From 06/30/2014 through 08/02/2014

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>
06/30/2014			311.00 · Interest Reven...	Interest		X	0.10	23,977.69
07/30/2014			316.00 · CSI Solar Reb...	Deposit			1,539.73	25,517.42
07/31/2014			311.00 · Interest Reven...	Interest		X	0.10	25,517.52

Tomales Village Community Services District

8/2/2014 9:23 AM

Register: 131.31 · Redwood Credit Union

From 06/30/2014 through 08/02/2014

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>
06/30/2014			311.00 · Interest Reven...	Interest		X	0.03	85,561.23
07/31/2014			311.00 · Interest Reven...	Interest		X	7.26	85,568.49

Tomales Village Community Services District

8/2/2014 8:11 AM

Register: 131.46 · Bank of Marin - Park

From 06/30/2014 through 08/02/2014

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>
06/30/2014			311.50 · Interest Incom...	Interest		X	0.22	51,550.42
06/30/2014			131.44 · Bank of Marin...	Funds Transfer	6,000.00	X		45,550.42
07/11/2014	Bill Pay	Fishman Supply Co.	222.00 · Accounts Pay...		151.39	X		45,399.03
07/11/2014	Bill Pay	PGE - Park	222.00 · Accounts Pay...		105.73	X		45,293.30
07/11/2014	Bill Pay	Wyatt Irrigation Sup...	222.00 · Accounts Pay...		326.18	X		44,967.12
07/18/2014	Bill Pay	Wyatt Irrigation Sup...	222.00 · Accounts Pay...		245.09	X		44,722.03
07/18/2014	1082	Baudelio Martinez	414.75 · Park Maintena...		102.33			44,619.70
07/18/2014	1083	Furlong Const.	222.00 · Accounts Pay...		800.00			43,819.70
07/19/2014			320.30 · Unrestricted	Deposit		X	70.00	43,889.70
07/19/2014			131.42 · Bank of Marin...	Measure A Dis...		X	15,507.67	59,397.37
07/30/2014	1084	Mary Zimmerman	322.50 · Cleaning and ...		200.00			59,197.37
07/30/2014	1085	Park Rental Fees	322.50 · Cleaning and ...	Lauren English	200.00			58,997.37
07/30/2014	1086	Park Rental Fees	322.50 · Cleaning and ...	Damien Cesena	200.00			58,797.37
07/31/2014			311.50 · Interest Incom...	Interest		X	0.21	58,797.58

Tomales Village Community Service District

Payables
July - Aug 2014

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense</u>
25-Jul	Phillips & Assoc.	\$ 5,182.36	Aug O&M Services
25-Jul	Phillips & Assoc.	\$ 420.10	Non Scheduled Work - Additional Sampling
28-Jul	PGE	\$ (257.87)	WWTP PGE Net Metering
20-Jul	AT&T	\$ 91.74	Tomales ATT Service
24-Jul	Capital One	\$ 60.00	BHI - Good Board Work
		\$ 19.95	Web Hosting
		\$ 49.00	USPS - Stamps
		\$ 9.99	Drop Box Storage
20-Jul	USA North	\$ 152.94	Annual Dues
26-Jul	Sue Sims	\$ 21.00	Tomales Bakery
1-Sep	Karl Drexel	\$ 400.00	Health Ins Allowance
1-Sep	Karl Drexel	\$ 6,754.00	Sept Admin Services
	July - August	<u>\$ 12,903.21</u>	
		PARK EXPENSES	
29-Jul	PGE	\$ 125.35	Park PGE
	July - August	<u>\$ 125.35</u>	
		RESTRICTED FUNDS	
		<u>\$ -</u>	
	Total	\$ 13,028.56	

**GENERAL FUND
FINANCIAL STATEMENT
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
7/1/14 - 7/31/14**

I. BEGINNING BALANCES

A. Checking	
1. Redwood Credit Union.....	85,561.23
2. BoM - Money Market.....	191,571.39
3. BoM - Sewer Account.....	16,619.31
4. BoM - Park Account.....	45,550.42
Total Beginning Balances	339,302.35

II. INCOME

A. Interest Earned	
1. Redwood Credit Union.....	7.26
2. BoM - Money Market.....	7.17
3. BoM - Sewer.....	0.04
4. BoM - Park.....	0.21
Total Interest Earned.....	14.68
B. County Collected Rates.....	783.71
C. Levy 4.....	120.07
D. Monthly Sewer Rates.....	0.00
E. Park PGE Fees.....	0.00
F. Misc Income - Picture Sales.....	70.00
F. Park Rental and Deposit Fees.....	0.00
Total Income.....	988.46

Total Amount Available..... **340,290.81**

III. EXPENDITURES

A. KD Management 7/7/14.....	7,467.78
B. Furlong Const - Irrigation Field Repairs 7/7/14.....	750.00
C. Sue Sims - Reimbursement 7/7/14.....	43.47
D. Venta Leon - Reimbursement 7/10/14.....	93.96
E. SDRMA - P&L Ins. 7/11/14.....	5,312.82
F. SDRMA - Workers Comp 1st Qtr 7/11/14.....	172.00
G. AT&T - Plant 7/11/14.....	123.78
H. Capital One Bank 7/11/14.....	79.95
I. Marin County Tax Collector - LAFCO 7/11/14.....	114.87
J. Phillips & Assoc 7/11/14.....	5,405.92
K. Fishman Supply 7/11/14.....	151.39
L. Wyatt Irrigation - Irr System Parts 7/11/14.....	571.27
M. Baudelio Martinez 7/18/14.....	102.33
N. Furlong Const - Irr System 7/18/14.....	800.00
O. PGE - Park 7/11/14.....	105.73
P. Park Deposit Returns 7/30/14.....	600.00
Total Expenditures	21,895.27

Fund Balance as of 7/31/2014..... **318,395.54**

**DEBT SERVICE
FINANCIAL STATEMENT
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
7/1/14 - 7/31/14**

I. BEGINNING BALANCES

A. BoM - Solar Account.....	23,977.69	
Total Beginning Balances		<u>23,977.69</u>

II. INCOME

A. Interest Earned.....	0.10	
B. Itemized Receipts		
1. CSI Rebate #39.....	<u>1,539.73</u>	
Total Income		<u>1,539.83</u>

Total Amount Available		<u><u>25,517.52</u></u>
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III. EXPENDITURES

A. Payment to City National Bank.....	0.00	
B. Payment to Municipal Finance Corporation.....	<u>0.00</u>	
Total Expenditures		<u>0.00</u>

Fund Balance as of 7/31/2014		<u><u>25,517.52</u></u>
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July 15, 2014

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

RE: Self-Monitoring Report
Tomales, Marin County
June, 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

Steve C. Phillips
Process Control Engineer

Certified Plant Operator #IV-05675

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

SELF MONITORING REPORT

Date	INFLUENT				POND NO. 1				WEST STORAGE POND				EAST STORAGE POND				EFFLUENT DISPOSAL							
	Daily (KGALS)	Weekly (KGALS)	COD (mg/l)	TSS (mg/l)	pH Units	D.O. (mg/l)	Temp. C	Free-board	pH Units	D.O. (mg/l)	Temp. C	Free-board	pH Units	D.O. (mg/l)	Temp. C	Free-board	Daily (KGALS)	Weekly (KGALS)	pH Units	D.O. (mg/l)	COD (mg/l)	Cl2 (mg/l)	Coliform MPN/100	
6/1/2014	14.0							2.5									27.0							
6/2/2014	14.0							2.4									1.0							
6/3/2014	14.0	350.0	210.0		8.1	3.5	17.5	2.6	9.6	5.2	18.3	7.9	8.2	2.7	18.9	7.9	25.0		9.2	2.5	190	9.7	17.0	
6/4/2014	13.0							2.6									0.0							
6/5/2014	14.0							2.5									27.0							
6/6/2014	13.0							2.5									1.0							
6/7/2014	16.0	96.0						2.5									47.0	128.0						
6/8/2014	14.0							2.5									28.0							
6/9/2014	13.0							2.5									1.0							
6/10/2014	12.0				8.1	3.4	19.3	2.5	9.7	5.2	20.8	8.1	8.0	2.2	21.0	8.2	46.0		8.6	2.5	190	6.7	8.0	
6/11/2014	12.0							2.5									1.0							
6/12/2014	13.0							2.5									35.0							
6/13/2014	12.0							2.5									1.0							
6/14/2014	13.0	89.0						2.5									19.0	131.0						
6/15/2014	16.0							2.4									18.0							
6/16/2014	13.0							2.5									1.0							
6/17/2014	11.0				7.7	4.5	17.3	2.6	8.6	5.3	17.9	5.2	9.3	8.8	17.8	8.4	33.0		8.8	8.0	200	>10	2.0	
6/18/2014	12.0							2.6									29.0							
6/19/2014	12.0							2.6									14.0							
6/20/2014	14.0							2.6									0.0							
6/21/2014	18.0	96.0						2.5									0.0	95.0						
6/22/2014	13.0							2.5									0.0							
6/23/2014	13.0				7.7	7.0	20.4	2.5	8.8	7.9	21.8	8.4	9.4	8.0	20.8	8.7	1.0		8.4	2.4	150	>10	<2	
6/24/2014	13.0							2.5									0.0							
6/25/2014	14.0							2.5									0.0							
6/26/2014	13.0							2.5									0.0							
6/27/2014	14.0							2.5									0.0							
6/28/2014	17.0	97.0						2.5									0.0	1.0						
6/29/2014	15.0							2.4									0.0							
6/30/2014	14.0							2.4									23.0							
Max	18.0	96.0	350.0	210.0	8.1	7.0	20.4	2.6	9.7	7.9	21.8	8.4	9.4	8.8	21.0	8.7	47.0	131.0	9.2	8.0	200.0	9.7	17.0	
Min	11.0	89.0	350.0	210.0	7.7	3.4	17.3	2.4	8.6	5.2	17.9	5.2	8.0	2.2	17.8	7.9	0.0	1.0	8.4	2.4	150.0	6.7	2.0	
Mean	13.6	95.0	350.0	210.0	7.9	4.6	18.6	2.5	9.2	5.9	19.7	7.4	8.7	5.4	19.6	8.3	12.6	88.8	8.8	3.9	182.5	8.2	9.0	
Total	409.0																378.0							

Month	Treatment Pond # 2				Treatment Pond # 3			
Date	Freeboard Feet	pH Units	D.O. mg/L	Temp. C	Freeboard Feet	pH Units	D.O. mg/L	Temp. C
1								
2								
3	2.3	9.2	2.9	18.5	2.3	10.0	3.0	18.5
4								
5								
6								
7								
8								
9								
10	2.3	9.2	3.3	20.5	2.3	10.0	3.2	19.8
11								
12								
13								
14								
15								
16								
17	2.4	8.8	4.7	17.9	2.4	9.0	4.3	17.7
18								
19								
20								
21								
22								
23	2.5	9.0	9.1	20.5	2.5	9.3	13.8	21.9
24								
25								
26								
27								
28								
29								
30								
31								

Revised 02/2010

TOMALES WASTEWATER TREATMENT FACILITY

Revised 0804

STANDARD OBSERVATION REPORT PASTURE IRRIGATION (001)

Month of June 2014

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

Inspection Date	6/3/14	6/10/14	6-17	6/23	
Day	TUES	TUES	TUES	off	
Time	1030	1030	1100	1400	
Operator	E.C.	E.C.	SC	SC	
Wind Speed & Direction	East 1-5	North 5-10	1-5 NE	10-15	
* Evidence of runoff from site	N	N	N	N	
Evidence of erosion caused by irrigation	N	N	N	N	
** Any odors	N	N	N	N	
Mosquito breeding resulting from irrigation	N	N	N	N	
Improper posting warning signs	N	N	N	N	

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

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

Revised 02/2010

TOMALES WASTEWATER TREATMENT FACILITY

Revised 0804

STANDARD OBSERVATION REPORT PASTURE IRRIGATION (001)

Month of June 2014

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

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Operator	E.C.	E.C.	SC	SC	
Wind Speed & Direction	East 1-5	North 5-10	1-5 NE	10-15	
* Evidence of runoff from site	N	N	N	N	
Evidence of erosion caused by irrigation	N	N	N	N	
** Any odors	N	N	N	N	
Mosquito breeding resulting from irrigation	N	N	N	N	
Improper posting warning signs	N	N	N	N	

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

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

PHILLIPS ASSOCIATES (707) 254-1931

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) June 2014

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

INSPECTION					
Date	6/3/14	6/10/14	6-17	6/23	
Day	Tues	TUES	TUES	MON	
Time	0925	0845	0840		
Tech	EC	E.C	SC	SC	
* Evident of any leaks	N	N	N	N	
Tank level, inches	31	32	37	36	
Cl2 gallons added	∅	∅	∅	∅	
New tank level after adding Cl2, inches	31	32	37	36	
Gallons used for treatment since last check			5	1	
Warning Signs Improperly Posted	N	N	N	N	

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

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

From: [patty oku](#)
To: [Brian Lamoreaux](#); [Bill Bonini](#); [Deborah Parrish](#); [Sue Sims](#)
Cc: [karl Drexel](#); [Walter Earle](#); [Margaret Graham](#); [Eric Knudsen](#); [Beth Koelker](#)
Subject: Fwd: Founders day
Date: Wednesday, July 23, 2014 11:54:54 PM

Hi Brian,

Any event held at the Park is required to provide proof of insurance.

Past Boards have never paid for anyones insurance, but we could bring it up at the meeting Mon. and then send PAC's recommendations to the Board at the next general meeting.

Patty

Begin forwarded message:

From: Brian B Lamoreaux <brian.lamoreaux@mac.com>
Date: July 23, 2014 11:39:56 PM PDT
To: Patty Oku <kandpoku@gmail.com>
Subject: Founders day

Hi Patty,

My computer is in the shop so I don't have the full committee's list to cc handy..

I was contacted by Bert with a request below. What do you think?
Seems to me that since this is a town event - by and for the town - we might be able to make an exception for this one event.

.... From Bert:

in the past we've had to pony up \$300+ for insurance, any chance this year you could talk to the sewer board and park committee and have them sponsor the event in the park so that we would not have to pay insurance? they would not have to pay any extra since the park is already insured

our kitty currently has only \$100

...

Brian

Sent via mobile device

RESPONSE TO GRAND JURY REPORT FORM

Report Title: The Scoop on Marin County Sewer Systems: Part I,

Report Date: June 10, 2014

Public Release Date: June 16, 2014

Response by: September 14, 2014

FINDINGS

- I (we) agree with the findings numbered: F9, F12, R1, R2, R4, R3, R5
- I (we) disagree wholly or partially with the findings numbered: _____
(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

RECOMMENDATIONS

- Recommendations numbered R1, R3, R5 have been implemented.
(Attach a summary describing the implemented actions.)
- Recommendations numbered _____ have not yet been implemented, but will be implemented in the future.
(Attach a timeframe for the implementation.)
- Recommendations numbered _____ require further analysis.
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed _____ from the date of publication of the grand jury report.)
- Recommendations numbered R4 will not be implemented because they are not warranted or are not reasonable.
(Attach an explanation.)

Date: August 13, 2014 Signed: _____

Number of pages attached 6

RESPONSE TO GRAND JURY REPORT FORM

Report Title: The Scoop on Marin County Sewer Systems: Part II,

Report Date: June 10, 2014

Public Release Date: June 16, 2014

Response by: September 14, 2014

FINDINGS

- I (we) agree with the findings numbered: F1, F2, F5, F6, R1, R2, R4, R5
- I (we) disagree wholly or partially with the findings numbered: F8, R7
(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

RECOMMENDATIONS

- Recommendations numbered R5 have been implemented.
(Attach a summary describing the implemented actions.)
- Recommendations numbered R1, R2, R4 have not yet been implemented, but will be implemented in the future.
(Attach a timeframe for the implementation.)
- Recommendations numbered _____ require further analysis.
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed _____ from the date of publication of the grand jury report.)
- Recommendations numbered R7 will not be implemented because they are not warranted or are not reasonable.
(Attach an explanation.)

Date: August 13, 2014 Signed: _____

Number of pages attached 4

August 13, 2014

Nadine A Muller, Foreperson
Marin County Grand Jury
3501 Civic Center Dr., Room 275
San Rafael CA 94903

Re: Grand Jury Response to The Scoop on Marin County Sewer Systems: Part I & 2

Dear Ms. Muller,

Please find the Districts response regarding the Grand Jury Reports - The Scoop on Marin County Sewer Systems Part I & 2:

SCOOP 1 RESPONSE:

F9. There are many costs that are duplicated among wastewater agencies, particularly with regards to management, administration, overhead and governance.

Agreed

F12. Districts are working together across the County, demonstrating an increasing level of commitment to cooperation and resource sharing. Most districts agree that there is potential for greater collaboration and cost reduction.

Agreed. The TVCSD is always seeking opportunities to collaborate or share information.

R1. All districts must work to eliminate spills, through in-depth analysis and investment in infrastructure.

Agreed. The District has an effective sewer system maintenance and repair program. As a result, the TVCSD has not had a Sanitary Sewer Overflow event due to infrastructure failure or operations by the District. The District has an in-depth Operations and Maintenance program carried out by a SWRCB Contract Operator. The District's infrastructure investment is addressed in the District's SSMP.

R3. All agencies adopt an ordinance that will require private laterals to be inspected routinely and repaired as necessary.

Agree. The TVCSD's existing Regulation 103g addresses circumstances where side-sewers must be trested. See attached.

R4. All agencies conduct an analysis to determine the feasibility of using treated waste water for flushing pipes in routine maintenance work.

The District does not perform routine pipe flushing. The District collection system is a gravity system and is monitored and inspected routinely, but flushing is not required.

R5. All agencies continue to cooperate with each other and find further ways to reduce costs.

The District is ready and willing to cooperate with other Districts to reduce costs, however, due to the remote location, integration and collaboration is difficult.

SCOOP 2 RESPONSE:

F1. Bolinas Community Public Utility District, Mill Valley, Tamalpais Community Services District, and Tomales Village Community Services District do not have Capital Improvement Plans as required by SWRCB Order 2006-0003-DWQ, p.11 item iv – Operation and Maintenance Program.

The District's SSMP addresses the SWRCB Order 2006-0003-DWQ, p.11 item iv – Operation and Maintenance Program. The TVCSD is working on developing a capital improvement plan and will hopefully complete it by the end of the year.

F2. Bolinas Public Utility District, Mill Valley, Murray Park Sewer Maintenance District, San Quentin Sewer Maintenance District, Tamalpais Community Services District and Tomales Village Community Services District do not have financial reserve policies.

The TVCSD has established reserves for operations, capital expenses, and debt service and contributes a percentage of retained earnings to those reserves annually. However, the District does not have an official policy and is working to develop one.

F5. Almonte, Homestead Valley, and Tomales Village Community Services District have not completed audits of their SSMPs in the last two years as required by SWRCB Order 2006-0003-DWQ, p.14, SSMP Program Audits. The Bay Regional Water Quality Control Board (RWQCB) no longer allows for this requirement to be waived for agencies with a population of less than 10,000 as outlined in their letter dated October 3, 2012.

The TVCSD self audit of the District's SSMP is not due until September 26, 2014 and will be completed on schedule.

F6. Homestead Valley, Mill Valley, North Marin Water District, Richardson Bay, Sanitary District #5 (Tiburon), Tamalpais Community Services District, and Tomales Villages Community Services District have not posted their SSMPs on their websites.

The TVCSD's SSMP has subsequently been posted on the District's website.

F8. Alto, Bolinas Community Public Utility District, Homestead Valley, Mill Valley and Tomales Village Community Services District do not have Overflow Emergency Response training manuals.

Overflow Emergency Response is contracted out with a SWRCB Contract Operator and they are responsible for training their employees.

R1. Bolinas Community Public Utility District, Mill Valley, Tamalpais Community Services District and Tomales Village Community Services District develop capital improvement plans by the end of 2014.

The TVCSD is working on developing a capital improvement plan and will hopefully complete it by the end of the year. The District's SSMP addresses the SWRCB Order 2006-0003-DWQ, p.11 item iv – Operation and Maintenance Program.

R2. Bolinas Public Utility District, Mill Valley, Murray Park Sewer Maintenance District, San Quentin Sewer Maintenance District, Tamalpais Community Services District and Tomales Village Community Services District develop financial reserves policies.

The TVCSD is working on developing a financial reserve policy and will hopefully complete it by the end of the year.

R4. Almonte, Homestead Valley and Tomales Village Community Services District complete audits of their SSMPs by August 2, 2014, as required by RWQCB.

The RWQCB requires agencies to complete self audits every two years. The TVCSD SSMP was filed on September 26, 2012 and therefore is required to complete the audit by September 26, 2014. The audit will be completed on schedule.

R5. Homestead Valley, Mill Valley, North Marin Water District, Richardson Bay, Sanitary District #5, Tamalpais Community Services District and Tomales Villages Community Services District post their SSMPs on their websites.

The TVCSD's SSMP is posted on the District's website.

R7. Alto, Bolinas Public Utility District, Homestead Valley, Mill Valley and Tomales Village Community Services District develop Overflow Emergency Response Training Manuals.

The TVCSD's Overflow Emergency Response Plan is written in the District's Operations and Maintenance Manual and the SSMP, and is performed by contract operators, Phillips & Associates. They are responsible for training their employees and do so according to their own policies.

If you require additional clarification, please contact our Board President Bill Bonini and or our Administrator Karl Drexel.

Sincerely,

Karl W. Drexel
Administrator

Ecc:
Bill Bonini, Board President
TVCSD Board members
Jenna Brady, Marin County Counsel

Hard Copy to:
The Honorable Judge Faye D'Opal
Marin County Superior Court
PO Box 4988
San Rafael CA 94913-4988

Tomales Village Community Services District

REGULATION 103

SIDE-SEWER CONNECTIONS

a. Agreement Required

In accordance with Section d. of Regulation 100 no person shall construct a side-sewer or make a connection with any sewer main without first entering into an agreement with the District and paying all fees, charges and estimated construction costs as required under Regulation 106 and 108.

b. When Extension of Sewer Main Required

Extension of a District sewer main shall be constructed to serve new consumers whose lands do not have direct access to or do not abut a street or easement containing an adequate sewer main in accordance to Regulations 104, 106 and 108. Property with direct access to a street or easement containing an adequate sewer main, but which does not have a major frontage on the street or easement, will be served at such street or easement provided that such property and adjacent properties cannot be subdivided or developed.

c. Construction Requirements

- (1) Construction of side-sewers shall be in accordance with the TVCSD Standard Drawing, Sewer and comply with the Uniform Building Code for underground sewer.
- (2) No person shall uncover or otherwise alter or disturb a side-sewer without first receiving the consent of the District.

d. Separate Side-Sewers

Each separate building shall be connected to the sewer main with a separate side-sewer, except that one or more buildings located on property owned by the same person may be served by the same side-sewer if the District determines that it is unlikely that the property can or will be subdivided in the future. However, if for any reason the property is subsequently subdivided, the owner shall provide each building under separate ownership, a separate side-sewer and sewer main extension as required by the District. Continued use of such common side-sewer is prohibited.

e. Old Building Side-Sewer

An old building side-sewer may be used in connection with a new building only if, after inspection, the District determines that the side-sewer meets all current District requirements.

f. Maintenance of Side-Sewer

The maintenance of each side-sewer shall be the responsibility of the owner of the property served thereby. The cost of testing, inspecting, maintaining, repairing, replacing and relocating a side-sewer shall be borne by the owner of the property thereby. The owner shall keep the side-sewer free of infiltration.

g. Testing of Side-Sewers

Side-sewers will be tested under the supervision of the District in each of the following circumstances:

- (1) on remodeling or enlargement of the property served involving the installation of any plumbing fixture,
- (2) on change of use of the building served as residential, commercial or industrial,
- (3) on repair or replacement of the side-sewer, and
- (4) on request of the District.

h. Sewers Too Low

In all buildings in which any building sewer is too low to permit gravity flow to the existing sewer main or side-sewer, the District will require that all other methods of obtaining gravity flow must be examined. Any new construction that is required in order to achieve gravity flow will be at the property owner's expense.

The District will determine if gravity flow sewer service to the property is not feasible. In this case, the sewage carried by such building sewer shall be lifted by a private pump system, subject to District approval, and discharged to the sewer main or side-sewer as determined by the District, and at the expense of the owner. The Applicant shall enter into a recordable agreement running with the land to be served agreeing to accept such service and releasing the District from any liability and from all responsibility to provide gravity service, and agreeing to maintain in good condition and repair without cost to the District the private pump system, including:

- (1) Collection basin
- (2) sewage pump or grinder pump as required
- (3) cleanouts appropriately located to remedy pipe blockages
- (4) check valve to prevent sewage in the District's sewer system from draining into the owner's private system.

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

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

Board of Directors
Tomales Village Community Services District
P.O. Box 303
Tomales, CA 94971

June 4, 2014

We are pleased to confirm our understanding of the services we are to provide for Tomales Village Community Services District for the year ended June 30, 2014.

We will audit the statement of net position of Tomales Village Community Services District as of June 30, 2014, and the related statements of revenues, expenses and changes in net position and cash flows for the year then ended. Also, any supplemental information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements.

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

Audit Objective

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

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

Management Responsibilities

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

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

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

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

Audit Procedures—General

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

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

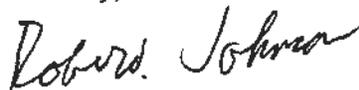
Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals,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

Audit Procedures—Internal Control

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

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

Sincerely,



Robert W. Johnson, CPA

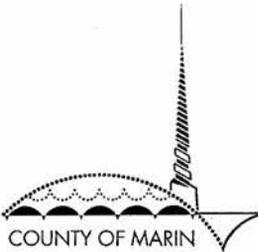
RWJ:jn

APPROVAL:

Signature: _____

Title: _____

Date: _____



BOARD OF SUPERVISORS

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Susan L. Adams
1ST DISTRICT

VICE PRESIDENT
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CLERK OF THE BOARD

Marin County Civic Center
3501 Civic Center Drive
Suite 329
San Rafael, CA 94903
415 473 7331 T
415 473 3645 F
415 473 6172 TTY
www.marincounty.org/bos

DATE: June 26, 2014
TO: All Special Districts, Boards, Commissions and School Districts for which the Marin County Board of Supervisors is the Code Reviewing Body
FROM: Office of the Clerk of the Marin County Board of Supervisors
RE: 2014 Biennial Notice - Conflict of Interest Code

As you may recall, the State Political Reform Act requires all public agencies to adopt a Conflict of Interest Code. A code designates positions required to file Statements of Economic Interests (Form 700) and assigns disclosure categories specifying the types of interests to be reported. Every local government agency is required to review its Conflict of Interest Code every two years. The County Board of Supervisors, as the Code reviewing body for your agency, is charged with the responsibility of approving any changes to your Conflict of Interest Code.

No later than **October 1, 2014**, your agency must submit to the County Board of Supervisors the enclosed 2014 Local Agency Biennial Notice indicating whether or not an amendment to your Conflict of Interest Code is necessary. Even if your Code needs no changes, State law requires that you submit the enclosed notice stating that no changes to your Code are necessary.

Therefore, please review the attached. If amendments to your agency's Conflict of Interest Code are necessary, the amended Code must be forwarded to the Board of Supervisors within 90 days of filing the biennial notice. For example, if your agency files its notice on October 1, 2014 indicating that an amendment is necessary, the amendment is due to the Board of Supervisors by December 30, 2014. An agency's amended Code is not effective until it has been approved by the Board of Supervisors.

If you need any assistance with reviewing your Code or completing the Notice, the Fair Political Practices Commission may be contacted toll-free at 1-866-275-3772. (Forms and other information may be obtained from www.fppc.ca.gov.)

Thank you in advance for your attention to this matter.

Sincerely,

DIANE PATTERSON
Assistant Clerk of the Board

Enclosure

2014 Local Agency Biennial Notice

Name of Agency: Tomales Village Community Services District
Mailing Address: PO Box 303, Tomales CA 94971
Contact Person: Karl Drexel, Administrator Phone No: 707/878-2767
E-Mail: karl@tomalescsd.ca.gov

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

An amendment is required. The following amendments are necessary:

(Mark all that apply.)

- Include new positions (including consultants) that must be designated
- Revise disclosure categories
- Revise the titles of existing positions
- Delete positions that no longer make or participate in making governmental decisions
- Other *(describe)* Update Resolution

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2014**, or by the date specified by your agency, if earlier, to:

Diane Patterson

ASSISTANT CLERK OF THE BOARD

3501 Civic Center Drive, Suite 329

San Rafael, CA 94903

415 473 7355 T

dpatterson@marincounty.org

PLEASE DO NOT RETURN THIS FORM TO THE FPPC

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
RESOLUTION # 14-03

BE IT RESOLVED by the Board of Directors of the Tomales Village Community Services District, a California Special District formed under Government Code 61000, has adopted this Conflict of Interest Code, replacing all previous Conflict of Interest Codes.

Pursuant to the Political Reform Act of 1974, the District has adopted Section 18730 of Title 2, Division 6, California Code of Regulations as the regulatory Conflict-of-Interest Code of the District. The full text of Section 18730, together with any amendments thereto, may be found at: <http://www.fppc.ca.gov/legal/regs/current/18730.pdf>. Any Director, Officer, Administrator, Administrative Management Consultant, Financial Management Consultant, Contract Operator, Employee or Independent Contractor involved in voting on matters, negotiating contracts, or making recommendations on purchases on behalf of the District, is subject to this code. All parties subject to the Conflict-of-Interest Code are required to file a Statement of Economic Interests (Form 700), with the District Administrator at the time of assuming their duties and on an annual basis thereafter. Annual filing of Form 700 is due by April 2nd of each year and within 30 days of leaving office or position. Disclosure of only those investments, real property, sources of income and business positions that may affect the decision-making of an individual pertaining to the Tomales Village Community Services District are required. Any person who has a conflict of interest is required to disqualify himself or herself from making or participating in a decision or action that may affect their interest or have a significant monetary impact on them or their interest.

CERTIFICATION

The following hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Tomales Village Community Services District at a regularly scheduled Board Meeting held on August 13, 2014.

Bill Bonini, President, TVCSD

Attested by:

Sue Sims, Secretary, TVCSD



JOHN CHIANG
California State Controller
Division of Accounting and Reporting

June 6, 2014

District Fiscal Officer
Tomales Community Services District
P. O. Box 303
Tomales, CA 94971

RE: 2013 Government Compensation in California Report

Dear District Fiscal Officer:

This letter is to provide information to prepare the 2013 Government Compensation in California (GCC) report, which is a supplement to your annual Special Districts Financial Transactions Report. **If you are not responsible for completing the GCC report, please route this letter to the appropriate department (e.g., Payroll or Human Resources).**

The 2013 GCC reporting templates and instructions are available on the State Controller's Office (SCO) website at:

www.sco.ca.gov/ard_locinstr_lgcomp_forms.html

Use the following file transfer protocol (FTP) address for submitting the report:

<ftp://sd28wstc:PM637dpzq5@ftp.sco.ca.gov>

Government Code (GC) section 53891 requires completed reports to be submitted to the SCO within 90 days after the close of the fiscal year. However, reports filed in the electronic file format prescribed by the SCO may be submitted within 110 days after the close of the fiscal year. Please submit **paper reports by September 29, 2014**, or reports in **electronic format by October 20, 2014**.

Information regarding the Special Districts Financial Transactions Report will be sent in a separate mailing.

For questions concerning the 2013 GCC reporting requirements, please contact the Government Compensation Section at GCCsupport@sco.ca.gov or (916) 445-5153. You can visit the SCO's Public Pay website at www.publicpay.ca.gov.

Sincerely,

A handwritten signature in cursive script that reads "Karen Garcia".

KAREN GARCIA, Manager
Government Compensation Section

State Controller's Office - Division of Accounting and Reporting
Special Districts - Local Government Compensation Report - Calendar Year 2013

Preparer Contact Information

Entity Name Tomales Village Community Services District
 Human Resources Web Page www.tomalescsd.ca.gov
 Employees Hold more than One Position? (Enter 'Yes' or 'No') 'Save As' Filename 2013-12052180000.xls

Preparer Name Karl Drexel, Administrator
 Phone Number 707-878-2767
 E-mail Address admin@tomalescsd.ca.gov

Line #	Elected Officials Enter 'Y'	Department	Classification	Multiple Positions Footnote	Annual Salary Minimum	Annual Salary Maximum	Total Wages Subject to Medicare (Box 5 of W-2):				Employer Contribution: -----			Health, Dental, Vision
							Total Regular Pay	Overtime Pay	Lump Sum Pay	Other Pay	Applicable Defined Benefit Pension Formula	Employees' Share of Pension Benefits	Deferred Compensation/ Defined Contribution Plan	
1.	Y	Board of Directors	Board President		0	0	0	0	0	0	0	0	0	0
2.	Y	Board of Directors	Board Vice President		0	0	0	0	0	0	0	0	0	0
3.	Y	Board of Directors	Board Member		0	0	0	0	0	0	0	0	0	0
4.	Y	Board of Directors	Board Member		0	0	0	0	0	0	0	0	0	0
5.	Y	Board of Directors	Board Member		0	0	0	0	0	0	0	0	0	0
6.														

Karl Drexel

Subject: FW: 2013 LGCC Report

From: Rimbun, Djunita [<mailto:DRimbun@sco.ca.gov>]

Sent: Monday, July 28, 2014 2:12 PM

To: 'karl@tomalescsd.ca.gov'

Subject: RE: 2013 LGCC Report

Hello Karl,

The State Controller's Office has received your 2013 Government Compensation Report for processing. Thank you for your report submission. Upon review, an analyst may contact you for clarifications regarding your report.

Sincerely,

Djunita Rimbun
State Controller's Office
Division of Accounting and Reporting
916-650-6941

From: Karl Drexel [<mailto:karl@tomalescsd.ca.gov>]

Sent: Monday, July 28, 2014 12:44 PM

To: 'gccsupport@sco.ca.gov'

Subject: 2013 LGCC Report

I was unable to transfer the completed GCC Report via FTP, so I am e-mailing the report to you as suggested on the SCO greeting. Please acknowledge receipt and call if there are any problems. Thank you.

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

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

 Please consider the environment before you print



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



Service Dates: June 19,2014 to July 25,2014

True-up period from Aug 2014 to Jul 2015

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

WJTR

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

PAGE 1

TOTAL CURRENT MONTH'S BILLED AMOUNT: \$30.89*

*This amount is the minimum you must pay this month and is reflected on your regular monthly blue bill, in addition to the energy charges that you may pay monthly or at the end of the true-up period shown below. It includes the following components:
 Distribution \$30.89.

ENERGY CHARGES/CREDITS

Current Month Energy Charge or Credit (-) **\$-934.73**

Cumulative Energy Charges or Credits (-) for the current true-up period: **\$-934.73**
 This Cumulative Energy Charge does not reflect any payment you may have made.

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

ANY UNPAID ENERGY CHARGES WILL BE DUE AT THE END OF YOUR TRUE-UP PERIOD (Jul 2015)

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	TOU PERIOD	PRIOR READ	CURRENT READ	DIFFERENCE	METER CONSTANT	ENERGY
1007184994	Summer	Peak	19,172	17,570	-1,602	1	-1,602
1007184994	Summer	Part	33,744	33,469	-275	1	-275
1007184994	Summer	Off	6,321	6,566	245	1	245
TOTALS			59,237	57,605			-1,632

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1007184994	Summer	59,237	57,605
TOTALS		59,237	57,605

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



PACIFIC GAS AND ELECTRIC COMPANY
NET ENERGY METERING ELECTRIC STATEMENT



Service Dates: June 19, 2014 to July 25, 2014

True-up period from Aug 2014 to Jul 2015

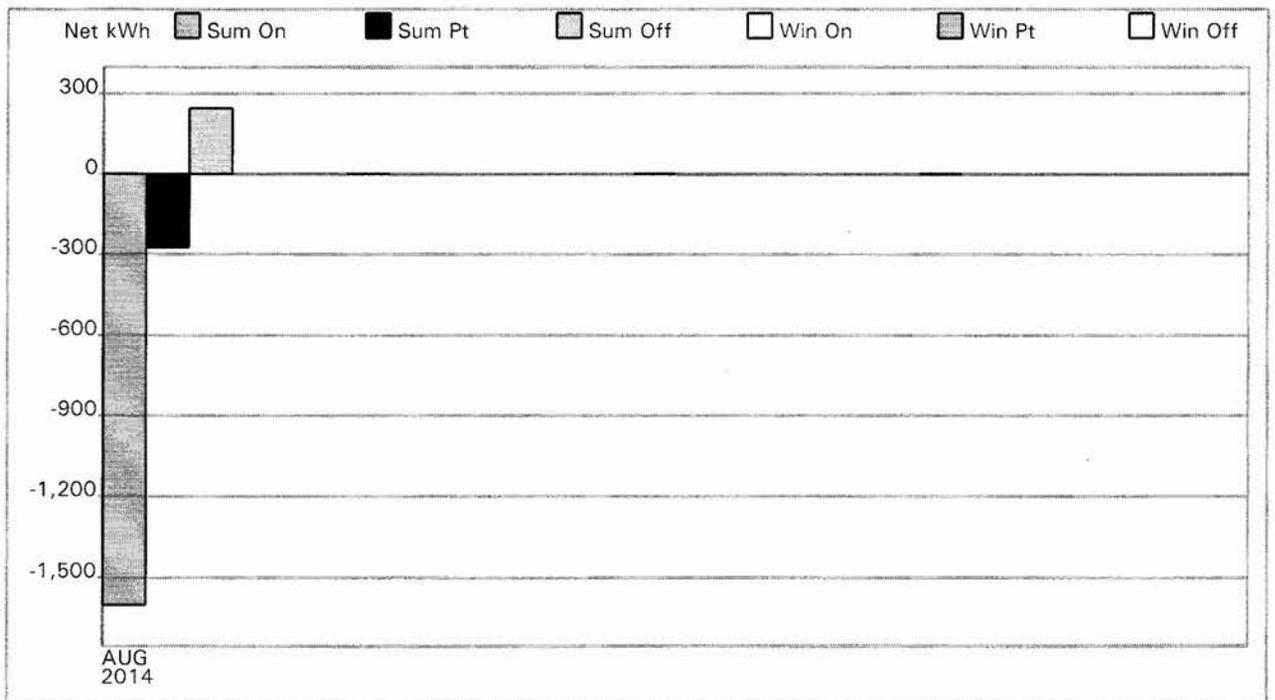
TOMALES VILLAGE COMM SERV DIST
 OFF IRVIN RD
 TOMALES, CA. 94971

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

ENERGY TRUE-UP HISTORY:

BILLING MONTH	BILL TO DATE	SUMMER ON	SUMMER PART	SUMMER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
AUG 2014	07/25/14	-1,602	-275	245	-1,632	\$-934.73
TOTALS					-1,632	\$-934.73

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





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



Service Dates: June 20, 2014 to July 25, 2014

True-up period from Aug 2014 to Jul 2015

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

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

PAGE 1

TOTAL CURRENT MONTH'S BILLED AMOUNT: \$30.04*

*This amount is the minimum you must pay this month and is reflected on your regular monthly blue bill, in addition to the energy charges that you may pay monthly or at the end of the true-up period shown below. It includes the following components:
Distribution \$30.04.

ENERGY CHARGES/CREDITS

Current Month Energy Charge or Credit (-) **\$-425.84**

Cumulative Energy Charges or Credits (-) for the current true-up period: **\$-425.84**
This Cumulative Energy Charge does not reflect any payment you may have made.

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

ANY UNPAID ENERGY CHARGES WILL BE DUE AT THE END OF YOUR TRUE-UP PERIOD (Jul 2015)

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	TOU PERIOD	PRIOR READ	CURRENT READ	DIFFERENCE	METER CONSTANT	ENERGY
1004764719	Summer	Peak	39,801	39,176	-625	1	-625
1004764719	Summer	Part	34,785	34,640	-145	1	-145
1004764719	Summer	Off	53,213	52,949	-264	1	-264
TOTALS			27,799	26,765			-1,034

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1004764719	Summer	27,799	26,765
TOTALS		27,799	26,765

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



PACIFIC GAS AND ELECTRIC COMPANY
NET ENERGY METERING ELECTRIC STATEMENT
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Service Dates: June 20, 2014 to July 25, 2014

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

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

ENERGY TRUE-UP HISTORY:

BILLING MONTH	BILL TO DATE	SUMMER ON	SUMMER PART	SUMMER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
AUG 2014	07/25/14	-625	-145	-264	-1,034	\$-425.84
TOTALS					-1,034	\$-425.84

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

