AGENDA

Regular Meeting

TVCSD Board of Directors
WEDNESDAY July 9, 2014
Tomales Town Hall 6:30 PM
Phone: 707-776-6117
TVCSD Mission Statement

Call to Order

1. **Alvin Duskin - Solar Proposal**

2 **Additions, corrections and approval of the June 25th Special Meeting and the June 11th 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 and Adopt Final Park and Sewer Budgets**
   - **D. Audit Engagement Letter – Robert Johnson, CPA**
     - **1. Authorize Administrator to sign and return engagement letter**
   - **E. Depreciation Schedule from Auditor**

4. **Phillips & Associates Report** (Board Packet documents labeled Phillips Report)
   - **A. Self Monitoring Report**
   - **B. Phil Wyatt getting price and availability on Nelson 150 Series Big Gun and/or equivalent**

5. **FDIC Deposits**
   - **A. Misinformation from Bank of Marin regarding FDIC limits – Still $250,000**
   - **B. Comparing rates. Still some to go.**

   Karl recommends moving $50,000 from Bank of Marin to Money Market Account or 6 Month CD at Redwood Credit Union until Board decides on Investment Policy

6. **Park Advisory Committee**
   - **A. June 23rd Park Committee Minutes**
   - **B. Park Rental Agreements – Legal requirements**

7. **Financial Advisory Committee**
   - **A. Next Steps for Matrix (Donna Clavaud)**

8. **Unfinished Business**
   - A. **New TVCSD Office Space**
     1. **Discuss next steps and timeline**
   - B. **RFPs**
     1. **SDRMA Response to RFPs**
   - C. **SDRMA Board Training** (No other documents, see RFPs above)
     1. **Available dates Late July or Early August – Recommend Board set dates**
   - D. **Policy Manual**
     1. **Draft Policy on E-mail Communications**
     2. **Board Roles and Responsibilities**

9. **New Business**

   (This is the time the Board addresses all new business not yet introduced.)
   - A. **Attorney for Board Issues of Concern**
     1. **Discuss Local Attorney**
   - B. **Grand Jury Report**
     1. **Grand Jury Report Part I with list of requested responses**
     2. **Grand Jury Report Part II with list of requested responses**
     3. **TVCSD's SSMP Certification with the State Water Board**
     4. **TVCSD's No-Spill Certification list**
     5. **Letter from Water Board re SSMP Self Audit and Audit topics**
     6. **Letter from Water Board re Sewer Lateral programs**
     7. **TVCSD's Lateral Regulation 103**

     Karl working on recommendations for responses for Bill to reply by September 16th.

   - C. **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**

   - D. **California Special District Association Board Election**
     1. **Vote for Board member from Bay Region**

10. **Managers Report**

11. **Comments From Community**
    - A. **Email from Dan Erickson and Fran Hentz;**
    - B. **Bruce Bramson - Email**

12. **Correspondence**
    - A. **Marin Community Development Housing Plan**
    - B. ***Sewer districts can improve, jury says*, Samantha Kimmey, *Pt Reyes Light***

13. **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)*

To: Board of Directors, TVCSD
From: Alvin Duskin

Board Members:

I suggest that you consider at your July 9 meeting the possibility of a solar photovoltaic project at the site of the ponds at 10 Irwin Road and at the nearby Hill Site.

With your approval I will contact two EPC contractors (Engineering, Procurement, Construction) and a group of investors who have an interest in solar projects.

For you consideration I am attaching a recent article on the 1,980 kilowatt Novato Solar Farm that was approved by the Marin County Supervisors. A project in Tomales would be smaller, at 500 kilowatts. Like the Novato project it would supply energy to Marin Clean Energy, the non-profit entity of which Tomales is a member. The capital cost of the project would be in the range of $2,000,000.

If we are to go forward I will need:

1) Keys to the sites and permission to enter with my co-developer and the EPC contractors.
2) The complete file of the contract between the TVCSD and PG&E on the existing photovoltaic arrays on both sites.

If we follow the model of the Novato project, then the TVCSD would simply lease the land at the ponds to an entity to-be-formed by the co-developers. The lease would provide that there would be no interference with the operations of the treatment facilities. The TVCSD would incur no financial risk or liabilities by leasing land to the solar project.

I will have a decision on the feasibility of the project and planned income to TVCSD by September 30, 2014. Acceptance of the terms of this letter does not bind the TVCSD in any way.

If you have questions or comments, please contact me.

Yours,
Alvin Duskin
alvinduskin@gmail.com
415-878-9401

Novato solar farm gets unanimous approval

Marin Independent Journal (CA), 2014-06-24

June 24 --A proposed Novato solar project capable of powering 500 Marin homes -- the largest such installation in the county -- won unanimous approval from the Marin County Planning Commission Monday.

On a 7-0 vote, the commission approved the permit for a solar installation proposed by Crawford Cooley and Beverly Potter on their property, a former rock quarry in an isolated area just outside Novato . Nine people, including representatives of Sustainable Novato, the Marin Conservation League and a local union, spoke in favor of the project, and an Audubon Society representative voiced concerns but did not directly oppose the project.

"I view this on the whole as a win-win," said Commissioner Margot Biehle . "It gets us closer to our (greenhouse gas reduction act) AB 32 goals for the state, it's close to feed-in power lines, it has minimal visual traffic impacts and it supports local business and labor."

The project encompasses 4,272 solar panels up to 6.5 feet high on 11.5 acres of the 952-acre quarry. The $6 million project will generate 1.98 megawatts of electricity, delivered to Marin Clean Energy via nearby power lines. The site, which is not visible from the road, is west of the city of Novato , east of Stafford Lake and about a mile north of Novato Boulevard .

The quarry was once mined for serpentine rock, which contains asbestos. Quarry operations shut down in 1990.

"I'm ecstatic," said Roy Phillips , president of San Rafael -based REP Energy. Phillips will own and build the solar installation along with San Rafael -based Danlin Solar , leasing the land from Cooley and Potter.

"This shows that we can work together with environmental protection groups as a team to site successful solar projects," Phillips said. Last year, a project in which Phillips was involved, a solar farm at Green Point Nursery that could have powered 200 Marin homes, was killed by the Marin Board of Supervisors amid a storm of protest from neighbors who said the panels would be unsightly.

"This is truly the ideal site," Phillips said. "We can use this project as a model."

The commissioners granted the permit with the conditions that chemicals not be used in cleaning the panels and that the equipment be removed and recycled when the project is decommissioned.

"If we're going to do it, this is the time," said Commissioner Don Dickenson .

Representatives of Marin Clean Energy testified that the project would become part of "Sol

Shares," which offers residents the chance to purchase 100 percent solar energy from a local solar farm in the company's service area.

"Now local people can own a little piece of this project," Phillips said.

Commissioner Peter Theran initially questioned whether the facility conformed to portions of the county's general plan seeking to protect scenic views.

"I am a fellow hiker. I don't think the countywide plan or design review guidelines mean we can't see something. I don't think a solar installation has an adverse effect (on views)," said Commissioner Katherine Crecelius .

"I want sustainable energy. I would like my daughter and her kids to have a place to live in generations to come," said Valentin Beltran of Novato .

"We do support sustainable energy," said Barbara Salzman of the Audubon Society . "We are concerned that the environmental impacts be addressed." Salzman suggested that "it should be a condition of the permit that no chemicals be used in washing the panels," and commissioners did add such a condition.

"We're all proud of Marin's landscape. We need to make sure that landscape can evolve to meet the shifting needs of the planet," said Bill Carney of Sustainable San Rafael. "I am on the committee working to develop a solar ordinance for the county. We should not use that process as a fig leaf to avoid projects like these," Carney said, referring to arguments made by some that decisions on projects should be deferred until an ordinance is in place.

"Climate change is not waiting," Carney said. "We need to act."

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TOMALES VILLAGE
COMMUNITY SERVICES DISTRICT

Minutes of the Board Meeting

Bill Bonini called the meeting to order at 7:13 PM June 11, 2014 at the Tomales Town Hall

All five board member were in attendance.

Sue Sims took notes and recorded the meeting

Bill Bonini, President
Deborah Parrish, Vice President
Sue Sims, Secretary
Brian Lamoreaux
Patty Oku

Also Present: Victoria Hansen, Louise Gregg, Ted Andersen, Chick Petersen, Donna Clavaud, Steve Phillips

The minutes for May 14, 2014 and May 28, 2014 were approved as corrected.

Financial Report:

ACTION:

Patty Oku moved to accept the check register, approve expenditures adopt the financial statements. Sue Sims seconded the motion
Vote
Yes: Bill Bonini, Sue Sims, Deborah Parrish, Patty Oku, Brian Lamoreaux.
Opposed: none

Second Vote Preliminary Budget 2014-2015

Deborah Parrish asked why there had been no Board oversight of the development of the Park Budget? Why are we not approving both together?
Karl said the Auditor had separated the Park from the Sewer. Deborah acknowledged that she was aware of the separation, but that the District has a deadline of July 1 to submit a budget and the Park Budget was not included in the budget presented to at the Public Hearing--the time she found that the Park Budget was not included. She wondered if we were out of compliance. Karl replied that the last PAC meeting was the first time the budget was brought up.

Karl mentioned that the Park was a latent power of the District but they were separate. Deborah, reiterated that she knew the Park was separate and asked if that meant separate statements, accounts, separate procedures. Karl said that it did. . Deborah was confused because she has not seen any guidelines or procedures with which the Board would provide oversight.

Karl indicated that he was busy focusing on the Sewer Budget and hadn't yet finished the Park Budget.

Interjections about Measure A funding were confused with the inquiry about guidelines and procedure documentation.

Donna Clavaud offered that budgets typically run from July to July. For the first time the Park is playing a silent role. We can't design a budget around Measure A funds. We have other funds. Rate payers look at the sewer, but at the same time the TVCSD District is one entity with two responsibilities. We're approving part, not all.

Someone offered that the Park is just being slipped in. The Park hasn't been looked at by the Public. This is confusing. What's required for the budget?

PAC members offered that issues would become clear when we looked at the PAC report. Deborah asked if the guidelines and procedures were in the PAC contribution to the Board Packet. Patty Oku said they were not, those would have to come from Karl.

Deborah said that we are looking at the financials of both the Sewer and the Park together here, however, we haven't been told how this works. Yes, the auditor wanted the two entities separated. Procedurally, they've been separated. We haven't been told how to deal with the separation. How are we to manage the budget? That's what we need to know. Are there guidelines? Does someone know them?

Karl has presented a District budget. The title on the Agenda does not indicate we are dealing with solely the Sewer Budget. The cover page of the Budget presented at the Public Hearing appeared to be the District Budget. Nothing more than a cryptic note inside the Preliminary Budget referred to a separate Park Budget.

ACTION

Brian Lamoreaux: I move to approve the Sewer Budget for 2014-2015 fiscal year. Patty Oku
Yes: Brian Lamoreaux, Patty Oku, Bill Bonini, Deborah Parrish
Opposed: Sue Sims

Sue Sims wished to acknowledge that she did not vote to pass the Sewer Budget because she felt the budget as presented at the Public Hearing was misleading and confusing. There was nothing on the printed budget document that clearly stated the budget was a Sewer Budget only. The budget appeared to be the District Budget for Fiscal Year 2014-2015.

Operator's Report

Steve Phillips made his quarterly appearance at the Board Meeting. Steve reported that the plant remains in very good shape. He rated the plant on an "ease of maintenance" basis saying that on a scale of 1-10, the plant rated 1 for easiest to run. It takes Phillips one day a week to maintain the plant. Steve said he could manage our plant via a smartphone from Italy.

Steve further added that they have NEVER, in 15 years, been called to the District for obstructions such as tree roots, etc. Some of their clients require help with blockages weekly.

Routine maintenance: Steve recommended that if the budget allows, we purchase and replace 3-4 of our Big Gun Spray Heads for the irrigation system. The topic of the Spray Heads will go on next month's meeting agenda.

Steve and Karl are communicating regularly since our WDR permit is open for review. Successful negotiations to continue using COD testing as opposed to BOD testing will keep testing expenses down. Steve indicated that it's important to negotiate these changes so that cost of maintenance does not increase quickly. BOD is a lab test that takes two weeks to get back from the lab, whereas COD is a field test and the results are known in two hours.

Re: Disaster Plans: Steve said that we are at an advantage in that gravity is with us. The key would be the battery backup for the computer so that we could control things locally.

Because our plant design is simple and we are automated, Steve told us that the TVCSD plant needs an Operator Grade 1 to run the plant and a Grade 2 or 3 to be the Chief Operator. Steve mused that he as a Grade 4 and Gary as a Grade 5 were way above TVCSD's pay grade.

PAC Committee Report

The Park Advisory Committee voted to pay down the park's loan from the Sewer District by $6,000 from discretionary funds, leaving a $3,400 balance.

ACTION
Patty Oku made a motion for the Park to pay $6,000 on their loan from the District. Brian seconded the motion.
Yes: Brian Lamoreaux, Sue Sims, Deborah Parrish, Patty Oku, Bill Bonini
Opposed: none

Patty Oku listed several projects that PAC planned from various park funds. Measure A rules required a project work plan be submitted by June 2014.
Projects include an ADA faucet estimated to cost $3,000. However, the West Marin Rotary Club would like to donate $1,000 taking the cost down to $2,000. Phil Wyatt listed the material necessary for the park irrigation (established trees & shrubs). The cost of the irrigation materials will be $1,600. Handy Capped Path, retaining wall $5,000; water tower, windows, siding $15,000; site plan $2,000. Purchase and install 3 small BBQs $2,600 (estimate). $12,000 estimate for permits include gazebo, possible gate; structural, permits, planning & costal permit. Total $34,300 at this time for the 2014-15 CY Measure A Work Plan.

ACTION
Patty Oku made a motion to approve PAC Measure A funds and funds from the current balance sheet attributed to different items and gifts from different people in that accounting. Seconded by Brian Lamoreaux
Vote:
Yes: Sue Sims, Patty Oku, Bill Bonini, Deborah Parrish, Brian Lamoreaux
No: None

Efficiency Audit

The Board briefly discussed the items Donna Clavaud provided regarding the bids FAC received in response to RFPs sent to Efficiency Auditors.

ACTION:
Patty Oku: I would like to make a motion to hire Matrix Consulting Group to conduct our Efficiency Audit for us. Deborah Parrish seconded the motion.
Vote:
Yes: Deborah Parrish, Sue Sims, Bill Bonini, Patty Oku, Brian Lamoreaux
No: None

TVCSD District Office
Bill Bonini revealed that the district has been offered to rent the space above Diekmann's Store for an office. The rental amount: $100.

ACTION

Sue Sims: I make a motion that we accept the Diekmann space for the TVCSD District. Deborah Parrish seconded the motion.
Vote:
Yes: Bill Bonini, Sue Sims, Deborah Parrish, Patty Oku, Brian Lamoreaux
Opposed: None

The meeting adjourned at 10:28 PM
Next Meeting: June 25, 2014

_____ _____
Approved July 9, 2014 Approved July 9, 2014

TOMALES VILLAGE
COMMUNITY SERVICES DISTRICT

Minutes of the Board Meeting

Minutes, Agendas, Board Packets

Bill Bonini called the meeting to order at 7:08 PM June 25, 2014, Tomales Town Hall

Sue Sims took notes and recorded the meeting

Bill Bonini, President
Deborah Parrish, Vice President
Sue Sims, Secretary
Brian Lamoreaux (absent)
Patty Oku

Also Present: Richard Levi, Ted Andersen, Chick Petersen, Donna Clavaud, Venta Leon

The minutes for June 11, 2014 await a PAC amended motion on July 9, 2014.

Agenda, Board Packet & Minutes

Patty Oku expressed that she didn't like that the Mission Statement is no longer on the Agenda. Sue Sims said that she was able to get the document to on one page by removing the Mission Statement. After a brief conversation, Deborah Parrish suggested a link to the Mission Statement on the website. Sue Sims also said she would see how if the Mission Statement could be added with her new format, a format praised by several community members at the meeting. It turns out that very few CSDs include their Mission Statement on the Agenda. The Mission Statement and Vision are standard items on the Strategic Plan.

Patty Oku was confused by items on the Agenda that did not have corresponding items in the Board Packet. Sue Sims explained that some items were for discussion topics that must be on the Agenda to be discussed.

Patty Oku also commented on the Minutes of the June 11th meeting and wished her comments to be included in the record: Patty said that after reviewing the Minutes from 6/11/2014, she has concluded that the Minutes are incomplete and the Secretary is biased. The Secretary, said Patty Oku, should remain neutral.

President Bonini asked if she had any specific instances to back her comment. Patty Oku said that the Park Advisory Committee entry in the minutes lacked information and there was no mention of the list of items on the Measure A Work Plan. She requested a copy of the recording of the 6/11/2014 meeting. She mentioned that the motion didn't reflect PACs report.

Sue Sims told Patty Oku that she was going to bring up the entry if Patty hadn't. Sue said she listened to the recording 3 or 4 times to get the entire motion that Patty made with regard to the PAC report. What Sue wrote was exactly the Motion Patty made. Sue said that when she finally transcribed the entire motion, she realized that Patty had put no dollar amount in the motion and that the elements of the motion were too general. Sue suggested that Patty may want to amend the motion. Sue further suggested that Patty listen to the recording and take time to get the amendment to her satisfaction.

Action:
Patty Oku made a motion to delay the approval and amendment of the PAC motion and the 6/11/14 minutes. Sue Sims seconded the motion.
Vote:
Yes: Patty Oku, Sue Sims, Deborah Parrish, Bill Bonini

Opposed: None

Draft Park Budget

After several small changes to the Park Draft Budget the vote on the document succeeded.

ACTION:

Patty Oku moved to accept the Draft Park Budget for CY 2014.15
Deborah Parrish seconded the motion-
Vote
Yes: Bill Bonini, Sue Sims, Deborah Parrish, Patty Oku
Opposed: None

Doug Burky

One time Tomales resident, now Mayor of Point Arena, Doug Burky visited our TVCSD Meeting. We compared notes on our very similar wastewater plants. We had expected that Doug might have some tips about the Efficiency Audit we are about to undertake, but Doug didn't know too much about the process. He explained that he did notice how much more we spend for Administration than does Point Arena. Their

new General Manager raised the amount of money given to the sewer plant. The GM says that 10% of revenue is the standard amount used to fund sewer enterprises.

Point Arena sewer workers are city employees, whereas TVCSD contracts running of the plant.

TVCSD perceives the need to have legal counsel and Doug shared Point Arena's experience with RFPs and hiring an attorney when their in house attorney retired. Point Arena contracted for 20 hours a month for the first few months and then moved down to less hours. They also had a clause in their contract to renegotiate at 5 months. Doug said that their retiring attorney helped tremendously in that hiring process.

We are happy that Doug shared his wisdom with us.

Matrix

Donna will speak with Richard Brady at the crack of dawn. Donna will negotiate the increase in price of the Efficiency Audit, attempting to get the service for $10,000 or at least split the difference with Matrix. Donna will invite Richard to visit us at our July 23 meeting.

RFPs

After several small changes to the wording of all three RFPs, a brief discussion ensued as to where the RFPs should be vetted. Sue Sims liked the idea of sending the documents to an attorney who could then create contracts from the legally vetted RFPs. Where would we find an attorney? Patty Oku suggested that our liability insurer could make a suggestion for an attorney. Visiting Mayor of Point Arena, Doug Burky commented that he liked Patty Oku's idea of contacting our liability insurer. Doug said that Point Arena runs all documents by their liability insurer. The insurer is happy to make sure the city is not at risk, at no charge.

ACTION

Patty Oku: I move to send the RFPs to our liability insurer, SDRMA for vetting. Deborah Parrish seconded the motion

Vote:

Yes: Patty Oku, Bill Bonini, Deborah Parrish
Opposed: None

FDIC

It was revealed that our reserve accounts were out of compliance with the FDIC insurance coverage. Opening a new bank account and transferring funds appeared to be the easiest interim solution to the perceived risk.

ACTION

Sue Sims: I move that we open a new bank account, at the highest rate possible and move deposits to cover with FDIC coverage. Deborah Parrish seconded the motion

Vote:

Yes: Patty Oku, Bill Bonini, Deborah Parrish
Opposed: None

Bill Bonini reported that he and Chick Petersen cleaned out the office space today. Chick added that the space was gorgeous. Bill: It's a nice space, it was a workshop. Sue Sims suggested that before buying any technology, she or Chick should be consulted so that mistakes in purchasing were not made.

Those in attendance generated a quick list of items needed for the office: Printer/scanner, table, chairs, cabinets, phone, shelves, wifi, shredder, filing cabinets.

Venta Leon asked us to be frugal and recycle where we could. Avoid Ikea and the latest things out there.

Patty Oku: I make a motion that we set an office spending limit of $5,000 and task Sue for helping with electronics and Bill for furnishings.

ACTION
Patty Oku made a motion that Sue Sims be our technology advisor for any electronics for the new Tomales office. Deborah seconded the motion. Sue Sims seconded the motion.

Yes: Sue Sims, Deborah Parrish, Patty Oku, Bill Bonini
Opposed: None

Legal Representation

After a short discussion about what Graton does for legal counsel, CSDA Attorneys Karl knows, county counsel and Deborah's recommendation for an attorney who is working with Petaluma's governance issues, we decided to come up with names at our next meeting, July 9, 2014.

Bill asked if there was a motion to adjourn.

ACTION

Sue Sims moved to adjourn the meeting. Seconded by Deborah Parrish

Vote:
Yes: Sue Sims, Patty Oku, Bill Bonini, Deborah Parrish
No: None

The meeting adjourned at 10:28 PM
Next Meeting: June 25, 2014

_____ _____

Approved July 9, 2014 Approved July 9, 2014

Tomales Village Community Services District

7/2/2014 8:09 AM

Register: 131.42 · Bank of Marin - Flex Account

From 05/31/2014 through 07/02/2014

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2014			311.00 · Interest Reven...	Interest		X	7.68	201,181.00
06/06/2014			315.60 · HOPTR	Deposit		X	8.82	201,189.82
06/13/2014			131.44 · Bank of Marin...	Funds Transfer	14,000.00	X		187,189.82
06/13/2014			131.46 · Bank of Marin...	HOPTR	20.58	X		187,169.24
06/13/2014			131.46 · Bank of Marin...	HOPTR	8.82	X		187,160.42
06/14/2014		Marin County Auditor	137.00 · Accounts Rec...			X	4,114.42	191,274.84
06/16/2014			315.50 · Levy 4	Deposit		X	289.10	191,563.94
06/30/2014			311.00 · Interest Reven...	Interest		X	7.45	191,571.39

Tomales Village Community Services District

7/2/2014 8:06 AM

Register: 131.44 · Bank of Marin - Sewer

From 05/31/2014 through 07/02/2014

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2014			311.00 · Interest Reven...	Interest		X	0.03	9,916.20
06/03/2014	4073	KD Management	222.00 · Accounts Pay...		7,300.16	X		2,616.04
06/09/2014	4074	TRHC	414.83 · Meetings and ...		50.00			2,566.04
06/09/2014	4075	TRHC	414.83 · Meetings and ...		20.00			2,546.04
06/13/2014	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...	Operator	5,182.36	X		-2,636.32
06/13/2014	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		386.46	X		-3,022.78
06/13/2014	Bill Pay	FedExKinko's	222.00 · Accounts Pay...		182.05	X		-3,204.83
06/13/2014	Bill Pay	Pt. Reyes Light	222.00 · Accounts Pay...		18.00	X		-3,222.83
06/13/2014	Bill Pay	AT & T	222.00 · Accounts Pay...		92.55	X		-3,315.38
06/13/2014	Bill Pay	PGE	222.00 · Accounts Pay...		78.47	X		-3,393.85
06/13/2014			131.42 · Bank of Marin...	Funds Transfer		X	14,000.00	10,606.15
06/27/2014		Tomales Regional Hi...	137.00 · Accounts Rec...			X	126.00	10,732.15
06/27/2014	4076	Sue Sims, Bd Sect'y	222.00 · Accounts Pay...		112.88			10,619.27
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

Tomales Village Community Services District

7/2/2014 7:57 AM

Register: 131.48 · Bank of Marin - Solar

From 05/31/2014 through 07/02/2014

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2014			311.00 · Interest Reven...	Interest		X	0.08	22,289.56
06/27/2014			316.00 · CSI Solar Reb...	Deposit		X	1,688.03	23,977.59
06/30/2014			311.00 · Interest Reven...	Interest		X	0.10	23,977.69

Tomales Village Community Services District

7/2/2014 8:01 AM

Register: 131.46 · Bank of Marin - Park

From 05/31/2014 through 07/02/2014

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2014			311.50 · Interest Incom...	Interest		X	0.21	51,700.81
06/13/2014	Bill Pay	Friedman Bros.	222.00 · Accounts Pay...		91.98	X		51,608.83
06/13/2014	Bill Pay	Fishman Supply Co.	222.00 · Accounts Pay...		94.47	X		51,514.36
06/13/2014	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		139.27	X		51,375.09
06/13/2014	Bill Pay	FedExKinko's	222.00 · Accounts Pay...		78.75	X		51,296.34
06/13/2014	Bill Pay	PGE - Park	222.00 · Accounts Pay...		115.54	X		51,180.80
06/13/2014			131.42 · Bank of Marin...	HOPTR		X	20.58	51,201.38
06/13/2014			131.42 · Bank of Marin...	HOPTR		X	8.82	51,210.20
06/26/2014	1081	The William Tell	322.50 · Cleaning and ...		200.00			51,010.20
06/27/2014			-split-	Deposit		X	400.00	51,410.20
06/27/2014		Henry Elfstrom	137.00 · Accounts Rec...			X	140.00	51,550.20
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

Tomales Village Community Service District

Payables
June - July 2014

Date	Vendor	Amount	Expense
26-Jun	Phillips & Assoc.	$ 5,182.36	July O&M Services
26-Jun	Phillips & Assoc.	$ 223.56	Non Scheduled Work - Additional Sampling
23-Jun	PGE	$ (363.32)	WWTP PGE Net Metering
20-Jun	AT&T	$ 123.78	Tomales ATT Service
24-Jun	Capital One	$ 60.00	BHI - Good Board Work
		$ 19.95	Web Hosting
1-Aug	Karl Drexel	$ 400.00	Health Ins Allowance
1-Aug	Karl Drexel	$ 6,754.00	Aug Admin Services
	June - July	**$ 12,400.33**	

PARK EXPENSES

19-Jun	PGE	$ 105.73	Park PGE
17-Jun	Fishman Supply	$ 151.39	Paper Products, hand soap, pathogen cleanup kit
	June - July	**$ 257.12**	

RESTRICTED FUNDS

$	**-**

Total	**$ 12,657.45**

TVCSD Sewer Enterprise
Balance Sheet
As of June 30, 2014

	Jun 30, 14
ASSETS	
Current Assets	
Checking/Savings	
131.00 · Cash	
131.31 · Redwood Credit Union	85,561.20
131.42 · Bank of Marin - Money Market	191,563.94
131.44 · Bank of Marin - Sewer	16,619.27
131.48 · Bank of Marin - Solar	23,977.59
Total 131.00 · Cash	317,722.00
Total Checking/Savings	317,722.00
Accounts Receivable	
137.00 · Accounts Receivable	1,011.58
Total Accounts Receivable	1,011.58
Other Current Assets	
138.00 · Receivable - TVCSD Park	3,211.00
Total Other Current Assets	3,211.00
Total Current Assets	321,944.58
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	-423,508.01
Total Fixed Assets	1,647,532.48
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	**2,003,539.98**

TVCSD Sewer Enterprise
Balance Sheet
As of June 30, 2014

	Jun 30, 14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222.00 · Accounts Payable	5,246.33
Total Accounts Payable	5,246.33
Total Current Liabilities	5,246.33
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	432,607.68
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	-54,731.59
Total Equity	1,570,932.30
TOTAL LIABILITIES & EQUITY	**2,003,539.98**

TVCSD Sewer Enterprise
Profit & Loss
June 2014

	Jun 14
Income	
301.00 · Service Charges	
301.10 · Service Charges - Monthly	126.00
Total 301.00 · Service Charges	126.00
315.00 · Intergovernmental Revenues	
315.50 · Levy 4	289.10
Total 315.00 · Intergovernmental Revenues	289.10
316.00 · CSI Solar Rebate	1,688.03
Total Income	2,103.13
Expense	
410.00 · Sewage Collection	25.21
411.00 · Sewage Treatment	172.95
412.00 · Sewage Disposal	-337.92
414.00 · Administration and General	
414.05 · Administrator's Fees	6,754.00
414.30 · Insurance	
414.35 · Health Insurance Allowance	400.00
Total 414.30 · Insurance	400.00
414.40 · Office Expense	
414.42 · Printing and Copies	112.88
414.44 · Sonic - Web Hosting	19.95
Total 414.40 · Office Expense	132.83
414.50 · O&M Contractual Services	5,182.36
414.80 · Travel and Meetings	
414.81 · Travel	146.16
414.83 · Meetings and Seminars	130.00
Total 414.80 · Travel and Meetings	276.16
414.90 · Telephone and Internet Services	123.78
Total 414.00 · Administration and General	12,869.13
415.50 · Depreciation Expense	4,300.00
Total Expense	17,029.37
Net Income	**-14,926.24**

TVCSD Sewer Enterprise
Profit & Loss
July 2013 through June 2014

	Jul '13 - Jun 14
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	64,510.00
301.30 · Service Charges - County	
301.35 · Solar Portion - County	7,680.00
301.30 · Service Charges - County - Other	90,191.43
Total 301.30 · Service Charges - County	97,871.43
Total 301.00 · Service Charges	164,649.43
305.00 · SUSD Sinking Fund	8,062.00
311.00 · Interest Income	1,608.85
315.00 · Intergovernmental Revenues	
315.50 · Levy 4	8,090.46
315.00 · Intergovernmental Revenues - Other	0.31
Total 315.00 · Intergovernmental Revenues	8,090.77
316.00 · CSI Solar Rebate	14,540.98
Total Income	196,952.03
Expense	
410.00 · Sewage Collection	350.00
411.00 · Sewage Treatment	935.44
412.00 · Sewage Disposal	-49.59
414.00 · Administration and General	
414.05 · Administrator's Fees	81,048.00
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	4,800.00
Total 414.30 · Insurance	10,678.54
414.40 · Office Expense	
414.41 · Postage and Delivery	215.89
414.42 · Printing and Copies	894.36
414.43 · Office Supplies	887.87
414.44 · Sonic - Web Hosting	219.15
414.46 · Board Meeting Expense	1,257.51
Total 414.40 · Office Expense	3,474.78
414.50 · O&M Contractual Services	62,081.99

TVCSD Sewer Enterprise
Profit & Loss
July 2013 through June 2014

	Jul '13 - Jun 14
414.55 · Professional Fees	
414.57 · Accounting	5,000.00
Total 414.55 · Professional Fees	5,000.00
414.60 · Publication and Notices	
414.61 · Newsletter Expense	382.21
414.60 · Publication and Notices - Other	95.25
Total 414.60 · Publication and Notices	477.46
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
414.77 · Irrigation Field Maintenance	579.00
Total 414.70 · Repairs and Maintenance	5,443.66
414.80 · Travel and Meetings	
414.81 · Travel	1,499.54
414.83 · Meetings and Seminars	515.00
Total 414.80 · Travel and Meetings	2,014.54
414.90 · Telephone and Internet Services	1,150.79
414.95 · Miscellaneous Expenses	8.61
Total 414.00 · Administration and General	192,797.84
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
415.50 · Depreciation Expense	51,600.00
420.20 · Interest Expense - SRF Loan	5,323.50
423.00 · Other Nonoperating Expenses	
423.20 · Awards and Gifts	174.12
Total 423.00 · Other Nonoperating Expenses	174.12
Total Expense	251,683.62
Net Income	-54,731.59

TVCSD Sewer Enterprise
Statement of Cash Flows
June 2014

	Jun 14
OPERATING ACTIVITIES	
Net Income	-14,926.24
Adjustments to reconcile Net Income to net cash provided by operations:	
137.00 · Accounts Receivable	4,114.42
222.00 · Accounts Payable	-693.56
Net cash provided by Operating Activities	-11,505.38
INVESTING ACTIVITIES	
105.00 · Less Accumulated Depreciation	4,300.00
Net cash provided by Investing Activities	4,300.00
Net cash increase for period	-7,205.38
Cash at beginning of period	318,927.38
Cash at end of period	**311,722.00**

TVCSD Park
Balance Sheet
As of June 30, 2014

	Jun 30, 14
ASSETS	
Current Assets	
Checking/Savings	
131.00 · Cash	
131.46 · Bank of Marin - Park Account	45,750.20
Total 131.00 · Cash	45,750.20
Total Checking/Savings	45,750.20
Total Current Assets	45,750.20
Fixed Assets	
100.20 · Land and Land Rights	132,000.00
111.00 · Park Equipment	
Original Cost	299,899.00
105.00 · Depreciation	-28,933.00
Total 111.00 · Park Equipment	270,966.00
Total Fixed Assets	402,966.00
TOTAL ASSETS	**448,716.20**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222.00 · Accounta Payable	257.12
Total Accounts Payable	257.12
Other Current Liabilities	
217.00 · Unearned Revenue	15,000.00
Total Other Current Liabilities	15,000.00
Total Current Liabilities	15,257.12
Long Term Liabilities	
216.00 · Loan Payable - TVCSD Sewer	3,211.00
Total Long Term Liabilities	3,211.00
Total Liabilities	18,468.12
Equity	
252.50 · Investment in Capital Assets	402,966.00
260.00 · Retained Earnings	-3,475.68
Net Income	30,757.76
Total Equity	430,248.08
TOTAL LIABILITIES & EQUITY	**448,716.20**

TVCSD Park
Profit & Loss
June 2014

	Jun 14
Ordinary Income/Expense	
Income	
315.00 · Intergovernmental Revenues	
315.60 · HOPTR	8.82
Total 315.00 · Intergovernmental Revenues	8.82
322.00 · Park Use Rental	
322.50 · Cleaning and Security Deposit	200.00
322.00 · Park Use Rental - Other	200.00
Total 322.00 · Park Use Rental	400.00
322.60 · Water Tower PGE	70.00
Total Income	478.82
Expense	
414.70 · Repairs	
414.74 · Park Maintenance	151.39
Total 414.70 · Repairs	151.39
414.75 · PGE - Park	105.73
Total Expense	257.12
Net Ordinary Income	221.70
Net Income	**221.70**

TVCSD Park
Profit & Loss
July 2013 through June 2014

	Jul '13 - Jun 14
Ordinary Income/Expense	
Income	
311.00 · Interest Income	1.67
315.00 · Intergovernmental Revenues	
315.60 · HOPTR	58.80
315.65 · Property Tax Refund	28.24
315.80 · Measure A Funds	17,374.91
Total 315.00 · Intergovernmental Revenues	17,461.95
320.00 · Contributions Income	
320.20 · Restricted	10,000.00
320.30 · Unrestricted	
320.32 · 2013 PitP	7,407.00
320.30 · Unrestricted - Other	200.00
Total 320.30 · Unrestricted	7,607.00
Total 320.00 · Contributions Income	17,607.00
322.00 · Park Use Rental	
322.50 · Cleaning and Security Deposit	400.00
322.00 · Park Use Rental - Other	650.00
Total 322.00 · Park Use Rental	1,050.00
322.60 · Water Tower PGE	840.00
Total Income	36,960.62
Expense	
414.20 · Office Expense	
414.21 · Postage and Delivery	246.94
414.22 · Printing and Copies	26.34
Total 414.20 · Office Expense	273.28
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	1,152.09
Total 414.70 · Repairs	1,152.09
414.75 · PGE - Park	1,310.43
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
6260 · Printing and Reproduction	78.75
Total Expense	6,202.86
Net Ordinary Income	30,757.76
Net Income	**30,757.76**

TVCSD Park
Statement of Cash Flows
July 1, 2013 through June 29, 2014

	Jul 1, '13 - Jun 29, 14
OPERATING ACTIVITIES	
Net Income	30,757.76
Adjustments to reconcile Net Income to net cash provided by operations:	
137.00 · Accounts Receivable	70.00
222.00 · Accounta Payable	-109.59
217.00 · Unearned Revenue	15,000.00
Net cash provided by Operating Activities	45,718.17
INVESTING ACTIVITIES	
100.20 · Land and Land Rights	-132,000.00
111.00 · Park Equipment:Original Cost	-299,899.00
111.00 · Park Equipment:105.00 · Depreciation	28,933.00
Net cash provided by Investing Activities	-402,966.00
FINANCING ACTIVITIES	
216.00 · Loan Payable - TVCSD Sewer	9,211.00
252.50 · Investment in Capital Assets	381,154.97
260.00 · Retained Earnings	-2,399.97
Net cash provided by Financing Activities	387,966.00
Net cash increase for period	30,718.17
Cash at beginning of period	21,032.03
Cash at end of period	**51,750.20**

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

	Jul '13 - Jun 14	Jul '12 - Jun 13	$ Change	% Change
Ordinary Income/Expense				
Income				
301.00 · Service Charges				
301.10 · Service Charges - Monthly	1,512.00	1,512.00	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	64,510.00	84,785.00	-20,275.00	-23.91%
301.30 · Services Charges - County				
301.35 · Solar Portion	7,680.00	7,680.00	0.00	0.0%
301.30 · Services Charges - County - Other	90,192.35	89,986.83	205.52	0.23%
Total 301.30 · Services Charges - County	97,872.35	97,666.83	205.52	0.21%
301.50 · Non-Scheduled Work- Outside	0.00	0.00	0.00	0.0%
Total 301.00 · Service Charges	164,650.35	184,719.83	-20,069.48	-10.87%
305.00 · SUSD Sinking Fund Revenue	8,062.00	1,942.00	6,120.00	315.14%
311.00 · Interest Revenues	1,609.13	1,801.28	-192.15	-10.67%
311.50 · Interest Income - Park	1.67	2.24	-0.57	-25.45%
315.00 · Intergovernmental Revenues				
315.50 · Levy 4	8,090.46	9,388.23	-1,297.77	-13.82%
315.60 · HOPTR	58.80	60.76	-1.96	-3.23%
315.80 · Measure A	17,374.91	0.00	17,374.91	100.0%
Total 315.00 · Intergovernmental Revenues	25,524.17	9,448.99	16,075.18	170.13%
316.00 · CSI Solar Rebate	14,540.98	14,623.08	-82.10	-0.56%
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	0.00	7,000.00	-7,000.00	-100.0%
320.00 · Contributions Income				
320.30 · Unrestricted				
320.32 · PitP 2013	7,112.00	25.00	7,087.00	28,348.0%
320.31 · 2012 PitP	0.00	8,846.00	-8,846.00	-100.0%
320.30 · Unrestricted - Other	495.00	630.00	-135.00	-21.43%
Total 320.30 · Unrestricted	7,607.00	9,501.00	-1,894.00	-19.94%
Total 320.00 · Contributions Income	7,607.00	9,501.00	-1,894.00	-19.94%
322.00 · Park Use Rental				
322.60 · Water Tower PGE	840.00	840.00	0.00	0.0%
322.50 · Cleaning and Security Deposit	200.00	200.00	0.00	0.0%
322.00 · Park Use Rental - Other	650.00	650.00	0.00	0.0%
Total 322.00 · Park Use Rental	1,690.00	1,690.00	0.00	0.0%
323.00 · Founders Day Committee	-779.00	815.00	-1,594.00	-195.58%
340.00 · Grants				
340.40 · Board of Supervisors	0.00	15,000.00	-15,000.00	-100.0%
340.70 · Dean Witter Foundation	10,000.00	0.00	10,000.00	100.0%
Total 340.00 · Grants	10,000.00	15,000.00	-5,000.00	-33.33%
Total Income	232,906.30	247,661.61	-14,755.31	-5.96%
Gross Profit	232,906.30	247,661.61	-14,755.31	-5.96%

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

	Jul '13 - Jun 14	Jul '12 - Jun 13	$ Change	% Change
Expense				
410.00 · Sewage Collection	350.00	385.80	-35.80	-9.28%
411.00 · Sewage Treatment	919.00	3,160.76	-2,241.76	-70.93%
412.00 · Sewage Disposal	-119.61	12.59	-132.20	-1,050.04%
414.00 · Administration and General				
414.05 · Administrator's Fees	81,048.00	79,053.95	1,994.05	2.52%
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	668.75	-59.75	-8.94%
414.35 · Health Insurance Allowance	4,800.00	7,200.00	-2,400.00	-33.33%
Total 414.30 · Insurance	10,678.54	13,198.08	-2,519.54	-19.09%
414.40 · Office Expense				
414.41 · Postage and Delivery	462.83	139.70	323.13	231.3%
414.42 · Printing and Copies	946.74	58.31	888.43	1,523.63%
414.43 · Office Supplies	887.61	541.18	346.43	64.01%
414.44 · Sonic - Web Hosting	219.45	219.45	0.00	0.0%
414.45 · Equipment Expense	0.00	518.85	-518.85	-100.0%
414.46 · Board Meeting Exp	1,257.51	1,061.06	196.45	18.52%
Total 414.40 · Office Expense	3,774.14	2,538.55	1,235.59	48.67%
414.50 · Contractual Services	62,081.99	60,316.22	1,765.77	2.93%
414.55 · Professional Fees				
414.56 · Legal Fees	1,127.50	256.25	871.25	340.0%
414.57 · Accounting	5,000.00	5,125.00	-125.00	-2.44%
Total 414.55 · Professional Fees	6,127.50	5,381.25	746.25	13.87%
414.60 · Publication and Notices				
414.61 · Newsletter Expense	382.21	104.87	277.34	264.46%
414.60 · Publication and Notices - Other	174.00	84.00	90.00	107.14%
Total 414.60 · Publication and Notices	556.21	188.87	367.34	194.49%
414.62 · Dues and Subscriptions	1,455.79	1,503.40	-47.61	-3.17%
414.65 · Rents and Leases				
414.68 · Solar Lease Agreement	17,941.18	17,941.18	0.00	0.0%
414.67 · Solar Lease Admin Fee	750.00	750.00	0.00	0.0%
Total 414.65 · Rents and Leases	18,691.18	18,691.18	0.00	0.0%
414.70 · Repairs and Maintenance				
414.74 · Measure A Projects	1,253.18	256.00	997.18	389.52%
414.79 · Park Measure A Expenses	24.84	0.00	24.84	100.0%
414.77 · Irrigation Field Maintenance	420.00	3,065.00	-2,645.00	-86.3%
414.71 · Plant and Building Maintenance	478.78	194.58	284.20	146.06%
414.72 · Computer Repairs	240.00	0.00	240.00	100.0%
414.73 · Equipment Repairs	4,145.88	1,069.74	3,076.14	287.56%
414.75 · Park Maintenance				
414.755 · Park PGE	1,310.43	1,273.90	36.53	2.87%
414.75 · Park Maintenance - Other	1,311.09	6,482.83	-5,171.74	-79.78%
Total 414.75 · Park Maintenance	2,621.52	7,756.73	-5,135.21	-66.2%
Total 414.70 · Repairs and Maintenance	9,184.20	12,342.05	-3,157.85	-25.59%

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

	Jul '13 - Jun 14	Jul '12 - Jun 13	$ Change	% Change
414.80 · Travel and Meetings				
414.81 · Travel	1,500.46	209.96	1,290.50	614.64%
414.83 · Meetings and Seminars	515.00	198.91	316.09	158.91%
Total 414.80 · Travel and Meetings	2,015.46	408.87	1,606.59	392.93%
414.90 · Telephone & Internet Servcie	1,027.01	2,097.40	-1,070.39	-51.03%
414.95 · Miscellaneous	-7.27	208.95	-216.22	-103.48%
Total 414.00 · Administration and General	197,905.25	196,971.27	933.98	0.47%
416.00 · Taxes				
416.10 · Property Taxes	-28.24	-51.90	23.66	-45.59%
Total 416.00 · Taxes	-28.24	-51.90	23.66	-45.59%
417.00 · Other Operating Expenses				
417.10 · Bank Service Charges	0.00	14.91	-14.91	-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	552.31	118.91	433.40	364.48%
420.00 · Interest Expense-Long-Term Debt				
420.20 · Interest Payment - SRF Loan	5,323.50	5,782.38	-458.88	-7.94%
Total 420.00 · Interest Expense-Long-Term Debt	5,323.50	5,782.38	-458.88	-7.94%
423.00 · Other Nonoperating Expenses				
423.20 · Awards and Gifts	174.12	485.58	-311.46	-64.14%
423.30 · Fundraising Expense				
423.31 · PitP				
423.317 · Brats and Dog Sales	182.78	362.40	-179.62	-49.56%
423.311 · Publicity	0.00	289.21	-289.21	-100.0%
423.312 · Supplies	80.00	122.13	-42.13	-34.5%
423.313 · Beer Sales	0.00	95.62	-95.62	-100.0%
423.314 · Wine Sales	0.00	8.00	-8.00	-100.0%
423.315 · Apple Garden Farms	0.00	138.50	-138.50	-100.0%
423.316 · Oyster Sales	193.97	236.43	-42.46	-17.96%
423.318 · BROS BBQ	0.00	479.60	-479.60	-100.0%
423.31 · PitP - Other	500.00	25.00	475.00	1,900.0%
Total 423.31 · PitP	956.75	1,756.89	-800.14	-45.54%
Total 423.30 · Fundraising Expense	956.75	1,756.89	-800.14	-45.54%
423.50 · Founders Day Committee				
423.55 · Tomales Day Music	0.00	850.00	-850.00	-100.0%
423.51 · Special Event Insurance	0.00	285.63	-285.63	-100.0%
Total 423.50 · Founders Day Committee	0.00	1,135.63	-1,135.63	-100.0%
Total 423.00 · Other Nonoperating Expenses	1,130.87	3,378.10	-2,247.23	-66.52%
Total Expense	206,033.08	209,757.91	-3,724.83	-1.78%
Net Ordinary Income	26,873.22	37,903.70	-11,030.48	-29.1%
Net Income	**26,873.22**	**37,903.70**	**-11,030.48**	**-29.1%**

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

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - Jun 14	Budget	Jul '13 - Jun 14	Budget	Jul '13 - Jun 14	Budget	Jul '13 - Jun 14	Budget
Ordinary Income/Expense								
Income								
301.00 · Service Charges								
301.10 · Service Charges - Monthly	0.00		0.00		1,512.00	1,512.00	1,512.00	1,512.00
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		7,680.00		0.00	7,680.00	7,680.00	7,680.00
301.30 · Services Charges - County - Other	0.00		0.00		90,192.35	90,000.00	90,192.35	90,000.00
Total 301.30 · Services Charges - County	0.00		7,680.00		90,192.35	97,680.00	97,872.35	97,680.00
Total 301.00 · Service Charges	0.00		7,680.00		156,970.35	174,836.00	164,650.35	174,836.00
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		1,609.13	1,779.00	1,609.13	1,779.00
311.50 · Interest Income - Park	1.67	7.20	0.00		0.00		0.00	
315.00 · Intergovernmental Revenues								
315.50 · Levy 4	0.00		0.00		8,090.46	10,870.00	8,090.46	10,870.00
315.60 · HOPTR	58.80	47.00	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	17,433.71	25,047.00	0.00		8,090.46	10,870.00	8,090.46	10,870.00
316.00 · CSI Solar Rebate	0.00		14,540.98	13,000.00	0.00		14,540.98	13,000.00
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	495.00	400.00	0.00		0.00		0.00	
Total 320.30 · Unrestricted	7,607.00	7,400.00	0.00		0.00		0.00	
Total 320.00 · Contributions Income	7,607.00	7,400.00	0.00		0.00		0.00	
322.00 · Park Use Rental								
322.60 · Water Tower PGE	840.00	840.00	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	650.00	425.00	0.00		0.00		0.00	
Total 322.00 · Park Use Rental	1,690.00	1,265.00	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	35,953.38	43,719.20	22,220.98	13,000.00	174,731.94	211,758.00	196,952.92	224,758.00
Gross Profit	35,953.38	43,719.20	22,220.98	13,000.00	174,731.94	211,758.00	196,952.92	224,758.00

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

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - Jun 14	Budget	Jul '13 - Jun 14	Budget	Jul '13 - Jun 14	Budget	Jul '13 - Jun 14	Budget
Expense								
410.00 · Sewage Collection	0.00		0.00		350.00	384.00	350.00	384.00
411.00 · Sewage Treatment	0.00		0.00		919.00	2,212.00	919.00	2,212.00
412.00 · Sewage Disposal	0.00		0.00		218.31	312.00	218.31	312.00
414.00 · Administration and General								
414.05 · Administrator's Fees	0.00		0.00		81,048.00	80,896.00	81,048.00	80,896.00
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	935.00	609.00	935.00
414.35 · Health Insurance Allowance	0.00		0.00		4,800.00	4,800.00	4,800.00	4,800.00
Total 414.30 · Insurance	0.00		0.00		10,678.54	11,064.00	10,678.54	11,064.00
414.40 · Office Expense								
414.41 · Postage and Delivery	246.94	50.00	0.00		215.89	180.00	215.89	180.00
414.42 · Printing and Copies	52.38	50.00	0.00		894.36	180.00	894.36	180.00
414.43 · Office Supplies	0.00		0.00		887.61	200.00	887.61	200.00
414.44 · Sonic - Web Hosting	0.00		0.00		219.45	239.40	219.45	239.40
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	6,000.00	0.00	6,000.00
414.46 · Board Meeting Exp - Other	0.00		0.00		1,257.51	960.00	1,257.51	960.00
Total 414.46 · Board Meeting Exp	0.00		0.00		1,257.51	6,960.00	1,257.51	6,960.00
414.47 · Clerical/Bookkeeping	0.00		0.00		0.00	2,000.00	0.00	2,000.00
Total 414.40 · Office Expense	299.32	100.00	0.00		3,474.82	10,359.40	3,474.82	10,359.40
414.50 · Contractual Services	0.00		0.00		62,081.99	61,656.00	62,081.99	61,656.00
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		382.21	300.00	382.21	300.00
414.60 · Publication and Notices - Other	78.75		0.00		95.25	75.40	95.25	75.40
Total 414.60 · Publication and Notices	78.75		0.00		477.46	375.40	477.46	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
414.70 · Repairs and Maintenance								
414.74 · Measure A Projects	1,253.18		0.00		0.00		0.00	

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

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - Jun 14	Budget	Jul '13 - Jun 14	Budget	Jul '13 - Jun 14	Budget	Jul '13 - Jun 14	Budget
414.79 · Park Measure A Expenses	24.84		0.00		0.00		0.00	
414.77 · Irrigation Field Maintenance	0.00		0.00		420.00	1,275.00	420.00	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	1,310.43	1,176.00	0.00		0.00		0.00	
414.75 · Park Maintenance - Other	1,207.80	626.28	0.00		103.29		103.29	
Total 414.75 · Park Maintenance	2,518.23	1,802.28	0.00		103.29		103.29	
Total 414.70 · Repairs and Maintenance	3,796.25	1,802.28	0.00		5,387.95	2,275.00	5,387.95	2,275.00
414.80 · Travel and Meetings								
414.81 · Travel	0.00		0.00		1,500.46	625.24	1,500.46	625.24
414.83 · Meetings and Seminars	0.00		0.00		515.00	450.00	515.00	450.00
Total 414.80 · Travel and Meetings	0.00		0.00		2,015.46	1,075.24	2,015.46	1,075.24
414.90 · Telephone & Internet Servcie	0.00		0.00		1,027.01	1,080.00	1,027.01	1,080.00
414.95 · Miscellaneous	0.00		0.00		-7.27		-7.27	
Total 414.00 · Administration and General	5,301.82	1,952.28	18,691.18	18,691.18	173,912.25	188,237.54	192,603.43	206,928.72
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								
420.20 · Interest Payment - SRF Loan	0.00		0.00		5,323.50	5,324.00	5,323.50	5,324.00
Total 420.00 · Interest Expense-Long-Term Debt	0.00		0.00		5,323.50	5,324.00	5,323.50	5,324.00
423.00 · Other Nonoperating Expenses								
423.60 · Transfer Out	0.00	4,211.00	0.00		0.00		0.00	
423.20 · Awards and Gifts	0.00		0.00		174.12		174.12	
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	5,811.00	0.00		174.12		174.12	
Total Expense	6,230.33	7,763.28	18,691.18	18,691.18	181,449.49	197,169.54	200,140.67	215,860.72
Net Income	**29,723.05**	**35,955.92**	**3,529.80**	**-5,691.18**	**-6,717.55**	**14,588.46**	**-3,187.75**	**8,897.28**

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TVCSD PARK

APPROVED

INCOME AND EXPENSE BUDGET
Fiscal Year 2014-2015

Submitted

6-23-14

6-25-14

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
P.O. Box 303 Tomales, CA 94971 707/878-2767 Fax 707/575-4306

DATE: June 23, 2014

TO: Board of Directors, TVCSD
Park Advisory Committee

FROM: Karl Drexel, Administrator

SUBJECT: Proposed TVCSD Park Budget for Fiscal Year 2014-15

I reviewed the Operating Income and Expense reports of the TVCSD Park for previous years, along with previous budgets to develop this fiscal year's budget. The Park's Income in previous years was generated by grants, fund raising efforts, rental income and donations. The Income stream was sketchy at best and varied from year to year. With the implementation of Measure A, a more reliable source of income will help in completing needed Capital Projects and regular maintenance costs.

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

RESTRICTED FUNDS

OPERATING INCOME

Measure A

Measure A funds will be distributed twice a year – once in July and once in January. The anticipated disbursement from the County for fiscal year 2014-2015 is $26,800. As per the measure's requirements, the bulk of these funds will be designated for capital projects as designated by the Park Advisory Committee and approved by the Board. A small amount ($2500) is set aside in unrestricted funds for general maintenance. With the balance of 2013-2014 Measure A funds, the total allocation for capital projects is $31,800 as indicated in the Annual Work Plan at the end of this budget.

Previous Grants

Previous Grants from the Marin County Board of Supervisors ($15,000) and the Dean Witter Foundation ($10,000), as well as the grant from the Tomales Farm and Flea Market for an entrance gate ($1,500), have been set aside for the approved capital projects in the 2014-2015 Work Plan. These funds will supplement Measure A funds on specific projects, notably the new gazebo and an upgraded irrigation system. There is also a Restricted Transfer of $5,000 from the Park discretionary funds to the Gazebo project showing as prior year carryover on the budget.

EXPENSES

Accessible Water Faucets

A drinking faucet was identified as a top priority several years ago, and plumbing was installed at the outside wall of the bathrooms when the bathrooms were built. The faucet, however, was never installed. This budget sets aside $3,000 for the purchase and installation of accessible drinking faucets - $2,000 in Measure A Funds and $1,000 in anticipated donations.

Irrigation System

An irrigation system was part of the grant application from the Board of Supervisors and the Park Advisory Committee received estimates of $2,100 in materials and installation. This budget allocates $1,100 from Measure A funds and $1,000 from the Supervisors grant.

Gazebo and Shade Shelter

The Gazebo is in serious disrepair and needs to be replaced. This has been a priority for several years. With funding from the Marin County Board of Supervisors, the Dean Witter Foundation and proceeds from Party in the Park ($5,000) work on the permitting, design and specifications will start this year and $12,000 is set aside in this budget as indicated on the Work Plan - $6,000 in Measure A funds and $6,000 in grant money.

Handicap Path Retaining Wall

The bank above the handicap path at the spring rockers has eroded to a point that is no longer manageable by back filling. The Park fence is being undermined and the path is being reduced in width. A small retaining wall needs to be built to stabilize the bank and reestablish the accessible path. This budget allocates$5,000 of Measure A funds.

Water Tower

The water tower needs roof, window, and siding repairs in order to salvage and maintain the building. Although extensive repairs may be needed in the long run, it is anticipated that some immediate repairs will help. This budget allocates $15,000 toward that project.

Site Plan for Gazebo Project

A major project such as the Gazebo project needs permits and an accurate site plan. The last site plan was developed before all of the grading and terracing, and before the handicap paths and play structures were built. A new site plan and as builts, indicating the location of water, electric and sewer lines was recommended by the PAC and this budget proposes $1000 from Measure A and $1,000 from the Dean Witter Foundation.

Barbeque Development

The large block barbeque was originally going to have new grates and a crank system to raise and lower the grates. This budget allocates $2,600 to complete that project and purchase and install one small stand alone pedestal barbeque in other areas of the Park. $1,700 is allocated to Measure A funds and $900 is to come from the Board of Supervisors grant.

UNRESTRICTED FUNDS

OPERATING INCOME

Measure A Funds

As stated, the bulk of Measure A funds are allocated to capital projects. However, the conditions of Measure A allow for some of those funds to be used for routine maintenance. This budget allocates $2,500 in Measure A funds for the costs of routine maintenance to supplement other unrestricted income.

Henry's PGE Usage

In prior years, when the only electricity used in the park was the water tower, Henry paid the PGE bill directly. With the addition of two bathrooms, a new well pump and filter system, and electricity to the gazebo, the Board at the time felt it was more appropriate that the District bill Henry a portion of the total PGE rather than him paying the whole thing. That continues today. Henry is billed $70 per month for his electricity usage in the water tower.

Park Rentals

Park Rentals were never a budgeted item, because there was no real established rental usage. However, with a history of rentals from locals, non-profits and for-profit organizations, there have been repeat rentals that can now be anticipated. This budget includes $450 for rental income.

EXPENSES

Routine Maintenance

The Park is currently being maintained by Wal;ter Earle, David Judd and Henry Elfstrom. Regular maintenances include paper products for the bathrooms, filter and well pump service, miscellaneous parts and materials for work days, and workday expense. Previous years fundraisers and donations help offset the cost of routine maintenance, however without having Party in the Park or a Founders Day presence, maintenance costs have reverted back to Park rentals and Measure A funds.

PGE Expense

PGE Expenses vary given the time of year and the usage. PGE is offset partially by Measure A funds. The bulk of the costs are offset by the PGE monthly billing to Henry.

Other Office Expense

Office expenses are minimal and are paid out of Measure A funds.

OTHER NON-OPERATING EXPENSES

Short Term Debt

During the construction of the Park Improvement Project, the Park division of the District borrowed funds from the Sewer Division of the District. Most of the money was an advance on approved grant obligations and were paid back with grant proceeds. Some of the repayments have been from discretionary funds generated from fundraisers such as Party in the Park and Founder's Day. To date the balance is $9,211, of which $6,000 will be paid back per Board approval from the Park's discretionary funds prior to year end, leaving a balance for the next fiscal year of $3,211. This budget does not address reducing the debt during this fiscal year, but the Park Advisory Committee and the Board can decide what they want to do later in the year.

Park Loan Repayment

Date	Amount	Balance	
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
6/30/2014	(6,000)	3,211	Repay from Park Account

Recommendations

I recommend that the Park Advisory Committee and the Board of Directors take the following actions:

- Review the attached Draft budget and provide questions, discussion and suggestions at the PAC June 23, 2014 meeting.
- Review changes from the PAC at the June 25, 2014 Board meeting with any additions and corrections.
- Review and Adopt Park Draft Budget at the June 25, 2014 Board of Directors' meeting with a first vote
- Review and Adopt Final Park Budget at the July 9, 2014 Board of Directors' meeting for September 1, 2014 deadline.
- Review and Adopt Final Sewer Budget at the July 9, 2014 Board of Directors' meeting for September 1, 2014 deadline.

Respectfully submitted,

Karl W. Drexel, SDA
Administrator

TVCSD Park
Profit & Loss Budget Overview
July 2014 through June 2015

	Measure A Restricted (Park)	Restricted (Park)	Unrestricted (Park)	TOTAL
	Jul '14 - Jun 15	Jul '14 - Jun 15	Jul '14 - Jun 15	Jul '14 - Jun 15
Ordinary Income/Expense				
Income				
315.00 · Intergovernmental Revenues				
315.75 · Measure A Prior Year Carryover	7,505.00			7,505.00
315.80 · Measure A Funds	26,800.00		2,500.00	29,300.00
Total 315.00 · Intergovernmental Revenues	34,305.00		2,500.00	36,805.00
320.00 · Contributions Income				
320.20 · Restricted				
320.25 · Prior Year Carryover		5,000.00		5,000.00
320.20 · Restricted - Other		1,000.00		1,000.00
Total 320.20 · Restricted		6,000.00		6,000.00
Total 320.00 · Contributions Income		6,000.00		6,000.00
322.00 · Park Use Rental			450.00	450.00
322.60 · Water Tower PGE			840.00	840.00
340.00 · Grants				
340.10 · Board of Supervisors		15,000.00		15,000.00
340.20 · Dean Witter Foundation		10,000.00		10,000.00
Total 340.00 · Grants		25,000.00		25,000.00
Total Income	34,305.00	31,000.00	3,790.00	69,095.00
Expense				
414.20 · Office Expense			150.00	150.00
414.70 · Repairs				
414.74 · Park Maintenance			978.00	978.00
Total 414.70 · Repairs			978.00	978.00
414.75 · PGE - Park			1,320.00	1,320.00
414.80 · Measure A Project Expenses	31,800.00	9,900.00		41,700.00
Total Expense	31,800.00	9,900.00	2,448.00	44,148.00
Net Ordinary Income	2,505.00	21,100.00	1,342.00	24,947.00
Net Income	**2,505.00**	**21,100.00**	**1,342.00**	**24,947.00**

MARIN COUNTY
PARKS
PRESERVATION · RECREATION

Work Plan

Measure A City, Town, and Applicable Special District Program
Proposed Expenditure of Measure A Funds for July 1, 2014 to June 30, 2015

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

Instructions:

- This work plan must be completed by an authorized representative of the recipient.
- Please complete this work plan, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Coordinator (kwright@marincounty.org), by June 1, 2014.
- Contact Mr. Wright by e-mail (kwright@marincounty.org) or phone (415) 473-2129 if you have any questions, or if you have suggestions to improve this form.
- Marin County Parks will review this plan within one month of its receipt to ensure that proposed expenditures are consistent with Marin County Ordinance 3586 (Measure A).
- Recipients must provide Marin County Parks with 30-days prior notice of any project additions or substitutions that are proposed while a work plan is in effect.
- Total actual project expenditures may not exceed recipient's actual Measure A funding for any given fiscal year, plus any balance remaining from previous years.

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A. Name of Recipient (city, town, or special district): Tomales Village Community Services District

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

Name: Karl Drexel
(Print)

Title: Administrator
(Print)

Address: PO Box 303

City, Zip: Tomales CA 94971

Phone: (707) 878-2767

E-mail: admin@tomalescsd.ca.gov

C. Total estimated funds for Fiscal Year 2014-15:

i. Estimated carry-over balance of recipient's Measure A funds from previous fiscal years	**ii. Estimate of recipient's Measure A funds for FY 2014-15. (This information will be provided by Marin County Parks)**	**iii. Total estimated available funds for FY 14-15 (i + ii).**
$ **7,505**	$ **26,823**	$ **34,328**

D. Recipient's Measure A Work Plan for Fiscal Year 2014-15:

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
PGE, Fishman, Arollo	A	PGE for lights, well pump and filtration, paper products and park maintenance	$ 2,500	-0-	$ 2,500
Accessible Water Faucet	B	Purchase and install 2-faucet accessible water faucet	$ 3,000	$1,000	$ 2,000
Irrigation System	B	Design, purchase and install an automatic irrigation system	$ 2,100	$1,000	$ 1,100
Gazebo and Shade Shelter	C	Permits, design, specifications, bids, and construction management	$ 12,000	$ 6,000	$ 6,000
Handicap Path	B	Install retaining wall at handicap path to protect from erosion	$ 5,000	-0-	$ 5,000

Water Tower	B	Replace roof and repair damage to roof windows and siding	$ 15,000	-0-	$15,000
Site Plan for Gazebo Project	B	Update Site Plan and as built plans for permitting and design of new gazebo	$ 2,000	$ 1,000	$1,000
Park Improvement Phase 2	B	Purchase and install 3 small Barbeques, finish grates and crank for large barbeque	$ 2,600	$ 900	$ 1,700
Estimated Total					**$ 34,300**

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

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

E. Certification

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

Signature

Administrator
Title

Karl Drexel
Print Name

May 28, 2014
Date

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TVCSD PARK

APPROVED

INCOME AND EXPENSE BUDGET
Fiscal Year 2014-2015

Submitted

4-9-14

5-14-14

Approved

5-28-14

Tomales Village Community Services District

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

DATE: May 28, 2014

TO: Board of Directors, TVCSD
Financial Advisory Committee

FROM: Karl Drexel, Administrator

SUBJECT: 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. This Budget does, however, allocate a transfer of $10,000 from Operations Reserve Fund for an Efficiancy Study.

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. Additional Legal Fees are budgeted for the vetting of RFPs and Contracts anticipated. The total Legal budget is increased to $5,000. The Board also chose to bring back the Efficiency Study which is budgeted for in this Budget under Consulting. It was included in last year's budget but had been tabled.

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

Date	Amount	Balance	
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. - Board Tabled
- Review changes from the Financial Advisory Committee at the May 14, 2014 Board meeting with any additions and corrections. - Board Tabled
- Review and Adopt Preliminary Budget at May 28, 2014 meeting 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 May 28, 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 May 28, 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 Improvement Component-R	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
318.00 · Other Nonoperating Revenue	
318.30 · Transfer In	10,000.00
Total 318.00 · Other Nonoperating Revenue	10,000.00
Total Income	233,713.23
Gross Profit	233,713.23
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	5,000.00
414.57 · Accounting	4,500.00
414.58 · Consulting	10,000.00
Total 414.55 · Professional Fees	19,500.00
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	510.00
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	18,691.18
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	3,750.00
414.80 · Travel and Meetings	
414.81 · Travel	720.00
414.83 · Meetings and Seminars	2,000.00
Total 414.80 · Travel and Meetings	2,720.00
414.90 · Telephone & Internet Servcie	1,116.60
Total 414.00 · Administration and General	206,640.51
417.00 · Other Operating Expenses	
417.30 · LAFCO Charges	104.00
Total 417.00 · Other Operating Expenses	104.00
420.00 · Interest Expense-Long-Term Debt	
420.20 · Interest Payment - SRF Loan	5,782.38
Total 420.00 · Interest Expense-Long-Term Debt	5,782.38
Total Expense	214,959.24
Net Ordinary Income	18,753.99
Net Income	**18,753.99**

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

Robert W. Johnson, CPA

RWJ:jn

APPROVAL:

Signature:_____

Title:_____

Date: _____

ASSET NO.	Asset Descr	LIFE	DATE PURCHASED	DEPREC METHOD	ORIGINAL COST	PRIOR ACCUM DEPREC (L-3013)	CURRENT DEPRECIATION (13/14 Prov)	CURRENT ACCUM DEPREC
(L) 2: SEWER - (C) 1: LAND								
26.0	Land & Land Rights	0	11/23/99	N/A	52,788	0	0	0
* (C) 1: LAND *	1 asset(s)				52,788	0	0	0
(L) 2: SEWER - (C) 26: TREATMENT FACILITY								
33.0	Plant	40	11/23/99	SL-Y	176,297	47,195	4,407	51,602
34.0	Alarms & Controls	40	11/23/99	SL-Y	20,716	7,035	518	7,553
35.0	Comminuter	40	11/23/99	SL-Y	4,695	1,593	117	1,710
36.0	High Lift Pump & Motor	10	01/11/06	SL-Y	4,902	2,161	490	2,651
37.0	Spray Disposal System	40	11/23/99	SL-Y	158,047	47,460	3,951	51,411
38.0	Disposal Irrigation	7	11/23/99	SL-Y	9,340	9,340	0	9,340
39.0	Spray Field Expansion	7	12/24/99	SL-Y	3,161	3,161	0	3,161
40.0	Force Mains	40	11/23/99	SL-Y	74,420	20,406	1,861	22,267
* (C) 26: TREATMENT FACILITY *	8 asset(s)				451,578	138,351	11,344	149,695
(L) 2: SEWER - (C) 28: SEWER								
27.0	Collector Mains	55	11/23/99	SL-Y	271,454	67,043	4,936	71,979
28.0	Subdivision Ext.	65	11/23/99	SL-Y	13,663	2,854	210	3,064
29.0	Valley St. Ext.	70	11/23/99	SL-Y	15,583	3,025	223	3,248
30.0	Sewer Laterals	55	11/23/99	SL-Y	17,672	4,363	321	4,684
31.0	Pump & Lift Station	60	11/23/99	SL-Y	19,387	4,529	323	4,852
32.0	Pump & Lift Station Replmt	60	06/24/09	SL-Y	2,329	195	39	234
* (C) 28: SEWER *	6 asset(s)				340,080	82,009	6,052	88,061
(L) 2: SEWER - (C) 61: MAPS & RECORDS								
25.0	Maps & Records	10	06/30/12	SL-Y	17,248	1,725	1,725	3,450
* (C) 61: MAPS & RECORDS *	1 asset(s)				17,248	1,725	1,725	3,450
(L) 2: SEWER - (C) 62: POND IMPROVEMENTS								
41.0	Planning & Design	55	06/30/03	SL-Y	25,332	5,984	461	6,445
42.0	2004 Additions	55	06/30/04	SL-Y	3,019	549	55	604
43.0	2005 Additions	55	06/30/05	SL-Y	7,000	1,144	127	1,271
44.0	2006 Addition	55	06/30/06	SL-Y	2,355	343	43	386
45.0	Engineering	55	07/18/07	SL-Y	285	30	5	35
46.0	Other Project Expenses	55	06/30/03	SL-Y	2,187	399	40	439
47.0	Effluent Flow Meter	20	06/30/06	SL-Y	3,874	1,551	194	1,745
48.0	Construction Management	55	06/30/03	SL-Y	16,150	2,938	294	3,232
49.0	2004 Addition	55	06/30/04	SL-Y	2,136	389	39	428
50.0	Pond Renovation	55	06/30/08	SL-Y	3,860	420	70	490
51.0	2009 Additions	55	06/30/09	SL-Y	4,212	385	77	462
52.0	2010 Additions	20	07/01/09	SL-Y	10,174	2,036	509	2,545
53.0	Storage Pipeline Replacement	55	06/30/03	SL-Y	18,130	3,298	330	3,628
54.0	Level Transmitter	20	06/30/04	SL-Y	2,095	1,049	105	1,154
55.0	Force Main & Air Gap	55	06/30/03	SL-Y	25,283	4,598	460	5,058
56.0	Infiltration & Inflow Red	55	06/30/03	SL-Y	11,738	2,133	213	2,346
57.0	2004 Additions	55	10/22/03	SL-Y	22,686	4,123	412	4,535
58.0	Telemtry & SCADA	55	06/30/03	SL-Y	62,946	11,443	1,144	12,587
59.0	Sludge Removl & Pond Repair	55	06/30/03	SL-Y	1,394	252	25	277
60.0	Sand & Grease Trap Pond	55	01/11/08	SL-Y	17,548	1,595	319	1,914
61.0	Sand Filter Removal	55	06/30/08	SL-Y	84,423	9,210	1,535	10,745
62.0	Pond Renovation	55	11/01/08	SL-Y	4,443	405	81	486
63.0	Remove & Dispose Biosol	55	09/25/08	SL-Y	65,505	5,955	1,191	7,146
64.0	Treatment Pond Cell Upgrade	55	06/30/08	SL-Y	258,361	23,485	4,697	28,182
65.0	Liner Subdrain, Sump & Pump	55	06/30/08	SL-Y	59,889	5,445	1,089	6,534
66.0	High Lift Pumps	55	06/30/08	SL-Y	76,457	0	1,390	1,390
67.0	Replacement Flow Meter PO	55	04/30/09	SL-Y	14,941	1,360	272	1,632
68.0	SCADA Monitoring & Alarms	55	04/30/09	SL-Y	45,322	0	824	824
69.0	Irrigation Field Improvement	55	06/30/03	SL-Y	40,868	7,430	743	8,173
70.0	Rerock Road to Irrig Field	10	06/30/08	SL-Y	22,500	13,500	2,250	15,750
71.0	Lift Station Rehabilitation	55	06/30/03	SL-Y	7,135	1,298	130	1,428
72.0	2006 Additions	55	06/30/06	SL-Y	13,642	1,984	248	2,232
73.0	2012 Additions	55	06/30/12	SL-Y	164	0	3	3
74.0	High Lift Pumps - 2 Units	55	09/12/12	SL-Y	3,339	0	61	61
* (C) 62: POND IMPROVEMENTS *	34 asset(s)				939,393	114,731	19,436	134,167
(L) 2: SEWER - (C) 63: SOLAR EQUIPMENT								
75.0	Solar Electronics	10	06/30/12	SL-Y	67,486	20,246	6,749	26,995
76.0	Solar Panels	25	06/30/12	SL-Y	202,459	14,846	8,098	22,944
* (C) 63: SOLAR EQUIPMENT *	2 asset(s)				269,945	35,092	14,847	49,939
** (L) 2: SEWER **	52 asset(s)				2,071,040	371,908	53,404	425,312
(L) 10: PARK - (C) 1: LAND								
1.0	Land	0	06/30/00	N/A	132,000	0	0	0
* (C) 1: LAND *	1 asset(s)				132,000	0	0	0
(L) 10: PARK - (C) 3: EQUIPMENT								

ASSET NO.	Asset Descr	LIFE	DATE PURCHASED	DEPREC METHOD	ORIGINAL COST	PRIOR ACCUM DEPREC	CURRENT DEPRECIATION	CURRENT ACCUM DEPREC
2.0	Gazebo	40	07/29/12	SL-Y	550	14	14	28
3.0	Permits	40	10/29/07	SL-Y	5,745	575	144	719
4.0	Permits - 2013	40	06/30/13	SL-Y	321	8	8	16
5.0	Planning & Design - Other	40	06/30/09	SL-Y	9,137	914	228	1,142
6.0	Construction Management	40	06/30/10	SL-Y	15,705	1,570	393	1,963
7.0	Handicap Paths	40	06/30/09	SL-Y	7,862	786	197	983
8.0	Land Improvements - Other	40	06/30/10	SL-Y	38,072	3,807	952	4,759
9.0	Concrete Curbs & Walls	40	06/30/09	SL-Y	55,066	5,507	1,377	6,884
10.0	Bathrooms & Laterals	40	06/30/09	SL-Y	74,957	7,496	1,874	9,370
11.0	Bathrooms & Laterals - 2012	40	06/30/12	SL-Y	1,106	55	28	83
12.0	Bathrooms & Laterals - 2013	40	06/30/13	SL-Y	782	20	20	40
13.0	Well Pump & Filter	40	01/15/08	SL-Y	4,035	404	101	505
14.0	Dutton Play Structure	40	06/30/10	SL-Y	30,145	2,413	754	3,167
15.0	Dutton Play Structure - 2012	40	06/30/12	SL-Y	1,676	84	42	126
16.0	Picnic Areas	40	06/30/09	SL-Y	1,440	145	36	181
17.0	BBQ - Other	40	06/30/09	SL-Y	3,615	362	90	452
18.0	Play Surface	40	06/30/09	SL-Y	6,796	680	170	550
19.0	Play Equipment	40	06/30/09	SL-Y	26,799	2,680	670	3,350
20.0	Parking Lot	40	06/30/10	SL-Y	10,372	1,037	259	1,296
21.0	Misc Park Additions	40	06/30/10	SL-Y	1,798	180	45	225
22.0	Misc Park Additions - 2012	40	06/30/12	SL-Y	3,050	152	76	228
23.0	Misc Park Additions - 2013	40	06/30/13	SL-Y	560	14	14	28
24.0	Park Development Project	40	06/30/09	SL-Y	302	30	8	38
* (C) 3: EQUIPMENT *	23 asset(s)				299,899	28,933	7,500	36,433
** (L) 10: PARK **	24 asset(s)				^ 431,899	^ 28,933	7,500	36,433
GRAND TOTALS	78 asset(s)				2,502,939	400,841	60,904	461,745

^ - agreed to 6/30/13 Sewer (641) workpapers
^ - agreed to 6/30/13 Park 641 workpapers

6-18-14

Phillips & Associates
Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

PhillipsOnSite.com

June 12, 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
May, 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, Richmomd

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)
5/1/2014	15.0							2.6									25.0				
5/2/2014	15.0							2.6									27.0				
5/3/2014	15.0							2.6									0.0				
5/4/2014	15.0							2.6									27.0				
5/5/2014	14.0							2.6									0.0				
5/6/2014	15.0		800.0	260.0	8.0	4.0	16.8	2.5	9.9	5.5	19.2	6.8	9.6	6.1	18.4	6.8	0.0		9.6	3.0	130.0
5/7/2014	16.0	105.0						2.5									27.0	106.0			
5/8/2014	17.0							2.5									46.0				
5/9/2014	17.0							2.5									1.0				
5/10/2014	15.0							2.4									46.0				
5/11/2014	14.0							2.4									28.0				
5/12/2014	15.0							2.5									0.0				
5/13/2014	14.0				8.1	4.1	17.6	2.6	10.2	9.4	20.4	7.1	10.0	9.0	21.1	7.1	57.0		9.0	1.6	170.0
5/14/2014	14.0	106.0						2.6									0.0	178.0			
5/15/2014	15.0							2.6									0.0				
5/16/2014	15.0							2.5									0.0				
5/17/2014	16.0							2.5									0.0				
5/18/2014	16.0							2.5									0.0				
5/19/2014	16.0							2.5									0.0				
5/20/2014	16.0				8.0	3.5	18.5	2.5	9.7	5.9	21.0	7.2	9.4	4.8	19.6	7.3	25.0		9.4	2.6	180.0
5/21/2014	15.0	109.0						2.5									1.0	26.0			
5/22/2014	17.0							2.5									27.0				
5/23/2014	17.0							2.4									1.0				
5/24/2014	17.0							2.5									46.0				
5/25/2014	19.0							2.6									27.0				
5/26/2014	16.0							2.5									1.0				
5/27/2014	14.0				8.0	3.8	17.6	2.6	9.4	4.1	18.7	7.5	8.9	3.3	18.6	7.5	26.0		9.4	3.5	180.0
5/28/2014	13.0	113.0						2.5									1.0	129.0			
5/29/2014	15.0							2.5									20.0				
5/30/2014	14.0							2.5									1.0				
5/31/2014	13.0							2.5									46.0				
Max	19.0	113.0	800.0	260.0	8.1	4.1	18.5	2.6	10.2	9.4	21.0	7.5	10.0	9.0	21.1	7.5	57.0	178.0	9.6	3.5	180.0
Min	13.0	105.0	800.0	260.0	8.0	3.5	16.8	2.4	9.4	4.1	18.7	6.8	8.9	3.3	18.4	6.8	0.0	26.0	9.0	1.6	130.0
Mean	15.3	108.3	800.0	260.0	8.0	3.9	17.6	2.5	9.8	6.2	19.8	7.2	9.5	5.8	19.4	7.2	16.3	109.8	9.4	2.7	165.0
Total	475.0																506.0				

Phillips and Associates
Management and Technical Resources
707 254-1931

Month	Treatment Pond # 2				Treatment Pond # 3			
Apr-14	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1								
2								
3								
4								
5								
6								
7								
8	2.7	10.1	>10	20.3	2.7	>10	>10	21.7
9								
10								
11								
12								
13								
14								
15	27.0	9.0	7.0	18.0	2.8	10.2	6.7	17.6
16								
17								
18								
19								
20								
21								
22	2.5	9.7	8.0	16.2	2.6	10.3	6.0	15.6
23								
24								
25								
26								
27								
28								
29	2.6	10.0	6.7	16.6	2.6	10.0	4.5	16.8
30								
31								

Revised 02/2010

TOMALES WASTEWAYER TREATMENT FACILITY

Revised 0804

STANDARD OBSERVATION REPORT
PASTURE IRRGATION (001)

Month of May 2014

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

Inspection Date	5/6/14	5/13/14	5/20/14	5/27/14	
Day	Tues	Tues	Tues	Tues	
Time	1100	1100	1130	1030	
Operator	E.C	E.C	E.C	E.C	
Wind Speed & Direction	5-15 East	1-5 East	East 1-10	East 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 120413

TOMALES EFFLUENT STORAGE POND
STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) May 2014

2. Pond Standard Observation required every week

INSPECTION					
Date	5/6/14	5/13/14	5/20/14	5/27/14	
Day	Tues	Tues	Tues	Tues	
Time	1130	1100	1130	0920	
Tech	E.C	E.C	E.C	E.C	
* 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.	clear	Hot	warm	clear	
Wind direction & speed, mph	East 5-15	East 1-5	East 1-10	East 10-15	
Number of waterfowl	0	0	0	2	

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

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

Supervisor Signature _____ Date _____

revised 02/2010

TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) May 2014

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

INSPECTION					
Date	5/6/14	5/13/14	5/20/14	5/27/14	
Day	Tues	Tues	Tues	0900	
Time	0945	0930	1140	Tues	
Tech	E.C	E.C	E.C	E.C	
* Evident of any leaks	N	N	N	N	
Tank level, inches	30.5	34	35	28.5	
Cl2 gallons added	~~0~~	~~0~~	75	~~0~~	
New tank level after adding Cl2, inches	30.5	34	26.5	2	
Gallons used for treatment since last check	0	35	9.0		
Warning Signs Improperly Posted	N	N	N	N	

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

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

revised 02/2010

TOMALES TREATMENT POND
STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) May 2014

2. Pond Standard Observation required every week year round.

INSPECTION					
Date	5/6	5/13	5/20	5/27	
Day	Tues	Tues	Tues	Tues	
Time	0730	0745	0925	0745	
Tech	E.C	E.C	E.C	E.C	
Rain, Inches	0	0	0	0	
Number of waterfowl	2	0	0		
* Evidence of seepage from ponds	N	N	N	N	
* Nuisance odors from ponds	N	N	N	N	
* Warning signs improperly posted	N	N	N	N	
* Public contact with pond water	N	N	N	N	

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

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

Maintenance & Support

150 Series Big Gun®

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

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

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

Add-on kits include:

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

Connection options include

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

F150 (Full Circle)

From: MembersMail@RedwoodCU.org
To: karl@tomalescsd.ca.gov
Subject: Response to inquiry # 19227 from Redwood Credit Union
Date: Monday, June 30, 2014 11:47:20 AM

Hello Karl,

Thank you for your email. The account is federally insured through the NCUA to a limit of $250,000.00. RCU offers several types of dividend bearing accounts including the Regular Share savings you already have, money market savings accounts (one was on this account, but closed in February) and term accounts such as a Certificate of Deposit. Interest rates vary depending on how much is deposited and for how long. You can find all of our rates online at https://www.redwoodcu.org/products/personal/rates and if you have any questions, we would encourage you to visit your local branch or speak to a representative at (800) 479-7928. Any representative can also assist you with opening the account of your choice and making the transfers for you.

Best Regards,

Redwood Credit Union

Bank Name: Bank of Marin **Number of Accounts: 1**

ATTENTION: EDIE estimates that some of your money in this financial institution exceeds FDIC limits and is currently uninsured. It is important to be familiar with your FDIC coverage limits -- you should use EDIE every time you make changes to your accounts to make sure your deposits are always fully insured.

Government Accounts

Account Nickname (Official Custodian)	Balance	Name of Public Unit	EIN/TIN
Money Market (Karl Drexel)	$277,710.00	Tomales Village CSD	94-2598864

Insurance Summary	Balance	Insured	Uninsured
94-2598864, Karl Drexel (All Demand Deposit Accounts)	$277,710.00	$250,000.00	$27,710.00

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

Balance	Insured	Uninsured
$277,710.00	$250,000.00	$27,710.00

If you'd like to learn more about what you can do to protect your deposits please visit www.FDIC.gov/deposit/deposits or contact the FDIC at 1-877-275-3342.

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

Report generated on: July 1, 2014

EDIE is designed to give an accurate deposit insurance calculation, assuming it is properly used and the account information is correctly entered. However, the results and conclusions generated by EDIE are strictly advisory. All actual claims for deposit insurance shall be governed exclusively by information set forth in the FDIC-insured institution's records and applicable federal statutes and regulations then in effect. This calculation is based on the deposit insurance regulations in effect as of July, 2011. The standard insurance amount is $250,000 per depositor, per insured bank, for each ownership category.

Money Market Checking and CD Interest Rates

	North Valley Bank	Community First Credit Union	First Community Bank	Exchange Bank	Redwood Credit Union	Bank of Marin
$100,000 Deposit						
MM Checking	0.20%	0.20%	0.10%	0.05%	0.30%	0.05%
$100,000 Deposit						
3 MO CD	0.10%	0.10%	0.10%	0.08%	0.15%	
6 MO CD	0.15%	0.15%	0.15%	0.11%	0.25%	
12 MO CD	0.25%	0.25%	0.25%	0.21%	0.35%	

Tomales Community Park Advisory Committee Meeting Minutes

Tomales Village Community Services District

Monday, June 23, 2014

Present: Patty Oku (Chairperson and TVCSD Board Member), Margaret Graham, Walter Earle and Beth Koelker

Absent: Brian Lamoreaux & ***Eric Knudsen*** (excused)

Guests: Donna Clavaud, David Judd

Patty Oku convened the monthly meeting at 6:40pm at Tomales Presbyterian Church Community Hall. Donna Clavaud volunteered to take minutes since the regular Secretary, Brian Lamoreaux, is out of town.

AGENDA:

1. Review PAC Minutes of May 27, 2014:

The minutes of the May 27, 2014 PAC meeting were reviewed and Margaret Graham made a motion to approve them and Beth Koelker seconded her motion. Motion passed unanimously.

2. Tomales Community Park Proposed Annual Budget for 2014-15:

After a careful review of Administrator's Budget Narrative and Budget line items, the following recommendations are being made:

Barbecue Development- reduce purchase of small barbecues from three to one (1); maintain proposed total expenses of $2600 in case improvements to large barbecue exceed estimated costs.

Park Rentals-Add $450 in narrative section

Routine Maintenance-In the Narrative section, add Walter Earle's name as he does major landscape maintenance on routine basis; add the balance of the annual PG&E after Henry's monthly fees from Measure A funds ($40/month) instead of from Rental Fees

Other Office Fees-$150-take this out of Measure A Funds

Other Non-operating Expenses-In Narrative, add "**but the PAC and** Board can decide....."

Margaret Graham makes a motion to accept the TCP Proposed Annual Budget for 2014-15 with amendments and Beth Koelker seconds the motion. The vote to accept the Proposed TCP Budget is unanimous.

Patty Oku agrees to contact Karl Drexel to have him develop a formal letter to Henry Elfstrom to request emergency contact information; and to update Henry on the upcoming repairs to the water tower so he can make necessary preparations for some inconvenience during the project.

Site Plan- Funds have been budgeted to develop a new Site Plan for TCP, $1000 from Measure A and $1000 from Dean Witter Foundation grant. Patty Oku reports that David Judd is contacting Lee and Dan Erickson to do the work.

3. Gazebo Update:

David Judd reports that Lee and Dan Erickson have agreed to do a TCP Site Plan and will get together with David Judd soon to start. Lee has indicated he will donate his time for this. The completion of a new Site Plan has been needed since the last project improvements and will be required for upcoming projects that require permitting. He also mentions that Michael Barbour, Architect, will be available to do plans for a new Gazebo for between $300-400 and reminds us that it was Barbour who did architectural plans for the TCP bathroom. There is an engineer, Peter Nissen in the same office who can be available to provide engineering.

David Judd brought a few of his sketches that depict some concept design options for the Gazebo project. He and Bill Bonini have envisioned a pavilion with a simple roof that will provide a shade shelter as well as a place for music events or tables. He also introduces the concept of adding a small cupola to the roof as an option to consider and shares a photo of such a structure in the central Cotati plaza.

After a general discussion of gazebo designs and our rural and historical setting, we decide to hold the July PAC meeting at the Park to do some more visioning. Beth agrees to develop some drawings that show the optional designs we have discussed to date, one with simple lines and one with more architectural detail, including a cupola. She will use photo shop to try to embed the drawings into the Park so we can get a sense of what the designs would really look like if built in the Park. We also hope to continue exploring our discussion of materials, colors, and design details at the July meeting.

4. Park Gate Update:

The Park Entry Project was not on the June meeting Agenda at Tomales Design Review as not all TFFM committee members could attend. It will be on their July agenda for discussion and input.

David Judd commented that story poles might be an effective way to proceed to get a sense of the height and scale and design of the proposed project.

5. Park Rental Agreement:

PAC decides to move this issue to the July meeting agenda since Brian Lamoreaux has not yet submitted his comments for discussion and is currently on vacation.

6. Open Communication:

*Beth Koelker brings up the issue of Security at events and reports that the Tomales Town Hall Rental Agreement requires Security for all large events.

Patty Oku asks: What is the legality of rental use and setting requirements for certain groups or certain classes of groups? How can we avoid discrimination?

Can we require security or no alcohol or other restrictions? We just don't know at this time.

It was agreed by members that we need legal advice as a public park on parameters for Park Use rules, regulations, requirements and restrictions.

*Beth Koelker asks if she can make a sign about the new transit bus service and place it in front of the Park since the bus stops near the front gate. The group decides that it is not a good idea.

*David Judd mentions that Nicole suggested an iron ranger be obtained to place in the Park for Donations. We discussed the idea and reached no decisions.

The meeting was adjourned at 8:45pm.

Tomales Community Park

Statement of Purpose

This Park was created to provide a space for cultural, educational and community activities for persons and organizations in the community at large. It was created with the desire to engage only in activities that are charitable and educational, and to be equally available to all members of the community.

Rules and Regulations

These rules are established to insure the safety and enjoyment of all and can be amended as necessary should different circumstances arise. They cover regular individual usage as well as rentals by larger private parties.

1. The Park will be open from dawn to dusk.

2. No motorized vehicles are allowed on the grounds.

3. There will be no overnight use or open campfires.

4. All animals will be curbed.

5. No smoking is allowed in the play areas.

6. Your consideration of our parks' neighbors is appreciated. Please keep the volume of your music and other noise to a minimum.

Tomales Community Park Rental Agreement

Groups larger than 25 need to arrange for Tomales Park rental in advance.

A daily rental fee for the Tomales Park grounds will be $50 for Tomales Village residents, $200 for nonresidents. Local nonprofit groups have free rental, out of town nonprofit groups will pay $200. Local for-profit groups will pay $350 and all out-of-area for-profit groups including film crews will negotiate with the administrator for a fee schedule. Two bathrooms are available, additional facilities must be arranged by the Rental Party.

A security deposit of $200 will be paid in advance and retained and deposited by the District until the grounds are returned to their previous condition. All garbage will be removed and any physical damage to structures or plants may be deducted from the security deposit.

All Rental Parties must provide a certificate of liability insurance in the amount of at least $1,000,000 and name the TVCSD as additional insured. The Rental Party is responsible for the behavior of their guests.

All activities must end, including all music and external lighting, by dusk.

Rental Contract

Date:_____

Name of Organization:_____

Contact Name:_____ Phone:_____

Mailing Address: _____ City: _____ Zip: _____

Proposed date of use:_____, between hours from_____

Number of persons expected to be in attendance_____

Applicable Fee: _____$350.00_____

Security Deposit: _____$200.00_____

Total: _____$550.00_____

Certificate of Insurance must be submitted at least 30 days prior to the event.

I, on behalf of the above group or organization, agree to comply with all the rules and regulations of the Tomales Community Park. I agree to be responsible for all the people in our group as well as restoring all facilities to their original condition after use.

Signature_____ Phone_____

Name_____ _____

Remit To:

Tomales Village Community Services District
PO Box 303
Tomales, CA 94971
Ph (707) 878-2767
Fax (707) 575-4306
E-Mail admin@tomalescsd.ca.gov

Proposal to Conduct a Management Study

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT, CALIFORNIA

matrix consulting group

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matrix consulting group

June 24, 2014

Ms. Donna Clavaud
Finance Advisory Committee
Tomales Village Community Services District
P.O. Box 303
Tomales, CA 94971

Dear Ms. Clavaud:

The Matrix Consulting Group is pleased to present our proposal and qualifications to conduct a Management Study for the Tomales Village Community Services District. The Matrix Consulting Group and the project team we would assign to this project have conducted over 100 studies of public utilities, including many in California where we are based. Examples of our client list are provided in the table below (with recent California studies **bolded**):

Alexandria, VA	Haverhill, MA	**Oakland, CA**
Barstow, CA	**Imperial Irrigation District, CA**	**Sacramento, CA**
Beverly Hills, CA	Lake Worth, FL	**San Clemente, CA**
Brattleboro, VT	Lee's Summit, MO	**San Luis Obispo, CA**
Burlington, MA	Los Angeles, CA	**Selma, Kingsburg, Fowler CSD**
Denton, TX	**Monrovia, CA**	Scottsdale, AZ
Falmouth, MA	Montpelier, VT	Spokane, WA
Goodyear, AZ	**Napa County San. District, CA**	Springfield, MA
Gloucester, MA	**North Coast County WD**	**Sunnyvale, CA**

We are currently conducting a study for Cedar Rapids Public Works Department.

Our team is comprised of very senior analysts who have worked extensively together for many years in this and other consulting firms. This team includes:

- I would be the project manager. I have over 30 years of government consulting experience, including the analysis of public utilities and public works functions.

- Gary Goelitz would be the lead analyst for this assignment. Mr. Goelitz is the head of our utilities management studies practice (and a Senior Vice President with the Matrix Consulting Group). Mr. Goelitz has over 37 years of experience.

If you have any questions or require additional information, please call me at 650-858-0507, fax me at 650-858-0509, or e-mail me at rbrady@matrixcg.net.

Matrix Consulting Group

Richard P. Brady
President

201 San Antonio Circle, Suite 148 ▪ Mountain View, CA 94040 ▪ 650.858.0507 ▪ 650.917.2310 fax
California, Illinois, Massachusetts, Texas

1. THE MATRIX CONSULTING GROUP

This section of our proposal presents basic information regarding the Matrix Consulting Group.

1. DESCRIPTION OF THE MATRIX CONSULTING GROUP

The Matrix Consulting Group was founded in 2002 by senior consultants who created it in order to provide a service-oriented business in which the senior consultants actually do the work. Local governments and public districts / authorities are our only clients. The cornerstone of our philosophy in conducting organization and management studies is summarized in the points below.

- Our firm provides a variety of services to our clients including the following:
  - **Organizational analysis and performance audits** to identify improvements to an operation's efficiency and effectiveness in such areas as productivity, technology, management systems, internal controls, etc.;
  - **Performance measurement** including the development of metrics that are important for operations and for demonstrating success to the general public and policy makers, and the use of benchmarks to compare our clients performance with these best practices;
  - **Process improvement** through process mapping to understand the workings of existing business processes, the application of Six Sigma techniques, streamlining and work simplification, etc.; and
  - **Financial planning, budgeting, and financial analysis** for clients and developing plans for the effective and efficient use funds including the development of long-term financial projections for general fund, restricted and/or enterprise funds, as well as capital funds;
  - **Strategic planning** to enhance the clarity of the clients mission and goals, and linkages between their services and these strategic plans.
  - **Analysis of opportunities to consolidate and / or share services** within and among local governments such as law enforcement (city contracts for services with a Sheriff), libraries (multi-city/county library systems), and emergency communications and dispatch to save money through service consolidation;
- The Matrix Consulting Group and the project team we would assign to this project have conducted over 100 studies of public utilities, including many in

California. Examples of our client list are provided in the table below (with recent California studies **bolded**):

Alexandria, VA	Haverhill, MA	**Oakland, CA**
Barstow, CA	**Imperial Irrigation District, CA**	**Sacramento, CA**
Beverly Hills, CA	Lake Worth, FL	**San Clemente, CA**
Brattleboro, VT	Lee's Summit, MO	**San Luis Obispo, CA**
Burlington, MA	Los Angeles, CA	**Selma, Kingsburg, Fowler CSD**
Denton, TX	**Monrovia, CA**	Scottsdale, AZ
Falmouth, MA	Montpelier, VT	Spokane, WA
Goodyear, AZ	**Napa County San. District, CA**	Springfield, MA

2. THE SERVICE PHILOSOPHY OF THE MATRIX CONSULTING GROUP

We provide organization and management analytical services to local government. Cities, counties and public authorities are our only clients. The cornerstone of our philosophy in conducting organization and management studies is summarized in the points below.

- A principal of the firm is always involved in every aspect of each of our studies. This includes interviews of staff, data collection, report writing, client meetings and public presentations. They are not just project managers.

- Our projects are approached with a firm grounding in formal analytical methodologies. Our clients receive detailed analysis of their specific issues.

- We strongly believe that the expertise utilized in our studies needs to reside in our project team. We rarely utilize subcontractors because of the problems this creates in presenting a unified research philosophy and approach to our clients.

- Our projects are characterized by extensive input and interaction between the consultants and our clients' staff, management and policy makers. This interaction includes:

  – Extensive input through interviews of staff, policies makers and 'customers'.

  – Extensive and detailed data collection and analysis.

  – Extensive internal reviews of findings, conclusions and recommendations.

- Our projects are always completed on time and within budget at a high level of quality.

This philosophy has provided our clients with valuable assistance and advice in dealing with important public policy issues. It has also resulted in very high levels of implementation of our recommendations.

2. PROJECT TEAM

The senior consultants proposed for this assignment have extensive experience evaluating the organization, management and operations of public utilities. This project would be managed by the President of the company (Richard Brady), with lead analytical services provided by the head of our utilities management studies practice (Gary Goelitz, a Senior Vice President). A summary resume is provided below for each member of the team.

RICHARD BRADY – Mr. Brady is the President of the Matrix Consulting Group. He is the leader of our management studies practice. He has been a consultant to local governments for over 30 years. This experience includes 25 organization-wide management studies that included utilities. Mr. Brady was the Project Manager and / or Lead Analyst on the citywide management audits for Montpelier (VT), Brattleboro (VT), Waltham (MA), San Clemente (CA), Palo Alto (CA), Poway (CA), Pasadena (CA), San Rafael (CA), Prescott Valley (AZ), Albany (NY), Venice (FL), North Miami Beach (FL), Alexandria (LA), Upper Merion Township (PA), Spokane (WA); as well as countywide management audits for Beaufort County (SC), Chatham County (GA), Augusta-Richmond County (GA), Hall County (GA); Alachua County (FL) and Culpeper County (VA). Other public utilities and public works studies include Falmouth (MA) and Haverhill (MA); Lynchburg (VA); Cuyahoga County (OH); Salt Lake City (UT); Scottsdale (AZ); ***Mr. Brady would serve as project manager on this assignment.***

GARY GOELITZ – Mr. Goelitz is a Senior Vice President with the Matrix Consulting Group, and has over 27 years of experience as an analyst in the public sector, as a consultant and a manager in municipal operations. He also was a Director for MAXIMUS. Mr. Goelitz has served as a management analyst for the cities of Chula Vista (CA), Fremont (CA), Phoenix (AZ), and Beverly Hills (CA) and the Internal Audit Manager for Washoe County (NV). Mr. Goelitz has extensive experience in analyzing utilities, heads our utilities management practice, and has completed multiple analyses of utilities in the past several years. Representative assignments include Springfield, Haverhill, and Gloucester Massachusetts; Evans, Colorado; Lee's Summit, Missouri; Goodyear and Scottsdale, Arizona; Spokane, Washington; Hermiston, Oregon; Lake Worth, Florida; Beverly Hills, Imperial Irrigation District, Los Angeles, Napa County, Napa Sanitation District, Oakland, Palo Alto, San Rafael, Santa Clara Valley Water District, and Sunnyvale, California; Alexandria, Virginia; Washoe County, Nevada; He holds both B.A. and M.P.A. degrees from the University of Southern California. ***Mr. Goelitz would be the project lead analyst.***

More extensive resumes for the project team members can be found as an attachment to this proposal.

3. APPROACH

The following tasks summarize how we would approach this study of the management staffing of the Tomales Village Community Services District.

The purpose of this study is to examine the organization and management of the Tomales Village Community Services District (TVCSD) to ensure that it meets the needs of the community but also to provide assurance that it is effective in its oversight of the services delivered. Even small organizations need to be accountable to the public and this study is an opportunity to examine opportunities to improve upon management issues in the District. In a separate effort the District has examined the revenue side (i.e., rates); this study will examine the expenditure side of the District.

Task 1 Project Initiation

Our initial task would consist of achieving an overall understanding of the District. The project team would meet individually with each District Board member as well the District Administrator. The focus of these early meetings would be on establishing lines of communication between our study team and the District as well as developing an understanding of the reasons for the study and study goals.

Task 2 Develop a Profile of the Tomales Village Community Services District.

It is important that the project team understand the history, structure and functioning of the Tomales Village Community Services District. To develop this understanding, we would accomplish the following work steps:

- Meet with District Board members and the TVCSD Administrator to develop an understanding of the wastewater and parks services provided.
- Meet with the chairs of the Park Advisory Committee nor Financial Advisory Committee for their views about study issues.
- Develop an understanding of contract services for plant operation and maintenance as well as parks maintenance.
- Develop an understanding of the major management and technology systems regarding system operations, costs, etc.
- Identify workload and service levels for each of the major functions of the District.
- Document the revenues and expenditures for the District.
- Develop an understanding of key performance indicators utilized by the District.

Once these initial data collection activities have been completed, the project team would prepare a descriptive profile that presents our understanding of the District.

Task 3 Benchmark the District to "Best Management Practices" and to Peer Agencies.

The purpose of this task would be to evaluate the District in the context of best management practices and other districts. We have developed our inventory of best practices using sources such as AWWA (e.g., *AWWA Standard G200: Distribution Systems Operation and Management*), WEF, publications such as the EPA *Ten Attributes of Effectively Managed Water Sector Utilities and five Keys to Management Success*, QualServe, the Baldrige criteria, etc.

The project team will also develop a list of at least 6 utility districts or community services districts against which to compare the TVCSD's organization and management systems. Including a comparative survey helps the project team understand other district approaches to the same organizational and management issues. It also adds a practical component to the best practices theoretical component described above.

The results of this analytical exercise will be documented in a comparative assessment of issues, which would be followed up on in subsequent tasks.

Task 4 Evaluate the Adequacy of the Management Systems Utilized by the District.

In this work task, the consulting team will identify and evaluate positive and negative features of major management systems within the Tomales Village Community Services District that are utilized to manage its resources. The systems to be analyzed will include:

- Management procedures and policies.
- Performance planning and measurement of efficiency and effectiveness.
- Financial planning, accounting and reporting.
- Contract management.

In performing this work task, we will compare what exists in the District to what the consulting team would term "best in class" performance as researched in the previous work task. In determining the adequacy of these management systems, will ask such illustrative questions as:

- Does the annual budget relate and link anticipated expenditure levels to proposed performance objectives and service levels in utility and parks areas?

- Can the cost of individual services be determined?
- Do indicators of workload, efficiency, and effectiveness exist in each function?
- Is performance regularly monitored and reported?
- How effectively are contracts managed?
- Is the TVCSD taking advantage of opportunities for automated systems to positively impact efficiency and effectiveness?
- Has the District developed an annual work program?

The product of this task will be an inventory of problems and gaps in the management systems of the Community Services District. The results of this analysis will be reviewed with the District.

Task 5 Prepare a Draft and Final Report.

On the conclusion of our studies, we prepare a detailed report that summarizes the results of each of the previous work tasks described above. This would be prepared and reviewed in draft form, finalized and presented at a District Board meeting.

4. EXPERIENCE AND REFERENCES

The team we would assign to this project has conducted over 100 management studies of public utilities. Recent studies conducted for utilities for such local governments are described below, together with the references for each of these projects.

Client	Description of Services	Reference
Santa Clara Valley Water District, California **Maintenance Audit of the Water Utility Enterprise**	This Water Utility Enterprise (WUE) maintains the assets associated with transmission, distribution, and treatment of water. Major facilities maintained by the WUE include 142 miles of pipelines, 3 pump stations, 3 treatment plants, 400 acres of groundwater recharge ponds, and 10 dams/surface water reservoirs. The maintenance assessment included staffing levels, work planning and scheduling, employee training, preventive maintenance, the effective use of MAXIMO for maintenance management, measures and metrics, predictive maintenance, organizational structure etc.	Ms. Sandy Oblonsky Deputy Operating Officer Water Utility Operations (408) 265-2607
Imperial Irrigation District, California **Organizational and Operational Assessment of the District (water and electrical)**	The Matrix Consulting Group completed the analysis of the Meter Shop; Billing; Credit and Collections; the Call Center; Customer Field Services; and Engineering. The second phase is focusing on Fleet Services, Facility Services, Purchasing and Warehouses, Information Technology, and Human Resources. The assignment includes an assessment of the organizational structure, adequacy of maintenance, staffing levels, workload, training, work practices, and service delivery. This organization has 1,374 employees.	Mr. Ed Aghjayan Interim Assistant General Manager – Energy (now retired) (714) 960-0807
Sunnyvale, California **Performance Audit of the Public Works Department**	This study involved an analysis of engineering, traffic engineering, water and wastewater utilities, field operations including street maintenance, sign and striping maintenance, tree maintenance, median maintenance, etc., and a MRF. Principal recommendations included streamlining the plan of organization, reduction of staffing, enhancement of preventive maintenance, outsourcing selected services, enhancement of capital project management, and acquisition of a maintenance management system.	Mr. Gary Luebbers City Manager (408) 730-7475

We are currently conducting a study for Cedar Rapids Public Works Department.

5. PROJECT COST

The Matrix Consulting Group will conduct this study for **$12,500**, including the cost of professional time and expenses relating to driving to / from Tomales Village.

It should be noted that this project cost is moderately higher than a previous version of this proposal (by $2,500). This is because of the inclusion of the comparative survey. The earlier proposal also included a rate study which has been conducted separately by the District. This separation of studies impacted the cost per study.

RICHARD P. BRADY
President, Matrix Consulting Group

BACKGROUND

Richard Brady is the Matrix Consulting Group's President. Mr. Brady has been a management consultant to local government for more than thirty years. Prior to joining the Matrix Consulting Group, he was the MAXIMUS national Vice President in charge of its local government consulting practice, and before that the managing partner of the California-based management consulting firm of Hughes, Heiss & Associates. Mr. Brady has conducted numerous studies of every local government function.

PROJECT EXPERIENCE

Agency-Wide Management Audits and Organization Studies

- Albany, New York
- Alachua County, Florida
- Alexandria, Louisiana
- Augusta, Georgia
- Brattleboro, Vermont
- Burke County, North Carolina
- Burlington, Massachusetts
- Chatham County, Georgia
- Culpeper County, Virginia
- Florence County, South Carolina
- Gainesville, Georgia
- Hall County, Georgia
- Irvine, California
- Los Gatos, California
- Monrovia, California
- North Miami Beach, Florida
- Palo Alto, California
- Portsmouth, New Hampshire
- Prescott Valley, Arizona
- San Antonio, Texas
- San Clemente, California
- San Luis Obispo, California
- Upper Merion Twp, Pennsylvania
- Waltham, Massachusetts
- Wayland, Massachusetts
- West Boylston, Massachusetts

Utilities

- Alameda County, CA
- Anaheim, CA
- Beverly Hills, CA
- Campbell, CA
- Cuyahoga City, OH
- Hercules, CA
- Hercules, CA
- Kings County, CA
- Monterey County, CA
- Newark, CA
- Hernando County, FL
- Pasadena, CA
- Santa Monica, CA
- Salt Lake City, UT
- San Bernardino, CA
- San Clemente, CA
- San Jose, CA
- San Luis Obispo, CA
- San Mateo, CA
- San Rafael, CA

EDUCATION

BA, California State University, Hayward
Ph.D., Oxford University, United Kingdom

GARY GOELITZ
Senior Vice President, Matrix Consulting Group

BACKGROUND

Mr. Goelitz has thirty-seven years of experience as a consultant and local government analyst. Prior to joining the Matrix Consulting Group, Mr. Goelitz was a Director in the Management Studies practice of MAXIMUS, responsible for west coast management studies. Previously, Mr. Goelitz was the Manager of the Internal Audit Division of Washoe County (Nevada), where he conducted performance audits of many County services. Mr. Goelitz was also a management analyst for Chula Vista (CA) Beverly Hills (CA), Fremont (CA), and Phoenix (AZ).

EXPERIENCE RELEVANT TO THE PROJECT

- **Management studies of Utility Departments** including information technology, levels of service, staffing, internal and management controls, work processes and practices including crew sizes, productivity, asset management, budget and financial planning, revenue enhancement, fleet management, contract management, customer satisfaction, organizational structure, performance measurement, etc. Clients have included:

  - Alexandria, VA
  - Beverly Hills, CA
  - Banning, CA
  - Barstow, CA
  - Campbell, CA
  - Charleston County, SC
  - Clark County, NV
  - Daly City, CA
  - Danville, CA
  - Escondido, CA
  - Gloucester, MA
  - Goodyear, AZ
  - Haverhill, MA
  - Hermiston, OR
  - Imperial Irrigation District, CA
  - Lake Worth, FL
  - Lees Summit, MO
  - Los Angeles, CA
  - Milwaukee, WI
  - Modesto, CA
  - Napa County, CA
  - Oceanside, CA
  - Napa Sanitation District, CA
  - Oakland, CA

- Palo Alto, CA
- Pasadena, CA
- Phoenix, AZ
- Poway, CA
- Redwood City, CA
- Reno, NV
- Sacramento, CA
- Salt Lake City, UT
- San Bernardino, CA
- San Clemente, CA
- San Diego County, CA
- San Mateo, CA
- San Rafael, CA
- Santa Clara Valley Water District, CA
- Scarsdale, NY
- Scottsdale, AZ
- Shreveport, LA
- Sioux City, IA
- Spokane, WA
- Springfield, MA
- Sunnyvale, CA
- Upland, CA
- Waltham, MA
- West Covina, CA

EDUCATION

Mr. Goelitz received his B.S. from the and his M.P.A. from the University of Southern California.

From: Dennis Timoney
To: "karl@tomalescsd.ca.gov"
Subject: RE: Board Training and RFPs
Date: Monday, June 30, 2014 3:08:01 PM

Karl;

Most of the tasks you've listed are normally done by staff. If there is no staff then based on a Board resolution a Board member could do the functions. Normally the GM and Board president set the agenda items. If the Board member is transcribing the minutes, they would recuse themselves is case of any problems with the minutes. The minutes just need to record the actions taken by the Board.

Dennis Timoney, ARM
Chief Risk Officer

SDRMA
Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, California 95814
T 800.537.7790 or 916.231.4141 F 916.231.4111
C 916.770.7695
www.sdrma.org

A proud California Special Districts Alliance partner - California Special Districts Association | Special District Risk Management Authority | CSDA Finance Corporation

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From: Karl Drexel [mailto:karl@tomalescsd.ca.gov]
Sent: Monday, June 30, 2014 12:35 PM
To: Dennis Timoney
Subject: RE: Board Training and RFPs

Also, What is your position on a Board member being Secretary of the Board –i.e. setting agenda, developing Board packets, transcribing minutes, voting to approve minutes she has transcribed, keeping the website data current, etc.

Karl

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

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

Please consider the environment before you print

From: Dennis Timoney [mailto:DTimoney@sdrma.org]
Sent: Monday, June 30, 2014 12:22 PM
To: 'karl@tomalescsd.ca.gov'
Subject: RE: Board Training and RFPs

Good Morning Karl;

What dates do you have available in late July or early August.

In reviewing the RFP's under the insurance section instead of requesting just a certificate, I would amend to require an ADDITIONAL INSURED ENDORSEMENT specifically naming the District, Board of Directors, employees , volunteers and agents of the District.

There is no INDEMNIFICATION provision in the RFP which should be a requirement to submit the response. I have attached some sample language for your review.

Dennis Timoney, ARM
Chief Risk Officer

SDRMA
Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, California 95814
T 800.537.7790 or 916.231.4141 F 916.231.4111
C 916.770.7695
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From: Karl Drexel [mailto:karl@tomalescsd.ca.gov]
Sent: Sunday, June 29, 2014 3:20 PM

To: Dennis Timoney
Subject: Board Training and RFPs

Hi Dennis,
We have never rescheduled the Board Training you were going to present to our Board in Tomales. We would still like to schedule it when you are available. In the meantime, the Board of Directors and the Financial Advisory Committee have decided to develop RFPs for the contract services we now have and to develop a new position. The Board has asked that the District's liability carrier review the documents and recommend or suggest any changes you feel are needed to protect the District and to make sure they are following all of the requirements of the Government Codes.

As the Administrator of the District I perform the function of the required General Manager position and Board Secretary and District Treasurer. Now a Board member has taken over the duties of Secretary, one RFP is for financial management services, one for administrative services, and one for Operations and Maintenance. Thank you in advance for reviewing these and making recommendations. Please submit your findings under a separate cover. Thanks.

Karl

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

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

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defend Water Authority. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes an obligation to provide independent defense counsel if the Contractor asserts that liability is caused in whole or in part by the negligence or willful misconduct of the indemnified party. If it is finally adjudicated that liability was caused by the sole active negligence or sole willful misconduct of an indemnified party, Contractor may submit a claim to the Water Authority for reimbursement of reasonable attorneys' fees and defense costs.

(c) The review, acceptance or approval of the Contractor's work or work product by any indemnified party shall not affect, relieve or reduce the Contractor's indemnification or defense obligations. This Section survives completion of the services or the termination of this contract. The provisions of this Section are not limited by and do not affect the provisions of this contract relating to insurance.

19. INSURANCE:

(a) Requirement. Contractor shall procure and maintain during the period of performance of this contract and for ___ months following completion, insurance from insurance companies authorized to do business in the State of California, as set forth in this section. These policies shall be primary insurance as to the Water Authority so that any other coverage held by the Water Authority shall not contribute to any loss under Contractor's insurance.

General liability: (with coverage at least as broad as ISO form CG 00 01 10 01) coverage in an amount not less than **[$2,000,000]** general aggregate and **[$1,000,000]** per occurrence for general liability, bodily injury, personal injury, and property damage.

Automobile liability: (with coverage at least as broad as ISO form CA 00 01 10 01, for "any auto") coverage in an amount not less than **[$1,000,000]** per accident for personal injury, including death, and property damage.

Professional liability: (errors and omissions) for damage alleged to be as a result of errors, omissions or negligent acts of Contractor coverage in an amount not less than **[$1,000,000]** per claim.

Workers' compensation and employer's liability: coverage shall comply with the laws of the State of California, but not less than an employer's liability limit of **[$1,000,000.]**

A deductible or retention may be utilized, subject to approval by the Water Authority. All policies that include a self-insured retention shall include a provision that payments of defense costs and damages (for bodily injury, property damage, personal injury or any other coverages included in the policy) by any party including additional insureds or insurers, shall satisfy the self-insured retention limits.

(b) Endorsements. The insurance policies shall be endorsed as follows:

Authority's Local Conflict of Interest Code and the California Political Reform Act. This contract does not require or permit Contractor to make a governmental decision as specified in 2 Cal. Code of Regs. § 18701, subdiv. (a)(2)(A), or serve in a staff capacity as specified in 2 Cal. Code of Regs. § 18701, subdiv. (a)(2)(B).

[**OPTION 2**: The Water Authority has determined, based on the scope of the services to be provided by Contractor under this contract, that this contract confers on Contractor or any of Contractor's employees the status of a "designated employee" or "Consultant" of the Water Authority for the purposes of the Water Authority's Local Conflict of Interest Code and the California Political Reform Act. Contractor will be subject to the same provisions as the _____ Designation in the Water Authority's Local Conflict of Interest Code.

(b) Disqualification. Contractor shall not make or participate in making or in any way attempt to use Contractor's position to influence a governmental decision in which Contractor knows or has reason to know Contractor has a direct or indirect financial interest other than the compensation promised by this contract. Contractor will not have such interest during the term of this contract. Contractor will immediately advise the General Counsel of the Water Authority if Contractor learns of a financial interest of Contractor's during the term of this contract. If Contractor's participation in another Water Authority project would create an actual or potential conflict of interest, in the opinion of the Water Authority, the Water Authority may disqualify Contractor from participation in such other project during the term of this Contract.

18. INDEMNIFICATION:

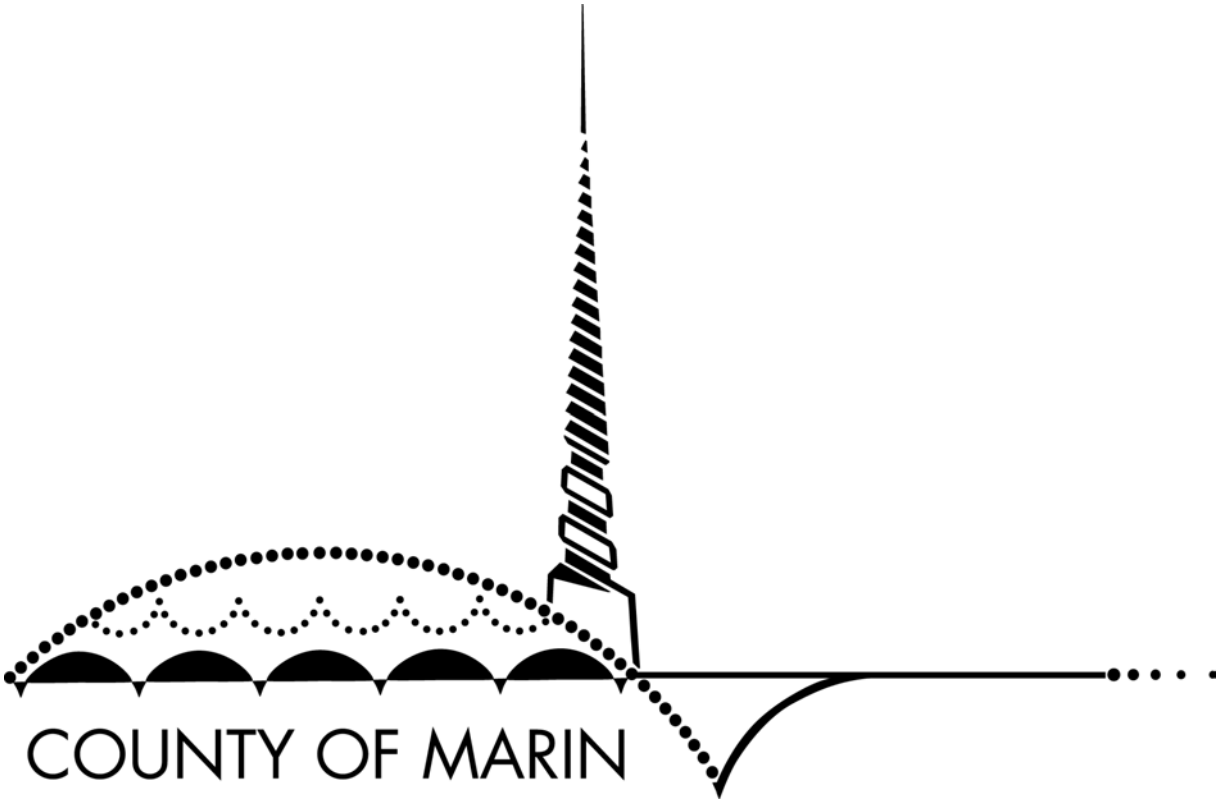
(a) To the fullest extent permitted by law, the Contractor shall (1) immediately defend, and (2) indemnify the Water Authority, and its directors, officers, and employees from and against all liabilities regardless of nature or type arising out of or resulting from Contractor's performance of services under this contract, or any negligent or wrongful act or omission of the Contractor or Contractor's officers, employees, agents, or subcontractors. Liabilities subject to the duties to defend and indemnify include, without limitation all claims, losses, damages, penalties, fines, and judgments; associated investigation and administrative expenses; defense costs, including but not limited to reasonable attorneys' fees; court costs; and costs of alternative dispute resolution. The Contractor's obligation to indemnify applies unless it is adjudicated that its liability was caused by the sole active negligence or sole willful misconduct of an indemnified party. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of an indemnified party, the Contractor's indemnification obligation shall be reduced in proportion to the established comparative liability of the indemnified party.

(b) The duty to defend is a separate and distinct obligation from the Contractor's duty to indemnify. The Contractor shall be obligated to defend, in all legal, equitable, administrative, or special proceedings, with counsel approved by the Water Authority, the Water Authority and its directors, officers, and employees, immediately upon tender to the Contractor of the claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination of comparative active negligence or willful misconduct by an indemnified party does not relieve the Contractor from its separate and distinct obligation to

2013/2014 MARIN COUNTY CIVIL GRAND JURY

The Scoop on Marin County Sewer Systems: Part I

Report Date – June 10, 2014
Public Release Date – June 16, 2014



THE SCOOP ON MARIN COUNTY SEWER SYSTEMS: PART I

SUMMARY

The Marin County Civil Grand Jury determined that wastewater districts that collect, treat and dispose of wastewater from homes and businesses in Marin County received close to $77M of tax and fee revenue in the fiscal year 2012-2013.[1] This represents approximately 58 percent of total tax and fee revenue going to independent special districts. In light of the amount of tax revenue going to wastewater special districts, the Grand Jury felt that this sector of special districts warranted some scrutiny.

In addition to special districts, we determined there are other government agencies operating in the wastewater business, including municipalities, park services and joint power authorities. In total, there are twenty-three wastewater agencies in Marin County, serving an estimated population of 258,000[2] people. That's a lot of agencies requiring oversight!

The Grand Jury conducted a survey of all wastewater agencies in Marin (except the park services), with the intention of shedding light on the operational, financial and governance aspects of these agencies. We also inquired about their experiences cooperating with each other and their views on consolidation. Additionally, we looked into the failed consolidation of four southern Marin sanitary districts in May 2013 and into the status of the Ross Valley Sanitary District (RVSD).

Due to the large amount of information gathered, we divided the report into two parts. Part I reports on the current state of affairs with wastewater agencies and is likely to be of greatest interest to taxpayers. It provides an agency overview, and it discusses aging infrastructure and asset management, sewer spills, duplications of costs, consolidation and the RVSD. Part II focuses exclusively on the data from the survey responses and attaches both the questionnaire and selected responses as appendices. The second report is potentially of greater interest to the wastewater community and the Marin Local Agency Formation Commission (LAFCO).

Marin County includes communities that were developed starting in the early 1900s. Many have aging sewer infrastructures that are susceptible to failure in wet weather, potentially resulting in health and environmental hazards, expensive repairs and fines.

[1] Marin County Tax Collector's Office report on Dependent/Independent Special Districts
[2] United States Census Bureau, State & County Quick Facts, Marin County, California, 2013 Estimate, http://quickfacts.census.gov/qfd/states/06/06041.html

In 2006 the State Water Resources Control Board (SWRCB) introduced legislation governing wastewater collection agencies that dramatically changed the operating environment and forced public agencies to take a critical look at their performance.

The last eight years have seen many improvements, but an alarming number of sewer spills continue to occur. According to the survey data, from 2011 to 2013 there were 96 reported Category 1 spills in Marin County. (A category 1 is a spill of any volume that reaches surface water and is considered to be the most serious spill category). A total volume of 688,548 gallons of wastewater spilled into neighborhoods, streams and the Bay in the same time period. In the last few years, the Novato Sanitary District and the RVSD have been charged fines amounting to $1,839,100 for excessive sewer spill activity that occurred in previous years. For a County that prides itself on high environmental standards, Marin still has considerable room for improvement.

With the additional demand on financial and other resources created by a more rigorous regulatory environment, the issue of consolidation of agencies has been a hot topic in recent years. While there continues to be resistance to structural consolidation (two or more districts uniting into one district), as evidenced by the failed consolidation of four southern Marin wastewater districts in 2013, there is little or no resistance to functional consolidation (agencies working together in areas of mutual interest). We found that many districts are meeting and finding ways to cooperate for increased efficiency and effectiveness. Agencies are engaged in conversations and activities now that did not occur six years ago, and they recognize that there are additional opportunities for collaboration. We recommend that all agencies continue to pursue functional consolidation to reduce cost and increase value to taxpayers, as well as structural consolidation where possible.

Lastly, concerned by the ongoing problems at the Ross Valley Sanitary District, the Grand Jury interviewed management and a board member. We found that progress is being made in addressing the district challenges, but we believe that management and the board must remain vigilant in executing their financial plan and the capital improvement projects needed to stabilize the district. We suggest that the current situation merits ongoing attention from the Ross Valley taxpayers and future Grand Juries. In addition, the troubles of RVSD should serve as a reminder to all those serving on the boards of directors of special districts to keep informed, pay attention, and practice caution in exercising their responsibilities.

BACKGROUND

Regulation of wastewater treatment plants began in 1972 with the National Pollution Discharge Elimination System, a component of the Clean Water Act. The collection of wastewater from each home or business and transportation to a treatment plant, known as collection systems, was the last major component of wastewater management to be regulated. In 2006, the State Water Resources Control Board (SWRCB) adopted Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems

(Water Quality Order No. 2006-0003).[3] The Order requires public agencies that own or operate sanitary sewer systems greater than one mile in length to develop and implement Sewer System Management Plans (SSMPs) and to report all Sanitary Sewer Overflows (SSOs) to the State Water Board's online SSO database.[4] It also requires agencies to develop and implement an Overflow Emergency Response Plan that identifies actions to be taken in the case of a spill to protect public health and the environment.

The 2006 legislation significantly changed the regulatory landscape for wastewater agencies in California. It forced agencies to do the following:

- Monitor and report their performance more rigorously
- Assess the condition of their assets
- Develop capital improvement plans
- Raise money from their existing tax base to fund the necessary upgrades.

Upgrading the aging infrastructure in Marin is proving to be a difficult and expensive undertaking, particularly for the older agencies with older pipes. While there has been significant progress overall, there have been and continue to be sizable spills throughout the County. For example, based on our survey responses, the RVSD had spills totaling 161,000 gallons in 2013. Marin County emphasizes high environmental standards and quality of life; yet the performance of some of its wastewater agencies is not always in line with this goal.

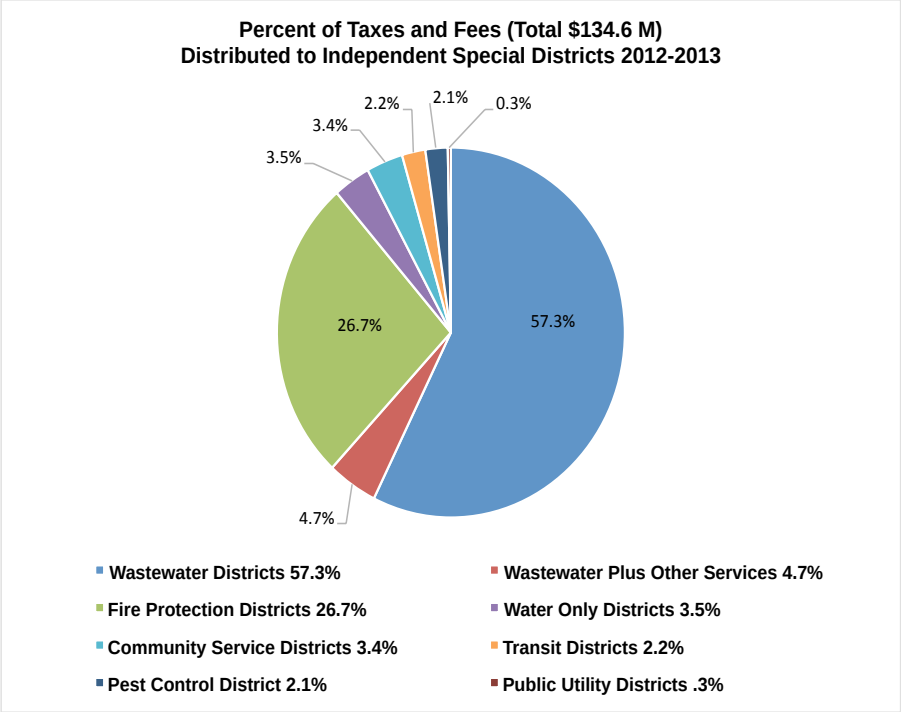
During the last thirty years, there have been many discussions related to the consolidation of wastewater districts in Marin, with limited consolidation actually occurring. In 1993 the RVSD annexed the sewer activities of the City of Larkspur, and in 2005 Sanitary District #5 (Tiburon) annexed Belvedere. The Marin Local Agency Formation Commission (LAFCO) exists to discourage urban sprawl and to encourage the orderly formation and development of local government agencies. In May 2013, Marin LAFCO attempted to consolidate four of the agencies in southern Marin: Alto Sanitary District (Alto), Almonte Sanitary District (Almonte), Homestead Valley Sanitary District (Homestead Valley) and Richardson Bay Sanitary District (Richardson Bay). Although Marin LAFCO had the authority to force a consolidation under the provisions of California Government Code Section 56375.2,[5] they chose not to use this power. The consolidation went to a public vote and failed to pass.

[3] State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, May 2, 2006, http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf
[4] State Water Resources Control Board, Sanitary Sewer Overflow (SSO) Incident Map, http://www.waterboards.ca.gov/water_issues/programs/sso/sso_map/sso_pub.shtml
[5] Originally introduced as AB 1232 of 2009, which added Section 56375.2 to the California Government Code, http://www.leginfo.ca.gov/pub/09-10/bill/asm/ab_1201-1250/ab_1232_bill_20091011_chaptered.html, http://maplight.org/california/bill/2009-ab-1232/682334/history

Local media has focused in recent years on the mismanagement of the RVSD that has led to the indictment and potential trial of the former district manager. Oversight of independent special districts, such as RVSD, is the responsibility of each board of directors elected by citizens. Not surprisingly, most citizens are not very interested in the sewer business except when it comes to a rate increase or when their service is failing. As a result, public attendance at board meetings is low, and wastewater agencies have a reputation for operating with a certain level of obscurity and impunity despite the magnitude of tax dollars they receive.

APPROACH

The Grand Jury determined that over half (approximately $77M) of total basic property tax and fee revenue going to independent special districts in 2013 went to wastewater districts. Fee revenue comprises parcel taxes, sewer fees, refuse fees, and improvement and obligation bonds that all appear on property tax statements.



Data provided by Marin County Tax Collector October 2013

With so much tax money going to these districts, we decided to investigate the performance of wastewater agencies and report on the critical topics in the sector. As part of our approach:

- We reviewed the last five years of Marin County Civil Grand Jury reports related to local governance and wastewater districts.
- We reviewed agency websites and researched press coverage of the last few years.
- We determined the total number of wastewater agencies.

- We sent a comprehensive survey to 21 agencies covering questions on size and scope, operations, finances, governance and consolidation. (*See* Appendix A for list of agencies surveyed.)
- We interviewed 9 wastewater agency managers, 3 agency board members and representatives of the Marin LAFCO.
- We attended 5 wastewater agency board meetings and a Marin LAFCO strategy meeting.
- We toured a wastewater treatment plant.

DISCUSSION

In assessing how best to present all the information gathered, the Grand Jury decided to present it in two parts. This report, Part I, covers the issues that are likely to be of greatest interest to the general public. We obtained the information for this report from the survey responses, website research, agency interviews and attendance at agency board meetings. Specifically, this discussion will cover these subjects:

- Agency Overview
- Aging Infrastructure and Asset Management
- Sanitary Sewer Overflows – Spills
- Recycled Treated Wastewater
- Duplication of Costs and Activities
- Consolidation
- Ross Valley Sanitary District

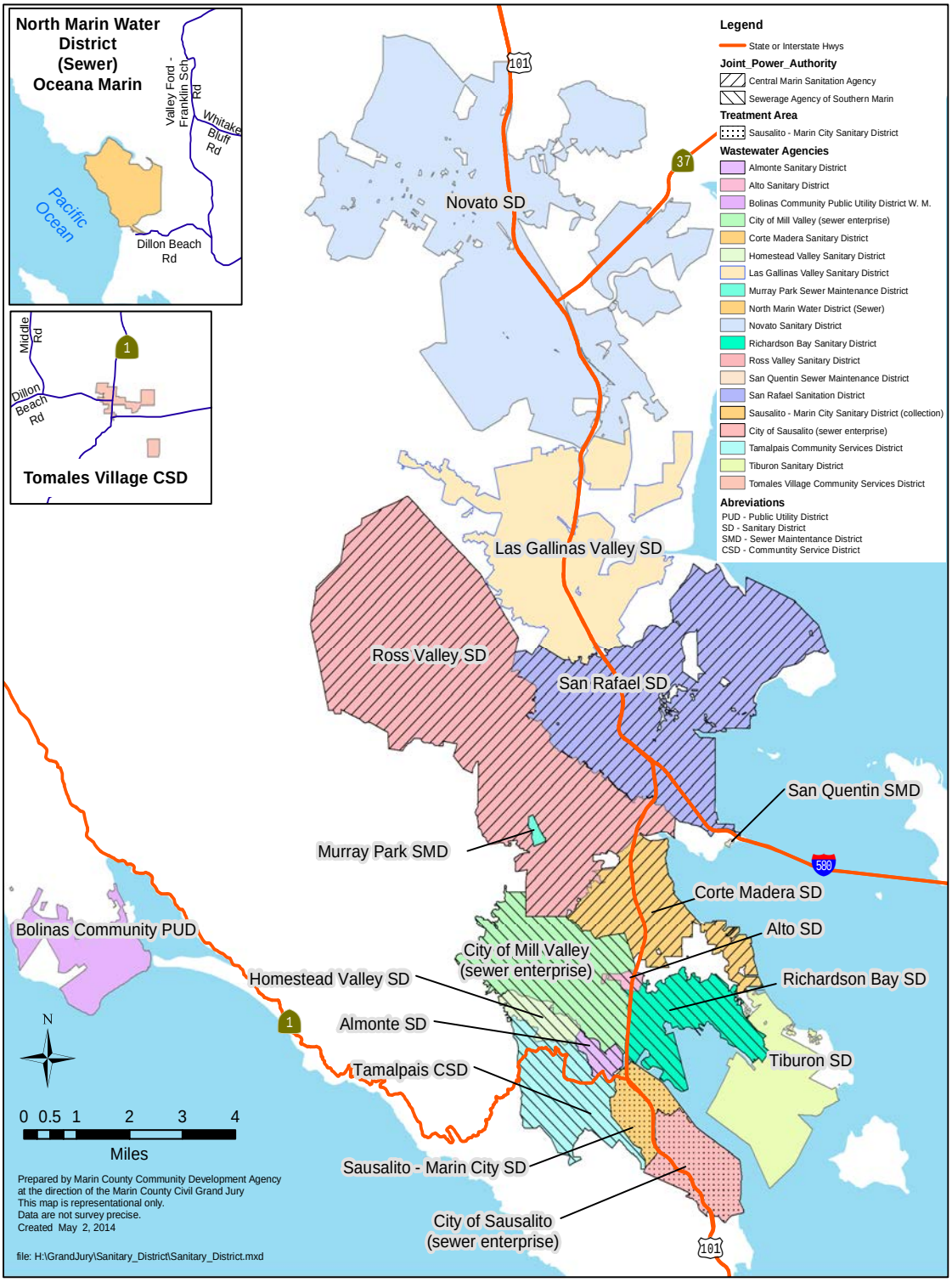
Part II of this report focuses on the survey responses, particularly in regards to operations, finances and governance. We attached the survey questionnaire and quantitative survey responses to Part II.

Agency Overview

The map on page 6 shows the location of wastewater agencies in Marin. In central and southern Marin, numerous smaller agencies provide collection services only. The smallest of these is the San Quentin Sewer Maintenance District, serving only 45 dwelling units. Most of the collection-only agencies are members of a Joint Power Authority (JPA) established to provide wastewater treatment service and governed by the member agencies. The JPAs are the Central Marin Sanitation Agency, serving the collection agencies of central Marin, and the Sewerage Agency of Southern Marin, serving the collection agencies of southern Marin. They are depicted on the map by hatched lines.

In the northern, more recently developed areas of Marin, there are larger agencies that collect, treat and dispose of wastewater. The largest district, Novato Sanitary District serves 56,000 people. In total, there are 17 special districts, 2 municipalities, 2 JPAs, the National Park Service and the California State Park Service providing wastewater services to a population of 256,000 in an area just over 100 square miles.

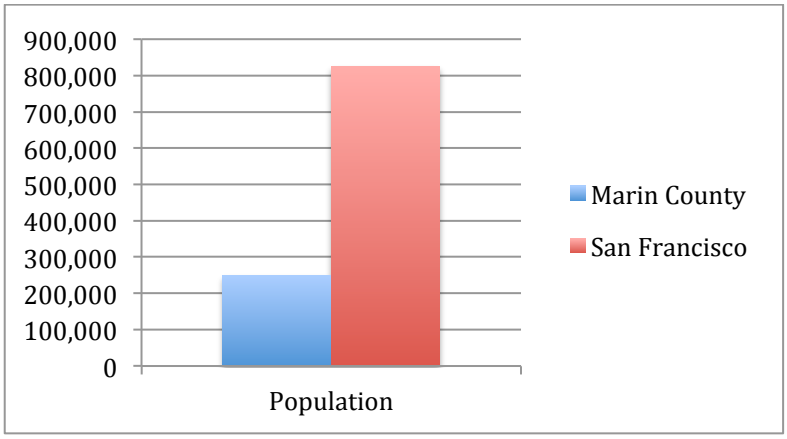
Marin County Wastewater Agencies



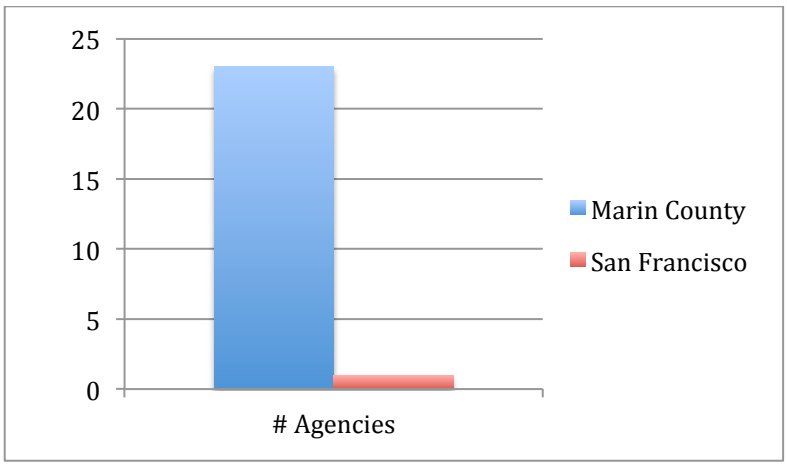
Recognizing that Marin County has a large number of wastewater agencies, the Grand Jury compared the number in our County with that of the two neighboring counties, Sonoma and Napa. We found that Napa and Sonoma have 9-19 wastewater agencies each. The three counties have rural beginnings where small communities, often geographically isolated from one another, each developed their own wastewater systems depending upon local terrain and the needs of their communities. These small wastewater districts still retain their local identities.

By contrast, the San Francisco Public Utilities Commission is the sole agency providing sewer sanitation services to the City of San Francisco, with an estimated population of 826,000[6] in an area of 47 square miles. The following charts serve to emphasize that Marin has many agencies serving few people.

Population of Marin County and San Francisco



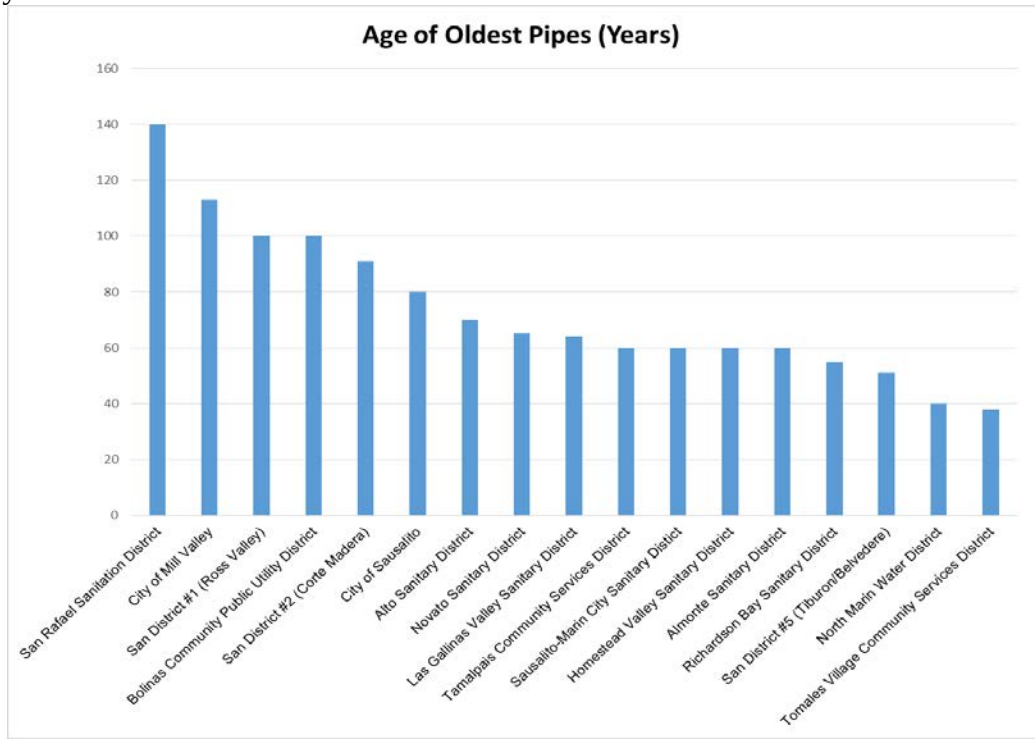
Number of Wastewater Agencies in Marin County and San Francisco



[6] United States Census Bureau, State & County Quick Facts, San Francisco (city), California, Population, 2012 estimate, http://quickfacts.census.gov/qfd/states/06/0667000.html

Aging Infrastructure and Asset Management

There are approximately 950 miles of sewer system pipes across Marin, not including private laterals, which are pipes connecting homes and businesses to main sewer lines. As seen in the chart below there is a wide range in the age of the oldest pipes in each agency.



Data provided by the responses to the Marin County Civil Grand Jury Sanitation Agencies Survey. Murray Park Sewer Maintenance District and San Quentin Sewer Maintenance District did not report data.

With the life expectancy of sewer lines being 80 years (as reported by several agencies), potentially hundreds of miles of pipe need to be repaired or replaced in order to reduce wet weather inflow and sewer overflows. As pipes are underground and continually subject to damage from earth movement, tree root intrusion, and decay, this is an ongoing challenge. Televising the lines and evaluating the pipe conditions constitute a continuous process for most agencies.

Photo showing broken sewer pipe- Google image courtesy of Rick Adams

While the 2006 legislation forced agencies to focus on updating their infrastructure, the amount of aging infrastructure across the County is significant. Historically, sewer pipes in the County have been largely neglected, and now substantial expenditures must be made to catch up. Several of the district managers interviewed stated that Marin is 20 to 30 years behind other counties in the Bay Area with regard to upgrading sewer pipes and other infrastructure. All agencies except two reported that minimizing and managing sewer overflows is their top priority.

Most of the urbanized areas in central and southern Marin County are built out and have limited future development potential. As a result, financing of future capital improvement investments in infrastructure will be borne largely by existing tax and ratepayers. Annual household rates in Marin vary from $246 (Richardson Bay) to $1,928 (per Equivalent Dwelling Unit in Belvedere). However, this is not an apples-to-apples comparison, and comparing rates across wastewater agencies is misleading due to the uneven distribution of basic taxes that partially fund wastewater activities. Some districts have recently approved rate increases, and others are in the process of evaluating new rate structures. For example, the City of Sausalito and the RVSD have recently proposed 5-year rate increase plans.

Some district managers are concerned about the potentially large rate increases and the equity of those increases. Should the owners of a one-bedroom cottage with modest water usage pay the same as the owners of a six-bedroom home with much larger water demands? Can homeowners pay according to the amount of wastewater generated? We learned in the interviews that wastewater agencies have a large percentage of fixed costs (approximately 80 percent), and usage billing incurs the risk of not meeting necessary revenue targets to cover fixed costs. However, this could potentially be mitigated by a combination of fixed and volumetric charges, whereby larger consumers pay more. The City of Sausalito completed a rate study (February 27, 2014) and adopted a resolution in March 2014 whereby their rates will be increased over a 5-year period and a volumetric charge, based on annualized winter water consumption, will be incorporated into the base rate. The approach taken by this study could be considered by other agencies looking at rate increases and how to incorporate a usage element.

Private Laterals

The issue of private laterals (the privately owned portion of the sewer system that connects a home or business with the main line in the street) that have deteriorated and need replacement is equally pressing. Several district managers reported that this issue is as serious as the deteriorating pipe network owned by the collection agencies. Many agencies have developed financing and grant programs to assist homeowners wanting to repair or replace their sewer lateral. However, the issue of undetected problems and homeowners unwilling to upgrade their laterals persists. The City of Sausalito has a Sewer Ordinance that requires the inspection of a home's private lateral when there is a remodel or a proposed sale. The member agencies of Sewerage Agency of Southern Marin are currently working on creating a similar uniform ordinance for their agencies. In light of the reported problems with sewer laterals, the Grand Jury believes that it is in the

interests of the whole County for all agencies to adopt such an ordinance. We encourage other agencies to work together on a model ordinance that could be adapted for specific districts.

Sanitary Sewer Overflows - Spills

In 2013 the SWRCB adopted a revised Monitoring and Reporting Program that establishes monitoring, record keeping, reporting and public notification requirements for sanitary sewer overflows (spills). The SWRCB has three categories for spills, the worst being a category 1, which involves a spill of any volume that reaches surface water or a drainage channel tributary leading to surface water. (*See* Glossary for other Category definitions.) In 2013 there were 36 category 1 spills in Marin. An agency experiencing a category 1 spill of 1,000 gallons or more must now notify the California Office of Emergency Services within two hours of becoming aware of the spill.[7]

Photo of a Sanitary Sewer Manhole Overflowing[8]

Most wastewater agencies undertake routine pipe maintenance on a three to five year revolving basis. Despite this routine maintenance and the work done to upgrade old pipes, spills are still occurring. During wet winter months there can be a significant increase in rainwater infiltration and inflow through cracked pipes. The higher flow volumes present capacity and cost challenges for the treatment plants, which in some cases have to treat up to ten times the amount of dry weather flow. Keeping pipes clear of fats, oils, grease (FOG) and other debris helps to reduce the risk spills. District managers we interviewed agree that it is unlikely spills will ever be completely eradicated. We were told there was a perception that, since Marin is a semi-rural area, spills did not matter as much as they would in an urban environment. In fact, the reality is that most districts in Marin are adjacent to bodies of water; we therefore have a greater challenge and responsibility to prevent spills and protect our environment.

[7] State of California Water Resources Control Board Order No. WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, August 6, 2013, http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2013/wqo2013_0058exec.pdf

[8] City of Raleigh, Sanitary Sewer Overflows, What You should Know! October 18, 2013, photograph, http://www.raleighnc.gov/environment/content/PubUtilAdmin/Articles/SanitarySewerOverflows.html

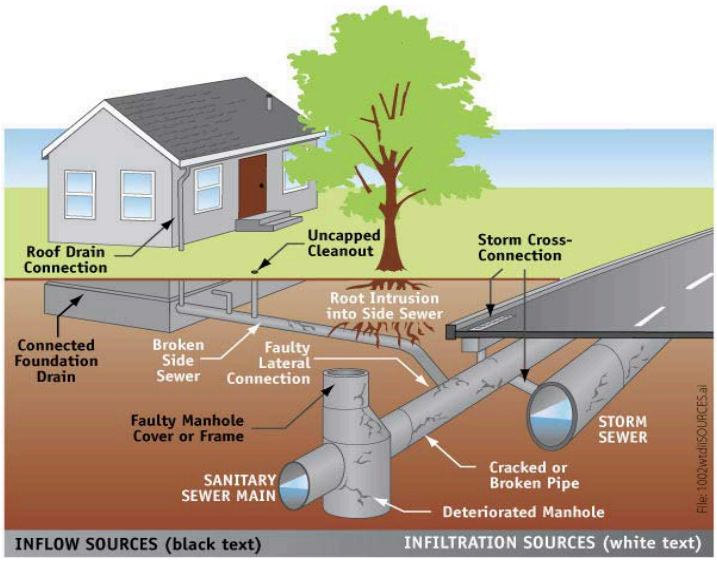


Diagram showing sewer connections and potential for inflow and infiltration[9]

The Ross Valley Sanitary District continues to have considerably higher numbers and quantities of spills than any other district. In 2011-2013, its total spill volume was 367,880 gallons, over three times more than the next highest spill total– City of Sausalito at 102,788 gallons. The Grand Jury recognizes that the accuracy of spill reports is somewhat subjective due to the inaccuracies of measuring spill flow, timing and accessibility of spill locations.

In 2012 and 2013, the San Francisco Bay Regional Water Quality Control Board (RWQCB) fined the Ross Valley Sanitary District and the Novato Sanitary District for spills related to previous years - $1,539,100 and $300,000 respectively. It was explained to the Grand Jury that RWQCB calculates the fine using a combination of factors including the volume of the spill and the impact to a water body. A typical fine ranges from $0.30 to $0.60 per gallon of spilled sewer. Paying fines reduces the amount of funds available for remediating infrastructure problems. Ultimately, the taxpayers are the ones paying the fines. As a community, we need to work harder at preventing spills.

Recycled Treated Wastewater

During the course of our work, the Grand Jury learned that the Central Marin Sanitation Agency (CMSA) is currently in the permitting process for using treated (recycled) water off site. Applications for treated water include dust control and sewer pipe flushing/maintenance. After CMSA receives the permit, the San Rafael Sanitation District hopes to use CMSA treated water for pipe flushing rather than using Marin Municipal Water District (MMWD) potable water. In a drought period, this is an important water conservation step for Marin. The Grand Jury recommends that all agencies consider using recycled treated water for pipe flushing.

[9] King County, Washington, Department of Natural Resources and Parks, Wastewater Treatment Division, Regional Infiltration and Inflow Control Program, http://www.kingcounty.gov/environment/wastewater/II.aspx

Duplication of Costs and Activities

With so many wastewater agencies serving Marin, the question of duplication of administrative costs and activities arises. While each agency may have some unique characteristics, five district managers interviewed confirmed that a lot of time and money are spent doing the same things in different agencies. Some examples (from the survey responses and interviews) of duplicated costs related to management and administration include these:

- District managers' salaries and benefits: The total amount spent in fiscal year 2012-2013 for district managers' salaries and benefits (excluding pensions) in all agencies was close to $2.4M.
- Board member expenses: The 109 board members serving on wastewater agencies received approximately $250,000 in compensation last fiscal year.
- Board member time: Assuming each board member attends a two hour meeting once per month, they collectively spend close to 2,600 hours per year at board meetings.
- Legal Fees: The total amount of legal fees spent in the two years from July 2011 to June 2013 by all agencies was approximately $2.9M. Some smaller agencies use County Counsel, but most hire outside law firms and often use more than one firm. Some district managers interviewed commented that their boards require legal counsel to be present at all board meetings and seek legal advice on almost every issue. Costs are also escalating due to union negotiations.
- Cost of SSMP: Each Agency is required to produce a Sanitary Sewer Management Plan (SSMP) and keep it current. Hiring a consultant to produce a plan can cost $30,000-$50,000. All agencies, regardless of the population size served, are required to conduct an internal audit of the SSMP every two years.[10]
- Insurance Coverage: Agencies are each paying $25,000-$150,000 per year for insurance coverage related to sewer system back-ups, spills, workers' compensation and other liabilities.

Other examples of duplicated activities include creating personnel policies and procedures, Memoranda of Understanding with employees, compliance with the Public Records Act, and compliance with State and regional reporting requirements.

Consolidation

With so many wastewater agencies serving relatively few people, the issue of consolidation has been a topic of conversation for many years among the central and southern Marin agencies. The Grand Jury interviewed district managers and board

[10] Letter from San Francisco Bay Regional Water Quality Control Board dated October 3, 2102, subject "Discontinuation of Requirements for Annual Reports of Sanitary Sewer Overflows (SSOs), and annual Sewer System Management Plan (SSMP) Audits"

members and found there is a range of opinions on consolidation from "it needs to happen" to "everything works fine as it is." Those who favor consolidation feel that the potential benefits are:

- Better management and governance
- Improved regional planning
- Improved ability to comply with federal and state regulatory requirements
- Administrative cost savings from having one manager, one administration, one Board and improving efficiencies in organization management
- Better customer service

Those against consolidation focus on the potential challenges:

- A potential loss of local control and knowledge
- Small districts could be overruled by a larger district and the interests of all citizens may not be represented equally
- Finances: how to handle different sewer rates and the protection of previously collected reserve funds
- Different asset conditions and capital investment levels among the districts
- Resolution of employee status (pay, retirement plans, benefits, etc.)
- Board consolidation
- The variety of topography in Marin and geographical specificity of each district

Through our interviews we learned that district managers see two approaches to consolidation: structural and functional. Structural consolidation is the uniting or joining of two or more cities located in the same county into a single new successor city or two or more districts into a single new successor district. Functional consolidation involves two or more districts working jointly on specific functions or activities that allow for greater efficiencies and cost savings. While most, but not all, agencies interviewed are not interested in pursuing structural consolidation, all of them are cooperating with other agencies and are effectively engaged in functional consolidation to some extent.

Functional Consolidation

While structural consolidation is viewed as a politically charged topic, functional consolidation can offer potential solutions to challenges presented by so many agencies operating in a small area while maintaining the local control that some residents value. Here are examples of functional consolidation activities:

- Equipment sharing
- Fleet management
- Joint education programs
- Joint safety programs
- Administrative work, including:
  - Human resource services
  - Back office functions
  - State reporting and public records

We also found that there are opportunities for managers to meet and discuss issues of common interest. For example, the Marin Association of Sanitation Systems (MASS) is a monthly forum for the districts involved in wastewater treatment. Additionally, the central Marin agencies that are part of CMSA have their own meetings. All managers interviewed confirmed that the meetings are useful for information sharing and lead to solutions that involve agencies working together in areas of mutual interest. The Grand Jury recommends that all agencies continue to pursue avenues for functional consolidation.

Central Marin

Consolidation of the wastewater agencies in central Marin (CMSA, the RVSD, the San Rafael Sanitation District, Sanitary District #2) has been studied formally on three occasions since 1984. In 2007 the agencies took some early steps toward consolidation but then halted when the RVSD declined to proceed. In 2012 the RVSD commissioned a consultant to produce a consolidation report that addressed the economic benefit to each district in different consolidation scenarios.[11] (A draft report was found on the RVSD's website, but it does not reflect the information available in the final report. The final report is not available on the RVSD's website. *See* recommendation R7.) In order to maintain impartiality to each agency involved, the study did not remove any operating or administrative costs that are potentially duplicative. The final report concluded that for any consolidation to be equitable to the four agencies, additional cost efficiencies to the tune of $1,000,000 would be required. According to one of the agencies, by creating an optimized organizational structure, those savings (salary, benefits, board fees) and possibly more could be realized. The Grand Jury recommends that the central Marin agencies take the findings of this report and explore options for further functional consolidation and potential structural consolidation.

Southern Marin – SASM and its Member Agencies

Special provisions of the California Government Code Section 56375.2[12] provide the ability for Marin LAFCO to force the consolidation of the 6 member districts and SASM into one agency. In 2013, Marin LAFCO pushed for the consolidation of 4 districts in southern Marin (Alto, Homestead Valley, Almonte and Richardson Bay) but did not use its authority to enforce the consolidation. Ultimately, the consolidation was put to a special vote, Measure C. One district with less than 50 percent support vote, irrespective of voter turnout, was sufficient to defeat the measure. The voter turnout was 38 percent of registered voters, and three districts voted no. In reviewing this failed consolidation, the Grand Jury was told by several representatives of the districts in question that the voters were not well informed about the advantages of the consolidation or the ultimate goal. Marin LAFCO admits the process could have been handled better.

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[11] StepWise Utility Advisors, LLC, *Final Report, The Economic Costs and Benefits of Four Potential Consolidation Scenarios Involving Sanitary District No.1 of Marin County, Sanitary District No.2 of Marin County, The Central Marin Sanitation Agency, and the San Rafael Sanitation District*, July 2, 2012, http://rvsd.org/Portals/0/Documents/pdfs/Exec. Summary. Marin Consolidation - FINAL.pdf

[12] Originally introduced as AB 1232 of 2009, which added Section 56375.2 to the California Government Code, http://www.leginfo.ca.gov/pub/09-10/bill/asm/ab_1201-1250/ab_1232_bill_20091011_chaptered.html, http://maplight.org/california/bill/2009-ab-1232/682334/history

Alto, Homestead Valley and Almonte together serve just over 5,100 residents. In light of the failed consolidation, the Grand Jury wanted to understand these districts better and how they are positioning themselves to meet the ongoing challenges of the regulatory environment. We found:

- All three have one part-time employee each.
- For many years, one district manager managed both Alto and Homestead Valley; however, he has recently retired from his position with Homestead Valley. The current manager of Almonte will also manage Homestead Valley.
- Through interviews and attending board meetings, we learned that the potential exists for all three districts to be managed by the same person.
- Three members of the Alto Board of Directors have been on the board for more than 20 years. Managers interviewed told us there is some institutional knowledge benefit to long-term service, but with this comes a reluctance to change.
- Alto does not have an office, nor a website presence, and board meetings are posted at Whole Foods in Mill Valley. The District's SSMP is available for viewing at Nute Engineering in San Rafael.
- Alto and Homestead Valley contract with Roto Rooter for emergency response to spills, but neither District has an Overflow Emergency Response Manual for Roto Rooter staff.
- Homestead Valley failed to report some spills for 2011-2013 that were caught by the new incoming manager and later reported to SWRCB.
- Sewerage Agency of Southern Marin is facing a major plant upgrade in the $20-$25 million range that will have to be financed by its member agencies through rate increases. Homestead Valley also needs to raise funds for its own capital improvements. The district will need to present rate increases that provide for both major projects.
- SASM member agencies are committed to cooperating where possible, and managers believe there is room for further cooperation. Currently, they are working on a joint project to create a model ordinance concerning private laterals.
- We learned at a board meeting that private laterals are a big problem, but "it's difficult for the part time manager of a district to keep up with lateral replacements."
- Alto, Homestead Valley and Almonte are discussing merger activities.

While the southern Marin agencies interviewed continue not to be interested in structural consolidation at this time, a "merging" of the smallest districts, as reported to us, might be workable. Additionally, all the districts in SASM could continue to find additional avenues for functional consolidation.

City of Sausalito/Sausalito-Marin City Sanitary district (SMCSD)

The Grand Jury met with management from the City of Sausalito and SMCSD. We learned that these agencies are currently on the path of functional consolidation and that they see further opportunities for combined efforts and improved efficiencies. Examples include sharing resources, pre-treatment of FOG, pollution prevention, sewer collection

cleaning, disposal of bio solids, information sharing, water quality monitoring, joint training, emergency coordination, and upgrades to the private sewer lateral ordinance. The City of Sausalito and SMCSD are in the process of crafting a new agreement between the two agencies that will formalize functional consolidation activities.

Ross Valley Sanitary District (RVSD)

The Ross Valley Sanitary District has experienced a number of difficult years. Recently, in June 2012, the district was assessed $1,539,100 in fines for spills between January 1, 2008, and April 21, 2011. In July 2012 the former district manager resigned and fled the country. He was apprehended and is now in County Jail awaiting the outcome of charges against him. In October 2012 the District was audited by staff of the Regional Water Quality Control Board (RWQCB) and received a notice of violation that included failing to allocate adequate resources for the proper operation, maintenance and repair of its collection system. In May 2013, the RWQCB served a Cease and Desist Order on the District to cease and desist discharging waste in violation of State requirements. In the fall of 2013, there were more large spills. The Grand Jury interviewed management and a board member to assess how the district is addressing its challenges. We found that progress is being made and the following steps have been taken:

- A new district manager with experience in public sector utility management and engineering consulting was hired one year ago.
- The district is undertaking financial restructuring and adopting a 5-year plan that will incorporate asset management and investment. For many years insufficient attention was paid to deteriorating district assets.
- The district has prepared a capital improvement plan that totals $57,000,000. This would provide for a vastly improved, stable system that should quantifiably reduce the amount of spills.
- It will be necessary to increase rates to provide partial financing for the above capital improvement plan. At a May 2014 meeting, the board approved a 5-year rate increase schedule.
- Management and the Board are focused on enhancing the system of financial controls.
- Management is paying attention to personnel planning to meet the district's needs further down the road. The Grand Jury found that the average cost per employee is 15 percent higher than in other wastewater agencies in Marin. From an April 2014 board meeting, the Grand Jury learned that there are challenges with the approach being taken regarding human resource management.
- A forthcoming election will fill three Board positions.

Management and the Board will need to be vigilant in implementing the financial plan and capital improvements projects to stabilize the district. We feel that the current situation merits ongoing attention from Ross Valley taxpayers and future Grand Juries.

FINDINGS

The Grand Jury found:

F1. A significant portion, representing 57 percent ($77M), of the total tax and fee revenue going to independent special districts in Marin County in fiscal year 2012-2013 went to wastewater special districts.

F2. Despite the stated priority that agencies have towards minimizing sanitary sewer overflows, Marin County still experiences an unacceptable level of overflows. During the period 2011-2013 a volume reported as 688,548 gallons of wastewater spilled into neighborhoods, streams and the Bay.

F3. Taxpayers ultimately bear the burden of fines resulting from excessive sewer spill activity, which in the period 2011-2013 amounted to $1,839,100.

F4. The City of Sausalito's rate study dated February 27, 2014, presents a combination of fixed and variable fees to meet capital improvement projects and create greater equity among ratepayers.

F5. The member agencies of Sewerage Agency of Southern Marin are addressing the critical problem of spills from private laterals by working on a model ordinance with triggers that will require private laterals to be inspected and repaired at the time of sale or remodels above a certain dollar amount.

F6. CMSA is in the process of obtaining a permit to allow the use of treated wastewater for off-site purposes, such as sewer pipe flushing and maintenance. The water could be available to its member agencies and potentially other agencies, offering an important water conservation opportunity during a drought time.

F7. The Final Report of the Ross Valley Sanitary District's July 2012 consolidation study is not posted on RVSD's website and therefore not easily accessible to the public.

F8. The Final Report of the Ross Valley Sanitary District's July 2012 consolidation study states that for any consolidation to be equitable to the four central Marin agencies, additional cost efficiencies to the tune of $1,000,000 would be required. This could represent significant savings to the taxpayers of Marin.

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

F10. Alto, Almonte and Homestead Valley are merging some personnel and administrative functions and considering merging additional activities, potentially resulting in a more effective management approach for these very small agencies.

F11. The City of Sausalito and Marin City-Sausalito Sanitation District are pursuing functional consolidation that could lead to improved practices, greater efficiencies and cost-savings.

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.

RECOMMENDATIONS

The Grand Jury recommends:

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

R2. The City of Sausalito share its rate study dated February 27, 2014, with all the collection agencies in Marin.

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

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

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

R6. Alto, Almonte and Homestead Valley pursue further merging of operations and administration, including creating one website for the three districts.

R7. The Ross Valley Sanitary District place the July 2012 consolidation study final report on its website and have it be easily accessible to the public.

R8. The central Marin agencies continue to pursue consolidation efforts, both functional and structural.

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the grand jury requests responses as follows:

From the President of the Board of Directors of the following agencies:

- Almonte Sanitary District (F5, F9, F10, F12, R1, R3, R4, R5, R6)
- Alto Sanitary District (F5, F9, F10, F12, R1, R3, R4, R5, R6)
- Bolinas Community Public Utility District (F9, F12, R1, R3, R4, R5)
- Central Marin Sanitation Agency (F6, F8, F9, F12, R1, R3, R4, R5, R8)
- Homestead Valley Sanitary District (F5, F9, F10, F12, R1, R3, R4, R5, R6)
- Las Gallinas Valley Sanitary District (F9, F12, R1, R3, R4, R5)
- North Marin Waster District (F9, F12, R1, R3, R4, R5)
- Novato Sanitary District (F3, F9, F12, R1, R3, R4, R5)
- Richardson Bay Sanitary District (F5, F9, F12, R1, R3, R4, R5, R6)

- San Rafael Sanitation District (F6, F8, F9, F12, R1, R3, R4, R5, R8)
- Sanitary District #1 (Ross Valley) (F3, F6, F7, F8, F9, F12, R1, R3, R4, R5, R7, R8)
- Sanitary District #2 (Corte Madera) (F6, F8, F9, F12, R1, R3, R4, R5, R8)
- Sanitary District #5 (Tiburon) (F9, F12, R1, R3, R4, R5)
- Sausalito Marin City Sanitary District (F9, F11, F12, R1, R3, R4, R5)
- Sewerage Agency of Southern Marin (F5, F9, F12, R1, R3, R4, R5)
- Tamalpais Community Services District (F5, F9, F12, R1, R3, R4, R5)
- Tomales Village Community Services District (F9, F12, R1, R3, R4, R5)

From the Marin County Board of Supervisors for the following agencies:

- Murray Park Sewer Maintenance District (F9, F12, R1, R3, R4, R5)
- San Quentin Sewer Maintenance District (F9, F12, R1, R3, R4, R5)

From the City Council of the following municipalities:

- City of Mill Valley (F5, F9, F12, R1, R3, R4, R5)
- City of Sausalito (F4, F9, F11, F12, R1, R2, R3, R4, R5)

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code section 933 (c) and subject to the notice, agenda and open meeting requirements of the Brown Act.

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GLOSSARY

Agency – Term used to describe a governing organization, including but not limited to Cities, Joint Power Authorities, Special Districts.
Capital Improvement Plan – A document that defines the scope, schedule, and costs of infrastructure improvements.
Community Service District – A type of Special District that provides multi-function services to a specific community.
Equivalent Dwelling Unit (EDU) – A service unit measured in relation to the characteristics of the average daily discharge produced by a typical single dwelling unit.
Infiltration – Extraneous water that enters the sewer system over long periods of time (e.g., groundwater seepage.)
Inflow – Extraneous water that enters the sewer system as the direct result of rain or a high water table.
Joint Powers Authority (JPA) – A type of Special District that is formed when two or more agencies agree to create another legal entity, establish a joint approach to work on a common problem, or act as the representative body for a specific activity.
Local Area Formation Commission (LAFCO) – This State entity reviews/approves incorporations, annexations, and consolidations of cities and Special Districts; determines city and Special District spheres of influence; and conducts studies of existing governmental agencies.
Lateral – The portion of the sewer system that connects a home or business with the main line in the street. Laterals are often privately owned. Sometimes sewer system agencies own or maintain a portion of the lateral.
Overflow Emergency Response Plan – A written plan that establishes proper cleanup procedures and safety measures to be followed during sewage spill and remediation efforts.
Public Utility District – A special purpose district that provides public utilities (e.g., electricity, natural gas, sewage treatment, waste collection/management, water, etc.) to the residents of that district.
San Francisco Bay Regional Water Quality Control Board (RWQCB) – This is one of nine Regional Water Quality Control Boards in the State of California. It is responsible for protecting the surface, ground and coastal water of the Bay Area.
Sanitary Sewer Overflow (SSO) – A spill, release, or unauthorized discharge of wastewater from a sanitary sewer system at any point upstream of a wastewater treatment facility that is caused by a problem in or with sewer system authorities' sewer lines, including laterals owned by the authorities.
SSO Category 1 – A spill of any volume that reaches surface water
SSO Category 2 – A spill of greater than or equal to 1,000 gallons that does not reach surface water.
SSO Category 3 – A spill of less than 1,000 gallons that does not reach surface water.
Sewer Collection – The collection of wastewater from homes and businesses through a network of pipes that transport the effluent to a sewage treatment facility.
Sewer Treatment – The process of removing contaminants from wastewater that includes physical, chemical, and biological processes to remove contaminants and render the water suitable for disposal.

Sewer Disposal – The disposal of treated wastewater into San Francisco Bay.
Sewer System Management Plan (SSMP) – The document that describes the activities that a wastewater agency uses to manage wastewater collection effectively. The requirements for the Plan are defined in the State Water Resources Control Board Water Quality Order No. 2006-0003.
Special District – A separate local government that delivers a limited number of public services to a geographically limited area
State Water Resources Control Board (SWRCB) – SWRCB is one of the five branches of the California Environmental Protection Agency and coordinates the State's nine Regional Water Quality Control Boards. Its mission is to oversee the allocation of California's water resources, and safeguard the cleanliness and purity of those resources.
Wastewater – All water used in homes, businesses and institutions that goes into the sewage system.

APPENDIX A – LIST OF WASTEWATER AGENCIES SURVEYED

- Almonte Sanitary District (Almonte)
- Alto Sanitary District (Alto)
- Bolinas Community Public Utility District
- Central Marin Sanitation Agency (CMSA)
- City of Mill Valley (Mill Valley)
- City of Sausalito (Sausalito)
- Homestead Valley Sanitary District (Homestead Valley)
- Las Gallinas Valley Sanitary District
- Murray Park Sewer Maintenance District
- North Marin Water District
- Novato Sanitary District
- Richardson Bay Sanitary District (Richardson Bay)
- San Quentin Sewer Maintenance District
- San Rafael Sanitation District (San Rafael)
- Sanitary District #1 (Ross Valley) (RVSD)
- Sanitary District #2 (Corte Madera)
- Sanitary District #5 (Tiburon)
- Sausalito Marin City Sanitary District
- Sewerage Agency of Southern Marin (SASM)
- Tamalpais Community Services District
- Tomales Village Community Services District

2013/2014 MARIN COUNTY CIVIL GRAND JURY

The Scoop on Marin County Sewer Systems: Part II

Report Date – June 10, 2014
Public Release Date – June 16, 2014

COUNTY OF MARIN

THE SCOOP ON MARIN COUNTY SEWER SYSTEMS PART II

SUMMARY

The Marin County Civil Grand Jury conducted a survey of 21 wastewater agencies in Marin to better understand the operational, financial and governance performance metrics of these agencies. We found all agencies to be very cooperative in responding in a timely manner and providing follow-up information.

Part I of this report focused on aging infrastructure, asset management, sewer spills and consolidation. Part II focuses on the agencies' compliance with Sewer System Management Plans, as required by State Water Resources Control Board (SWRCB) Order 2006-0003-DWQ[1] and SWRCB Order No. WQ 2013-0058-EXEC[2], financial best practices, transparency and governance.

We believe that all wastewater agencies in Marin should meet the requirements of state law, regardless of their size and should make key documentation easily available to the public, at a defined accessible place and on an internet website.

We discovered from the survey responses:

- Four agencies do not have capital improvement plans as required by the Operation and Maintenance Program of SWRCB Order 2006-0003-DWQ.
- Five agencies do not have financial reserve policies.
- Two agencies do not report having any designated financial reserves.
- Two agencies do not have Overflow Emergency Response Plans as outlined by the Overflow Emergency Response Plan of SWRCB Order 2006-0003-DWQ.
- Two agencies have not reported their spills in the required time frame as specified by SWRCB Order No. WQ 2013-0058-EXEC.
- Two agencies do not have websites and are therefore unable to communicate important information easily to their customer base and provide transparency

[1] State Water Resources Control Board Order No. 2006-0003-DWQ, State General Waste Discharge Requirements for Sanitary Sewer Systems, May 2, 2006, http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

[2] State of California Water Resources Control Board Order No. WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, August 6, 2013, http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2013/wqo2013_0058exec.pdf

- All of the board members at one agency are not up to date with ethics training as mandated by California Code.[3] Another three agencies have between one and four board members whose ethics training has lapsed.

We recommend that agencies address their operational, financial and governance deficiencies as reported as soon as possible.

BACKGROUND

See The Scoop on Marin County Sewer Systems Part I.

APPROACH

The Grand Jury prepared a comprehensive survey for all agencies involved in some or all aspects of wastewater services (sewage collection, treatment and disposal). To determine which questions to ask, we researched all available Marin wastewater agency websites, and the State Water Resources Control Board website. We also interviewed experts in the wastewater business.

Agencies surveyed:

- Almonte Sanitary District (Almonte)
- Alto Sanitary District (Alto)
- Bolinas Community Public Utility District
- Central Marin Sanitation Agency (CMSA)
- City of Mill Valley (Mill Valley)
- City of Sausalito (Sausalito)
- Homestead Valley Sanitary District (Homestead Valley)
- Las Gallinas Valley Sanitary District
- Murray Park Sewer Maintenance District
- North Marin Water District
- Novato Sanitary District
- Richardson Bay Sanitary District (Richardson Bay)
- San Quentin Sewer Maintenance District
- San Rafael Sanitation District (San Rafael)
- Sanitary District #1 (Ross Valley) (RVSD)
- Sanitary District #2 (Corte Madera)
- Sanitary District #5 (Tiburon)
- Sausalito Marin City Sanitary District
- Sewerage Agency of Southern Marin (SASM)
- Tamalpais Community Services District
- Tomales Village Community Services District

[3] Ethics Training per California Government Code Article 2.4, Sections 53234-53235.2.

The survey questionnaire and partial survey responses are found in appendices A and B. Due to the nature of some of the questions and responses, it was not feasible to attach the entirety of the survey responses.

DISCUSSION

The survey (Appendix A) asked questions about general, operational, asset management, financial and governance issues. In Appendix B we included the responses to these questions. The findings and recommendations in this report are based on the survey responses and website research. This report is intended to raise public awareness about the performance of wastewater agencies in Marin County and, at the same time, to provide potentially useful data for the entire wastewater community and the Marin Local Agency Formation Commission (LAFCO).

Some questions in the survey generated more qualitative and lengthier answers. The findings from those responses are discussed in The Scoop on Marin County Sewer Systems Part I.

FINDINGS

Based on the survey responses, the Grand Jury found:

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.

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.

F3. It is difficult to compare reserves across agencies due to different financial reserve policies and reporting approaches.

F4. Alto and Homestead Valley did not report any financial reserves.

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.[4]

[4] Letter from San Francisco Bay Regional Water Quality Control Board dated October 3, 2102, subject "Discontinuation of Requirements for Annual Reports of Sanitary Sewer Overflows (SSOs), and annual Sewer System Management Plan (SSMP) Audits"

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.

F7. Alto and Homestead Valley reported that they do not have Overflow Emergency Response Plans (OER), as required by SWRCB Order 2006-0003-DWQ, p.12, Overflow Emergency Response Plan, item vi.

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.

F9. Alto, San Rafael, Sanitary District #2 (Corte Madera) and SASM do not have websites to provide information to their customer bases.

F10. All board members at Sanitary District #2 and some board members at Almonte, San Rafael and Sausalito have not renewed their ethics training in the last two years as required by Government Code Article 2.4.

F11. The SSMPs for Alto and Homestead Valley are not maintained at an appropriate location as required by SWRCB Order 2006-0003-DWQ, p.17, WDRs and SSMP Availability.

F12. Las Gallinas Valley Sanitary District and Mill Valley are not reporting their category 1 spills within the time frame required by State Water Resources Control Board Order No. WQ 2013-0058-EXEC

RECOMMENDATIONS

The Grand Jury recommends:

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.

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.

R3. Alto and Homestead Valley establish designated annual financial reserve amounts.

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

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.

R6. Alto and Homestead Valley develop Overflow Emergency Response Manuals that describe the Overflow Emergency Response Plan per SWRCB Order 2006-0003-DWQ, p.12, Overflow Emergency Response Plan, item vi.

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

R8. Alto, San Rafael, Sanitary District #2 and SASM develop and operate an internet website. The website should include, at a minimum, details of the agency and its leadership, board meeting agendas and minutes, an annual budget, audited financial statements, and the SSMP including the OER.

R9. The board members at Almonte, Sanitation District #2, San Rafael and Sausalito update their ethics training to be in compliance with state law.

R10. Alto and Homestead Valley make their SSMPs available at an accessible location within the communities in which they are located.

R11. Las Gallinas Valley Sanitary District and Mill Valley report their Category 1 spills within two hours of becoming aware of the spill, as required by State Water Resources Control Board Order No. WQ 2013-0058-EXEC.

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the grand jury requests responses as follows:

From the President of the Board of Directors of the following agencies:

- Almonte Sanitary District (F5, F10, R4, R9)
- Alto Sanitary District (F4, F7, F8, F9, F11, R3, R6, R7, R8, R10)
- Bolinas Public Utility District (F1, F2, F8, R1, R2, R7)
- Homestead Valley Sanitary District (F4, F5, F6, F7, F8, F11, R3, R4, R5, R6, R7, R10)
- Las Gallinas Valley Sanitary District (F12, R11)
- North Marin Water District (F6, R5)
- Richardson Bay Sanitary District (F6, R5)
- Sanitary District #2 (F9, F10, R8, R9)
- Sanitary District #5 (F6, R5)
- San Rafael Sanitation District (F9, F10, R8, R9)
- Sewerage Agency of Southern Marin (F9, R8)
- Tamalpais Community Services District (F1, F2, F6, R1, R2, R5)

- Tomales Village Community Services District (F1, F2, F5, F6, F8, R1, R2, R4, R5, R7)

From the Marin County Board of Supervisors for the following agencies:

- Murray Park Sewer Maintenance District (F2, R2)
- San Quentin Sewer Maintenance District (F2, R2)

From the City Councils of the following municipalities:

- City of Mill Valley (F1, F2, F6, F8, F12, R1, R2, R5, R7, R11)
- City of Sausalito (F10, R9)

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code section 933 (c) and subject to the notice, agenda and open meeting requirements of the Brown Act.

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GLOSSARY

Capital Improvement Plan – A document that defines the scope, schedule, and costs of infrastructure improvements.
Community Service District – A type of Special District that provides multi-function services to a specific community.
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Infiltration - Extraneous water that enters the sewer system over long periods of time (e.g., groundwater seepage.)
Inflow - Extraneous water that enters the sewer system as the direct result of rain or a high water table.

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Lateral – The portion of the sewer system that connects a home or business with the main line in the street.
Overflow Emergency Response Plan (OER)– A written plan that establishes proper cleanup procedures and safety measures to be followed during sewage spill and remediation efforts.
Public Utility District – A special purpose district that provides public utilities (e.g., electricity, natural gas, sewage treatment, waste collection/management, water, etc.) to the residents of that district.
San Francisco Bay Regional Water Quality Control Board (RWQCB) – This is one of nine Regional Water Quality Control Boards in the State of California. It is responsible for protecting the surface, ground and coastal water of the Bay Area.
Sanitary Sewer Overflow (SSO) – A spill, release, or unauthorized discharge of wastewater from a sanitary sewer system at any point upstream of a wastewater treatment facility that is caused by a problem in or with sewer system authorities' sewer lines, including laterals owned by the authorities.
SSO Category 1 – A spill of any volume that reaches surface water
SSO Category 2 – A spill of greater than or equal to 1,000 gallons that does not reach surface water.
SSO Category 3 – A spill of less than 1,000 gallons that does not reach surface water.
Sewer Collection – The collection of wastewater from homes and businesses through a network of pipes that transports the effluent to a sewage treatment facility.
Sewer Treatment – The process of removing contaminants from wastewater that includes physical, chemical, and biological processes to remove contaminants and render the water suitable for disposal.
Sewer Disposal – The disposal of treated wastewater into San Francisco Bay.
Sewer System Management Plan (SSMP) – The document that describes the activities that a wastewater agency uses to manage wastewater collection effectively. The requirements for the Plan are defined in the State Water Resources Control Board Water Quality Order No. 2006-0003.
Special District - A separate local government that delivers a limited number of public services to a geographically limited area
State Water Resources Control Board (SWRCB) – SWRCB is one of the five branches of the California Environmental Protection Agency and coordinates the State's nine Regional Water Quality Control Boards. Its mission is to oversee the allocation of California's water resources and to safeguard the cleanliness and purity of those resources.
Wastewater – All water used in homes, businesses and institutions that goes into the sewage system.

APPENDIX A

Marin County Civil Grand Jury
Sanitation Agencies Survey, December 2013

GENERAL

1. What year was the Sanitation Agency established?

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

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

   _____ Collection _____ Treatment _____Disposal

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

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

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

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

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

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

OPERATIONS

A. Sanitation Sewer Management Plan

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

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

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

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

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

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

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

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

B. Sanitary Sewer Overflows

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

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

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

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

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

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

C. **Asset Management Plan**

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

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

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

17. Has the Agency established a plan for rehabilitating/replacing the problem pipes? Yes _____ No _____

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

D. Co-Operation with Other Agencies

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

20. Has the Agency considered consolidation, annexation or other re-organization? Yes_____ No_____
If Yes, please provide a brief summary. If not, please explain why not.

FINANCIAL

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

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

3. What is the current annual non-residential sewer rate in the Agency? $_____
4. Please provide a copy of the Budget for the Current Year.

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

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

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

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

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

10. Does the Agency have an Unfunded Pension Liability? Yes _____ No _____

Please provide a copy of the last actuarial valuation of the Pension Plan.

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

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

    If so, what is the amount? $ _____

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

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

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

    2012 $ _____ 2013 $ _____

GOVERNANCE

1. Please complete the following chart:

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

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

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

OTHER

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

- Minimizing and Managing Sanitary Sewer Overflows _____

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

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

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

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

SANITATION AGENCY SURVEY
DOCUMENT CHECK LIST

PLEASE PROVIDE COPIES OF THE FOLLOWING DOCUMENTS:

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

If a document is not included, please explain.

APPENDIX B: SURVEY RESPONSES (FOOTNOTES AFTER LAST TABLE)

General:

Survey Question Number	Gen 1	Gen 2	Gen 3	Gen 3	Gen 3	Gen 4.a	Gen 4.b	Gen 4.c	Gen 4.d	Gen 5.a	Gen 5.b	Gen 6	Gen 7	Gen 8	Gen 9	Gen 10
	Year Established	FTEs	Collection	Treatment	Disposal	Number Residential Connections	Number Non-Residential Conn.	Number of Residents Served	Number Square Miles	Miles Gravity Pipes	Miles Force Main Pipes	Age of Oldest Pipes (Years)	Average Age of Pipes (Years)	Age Newest Pipes (Years)	Number of Pumping Stations	Number of Flow Meters
15,000+ Connections																
Novato Sanitary District	1925	21	Yes	Yes	Yes	22,890	6,814	56,000	25	211	18	65+	37	<1	39	6
San District #1 (Ross Valley)	1899	33	Yes	No	No	15,971	1,043	50,000	27	194	8	100	60+	<1	19	4
1,500-15,000 Connections																
City of Mill Valley	1900	144	Yes	No	No	5,189	343	13,903	5	59	0	113	60	0	2	0
City of Sausalito	1953	9.1	Yes	No	No	3,367	397	7,037	2.3	34.6	2.5 [2]	>80	>50	<1	7 [1]	0
Las Gallinas Valley Sanitary District	1954	19	Yes	Yes	Yes	8,811	299	29,057	12	105	7	64	41	1	34	16
Richardson Bay Sanitary District	1949	4	Yes	No	No	2,945	53	9,500	3	40	4	55	20	<1	NA	3
San District #2 (Corte Madera)	1901	3	Yes	No	No	4,420	820	12,000	4	45	5	91	40	<1	19	4
San District #5 (Tiburon/Belvedere)	1928	10	Yes	Yes	Yes	3,075	762	8,400	4	30	4	51	30-50	2-6	24	2
San Rafael Sanitation District	1947	15	Yes	No	No	9,758	1,105	41,062	13	133	13	140	57	<1	32	0
Sausalito-Marin City Sanitary District	1950	12	Yes	Yes	Yes	6,200	271	18,000	5	7.5	4	60	20	1	7 [1]	4
Tamalpais Community Services District	1965	2.8	Yes	No	No	2,552	25	7,000	2	29	1	60	40	1	4	1 [7]
< 1,500 Connections																
Almonte Sanitary Distict	1949	0.3	Yes	No	No	631	18	1,478	0.4	6.3	0	60	Unknown[3]	<1	0	0
Alto Sanitary District	1946	<1	Yes	No	No	516	21	1,200	0.2	3.3	0	70	Unknown	<1	0	0
Bolinas Community Public Utility District	1908	1	Yes	Yes	Yes	141	23	650	3	3	1	100	40	20	1	0 [4]
Homestead Valley Sanitary District	1931	<1	Yes	No	No	1,050	15	2,500	0.8	11	0	60	Unknown	0.0	0	0
Murray Park Sewer Maintenance District	1949	0	Yes	No	No	89	0	90	35 acres	1	0	Unknown	Unknown	1	0	0
North Marin Water District	1973	50	Yes	Yes	Yes	229	0	400	1	5	0.5	40	30	1.0	2	2
San Quentin Sewer Maintenance District	1964	<1	Yes	No	No	37	0	Not reported	0.0	0.3	0.1	Unknown	Unknown	6	1	0
Tomales Village Community Services District	1999	1	Yes	Yes	Yes	82	17	210	0.2	2.3	0.9	38	30	5	1	1
JPAs Providing Treatment																
Central Marin Sanitation Agency (CMSA)	1979	41 [5]	Yes	Yes	Yes	30,149	2,968	105,000+	44	371 [6]	28	140	50+	<1	72	4
Sewerage Agency of Southern Marin (SASM)	1979	15	Yes	Yes	Yes	12,706	2,055	28,468	9	6	9	60	35	6	72	0

Operations: Sanitation Sewer Management Plan and Sanitary Sewer Overflows (page1)

Survey Question Number	Oper 1	Oper 2	Oper 3	Oper 4	Oper 4	Oper 5	Oper 6	Oper 7	Oper 8
	SSMP	Public Input to SSMP	Most Recent Audit of SSMP	SSMP Avail. For Public Review	Where Avail. For Review	Avg. Sewer Flows_Dry_Gallons per Day	Avg. Sewer Flows_Wet_ Gallons Per Day	Peak Wet Flow_Gallons Per Day	Capacity Rating_ Gallons per Day
15,000+ Connections									
Novato Sanitary District	Yes	No	8/2013	Yes	www.novatosan.com	4.2 M	7.6 M	20.3 M	52 M
San District #1 (Ross Valley)	Yes	No	12/2013	Yes	www.rsvd.org	3.8 M	9.4 M	54 M	NA
1,500-15,000 Connections									
City of Mill Valley	Yes	Yes	2/2013	Yes	City Hall	1 MGD	5 M	9 M	NA
City of Sausalito	Yes	Yes	12/2013	Yes	City Hall, Department of Public Works	0.6 M	0.7 M	2.8 M	NA
Las Gallinas Valley Sanitary District	Yes	Yes	10/2013	Yes	Hard copy in district office and website	2.2 M	3.6 M	8.7 M	2.9 M
Richardson Bay Sanitary District	Yes	No	2014 in process	Yes	Office	4.1 M	6.5 M	8 M	NA
San District #2 (Corte Madera)	Yes	Yes	3/2012	Yes	Town of Corte Madera	1 M	1.7 M	9.7 M	NA
San District #5 (Tiburon/Belvedere)	Yes	No	Updated Annually	Yes	At main plant; need to request to review	0.6 M	0.8 M	0.9 M	6.7 M
San Rafael Sanitation District	Yes	No	2012	Yes	Office	3.2 M	3.8 M	5.9 M	NA
Sausalito-Marin City Sanitary District	Yes	Yes	2013	Yes	www.sausalitomarincitysanitarydistrict.com	1.5 M	Varies	Varies	6 M
Tamalpais Community Services District	Yes	N/A	2013	Yes	Office	0.3 M	0.5 M	3.7 M	NA
< 1,500 Connections									
Almonte Sanitary Distict	Yes	No	2010	Yes	www.almontesd.org	140,000	NA	1.6 M	NA
Alto Sanitary District	Yes	No	2012	Yes	Nute EngineeringSan Rafael	90,000	90,000	0.9 M	NA
Bolinas Community Public Utility District	Yes	Yes	8/2012	Yes	On website and in office	30,000	50,000	64,000	65,000
Homestead Valley Sanitary District	Yes	No	Blank	Yes	Nute EngineeringSan Rafael	180,000	180,000	1.8 M	NA
Murray Park Sewer Maintenance District	No[1]	See RVSD	See RVSD	Yes	via RVSD	Not avail	Not avail	Not avail	NA
North Marin Water District	Yes	Yes	10/2013	Yes	Upon request	13,000	36,000	69,000	122,000
San Quentin Sewer Maintenance District	Yes	No	Unknown	Thru CMSA	At CMSA	Not reported	Not reported	Not reported	NA
Tomales Village Community Services District	Yes	No	Never	Yes	Office	16,000	20,000	100,000	42,000
JPAs Providing Treatment									
Central Marin Sanitation Agency (CMSA)	No[2]	NA	NA	NA	NA	6-7 M	Variable	116.5 M	125 M [3]
Sewerage Agency of Southern Marin (SASM)	Yes	Yes	7/3	Yes	Office	2.2 M	7.6 M	18.9 M	24.7 M

NA: Not applicable

Operations: Sanitation Sewer Management Plan and Sanitary Sewer Overflows (page 2)

Survey Question Number	Oper 10	Oper 11	Oper 12	Operations 13				Operations 13				Operations 13			
				2011				2012				2013			
	Time to Commicate Overflows (hrs)	Overflow Response Manual	Overflow Training Manual	Cat 1 Spill	Cat 2 Spill	Cat 3 Spill	Total Spill (gal)	Cat 1 Spill	Cat 2 Spill	Cat 3 Spill	Total Spill (gal)	Cat 1 Spill	Cat 2 Spill	Cat 3 Spill	Total Spill (gal)
15,000+ Connections															
Novato Sanitary District	<2	Yes	Yes	8	6	0	21,663	7	11	0	24,792	5	1	4	11,315
San District #1 (Ross Valley)	2-8	Yes	Yes	9	2	24	39,840	10	3	21	167,083	10	0	9	160,957
1,500-15,000 Connections															
City of Mill Valley	<24	Yes	No	1	0	14	1,204	2	0	21	3,949	1	1	15	22,025
City of Sausalito	<2	Yes	Yes	3	0	5	2,250	2	0	6	607	8	1	4	102,788
Las Gallinas Valley Sanitary District	6	Yes	Yes	1	1	0	2,220	5	0	3	56,190	2	0	0	1,067
Richardson Bay Sanitary District	1-2	Yes	Yes	0	2	0	90	0	1	0	150	1	0	0	375
San District #2 (Corte Madera)	0.5	Yes	Yes	0	0	3	5	0	0	1	10	0	0	2	22
San District #5 (Tiburon/Belvedere)	<2	Yes	Yes	2	7	0	2,172	1	6	0	10,461	5	8	8	2223
San Rafael Sanitation District	1-2	Yes	Yes	1	1	22	2,495	1	0	28	1,606	3	1	35	11,409
Sausalito-Marin City Sanitary District	1-2	Yes	Yes	2	0	0	6,570	2	0	0	3,775	0	0	1	50
Tamalpais Community Services District	.5-1	Yes	Yes	1	0	4	3,275	0	0	8	750	0	0	5	990
< 1,500 Connections															
Almonte Sanitary Distict	Not reported	Yes	Yes	0	0	2	600	0	0	5	320	1	0	1	750
Alto Sanitary District	Not reported	No	No	0	0	0	0	0	0	0	0	0	0	0	0
Bolinas Community Public Utility District	1-2	Yes	No	1	0	0	300	0	0	0	0	0	0	0	0
Homestead Valley Sanitary District	Not reported	No	No	0	Not reported	Not reported	1,090	0	Not reported	Not reported	20,005	0	0	Not reported	255
Murray Park Sewer Maintenance District	See RVSD	See RVSD	See RVSD	None	None	None	None	None	None	None	None	None	None	None	None
North Marin Water District	2	Yes	Yes	0	0	0	0	0	0	0	0	0	1	0	300
San Quentin Sewer Maintenance District	< 24 hrs	See CMSA	See CMSA	0	0	0	0	1	0	0	600	0	0	0	0
Tomales Village Community Services District	Not reported	Yes	No	0	0	0	0	0	0	0	0	0	0	0	0
JPAs Providing Treatment															
Central Marin Sanitation Agency (CMSA)	<2	Yes	Yes	0	0	0	0	0	0	0	0	0	0	0	0
Sewerage Agency of Southern Marin (SASM)	<24	Yes	Yes	0	0	0	0	0	0	0	0	0	0	0	0

Operations: Asset Management

Survey Question Number	Operations C.14	Operations C.15	Operations C.16	Operations C.17	Operations C.18
	Received Violation or Citation for Sewer Spills	Have GIS Map of System	Identifed All Problem Pipes	Plans to Rehab./ Replace Bad Pipes	Capital Improvement Plan
15,000+ Connections					
Novato Sanitary District	Yes; 2012[1]	Yes	No	Yes	Yes
San District #1 (Ross Valley)	Yes; 2012, 2013[2]	Yes	No[3]	Yes	Yes
1,500-15,000 Connections					
City of Mill Valley	None	Yes	Project in progress	Yes	No
City of Sausalito	None	Yes	Yes	Yes	Yes
Las Gallinas Valley Sanitary District	None	Yes	Yes	Yes	Yes
Richardson Bay Sanitary District	None	Yes	Yes	Yes	Yes
San District #2 (Corte Madera)	None	Yes	Yes	Yes	Yes
San District #5 (Tiburon/Belvedere)	None	Yes	Yes	Yes	Yes
San Rafael Sanitation District	None	Yes	Yes	Yes	Yes
Sausalito-Marin City Sanitary District	None	Yes	Continuous Process	Yes	Yes
Tamalpais Community Services District	None	Yes	Yes	Ongoing	No
< 1,500 Connections					
Almonte Sanitary Distict	None	Yes	Yes	Yes	Yes
Alto Sanitary District	None	Yes	No	Yes	Yes
Bolinas Community Public Utility District	None	No	Yes	Yes	No[4]
Homestead Valley Sanitary District	None	Yes	No	Yes	Yes
Murray Park Sewer Maintenance District	None	Yes[5]	Yes	Yes	Yes[5]
North Marin Water District	None	None	Yes	Yes	Yes
San Quentin Sewer Maintenance District	None	Yes	Yes	Yes	Yes
Tomales Village Community Services District	None	No	Yes	Yes	No
JPAs Providing Treatment					
Central Marin Sanitation Agency (CMSA)	None	Yes	Not applicable	Not applicable	Yes
Sewerage Agency of Southern Marin (SASM)	None	Yes	Yes	Yes	Yes

Financial:

Survey Question Number	Fin 5	Fin 6	Fin 7	Fin 8	Fin 9	Fin 10	Fin 11	Fin 12	Fin 13	Fin 14	Fin 15	Fin 15
	Audited Financial Statement	Policy on Reserves	Total Reserves	Avg. Cost Emp. Comp + Ben.	General Manager Comp + Ben.	Unfunded Pension Liability	Date of Last Pen Valuation-OPEB	Amt of OPEB Unfunded Liability	Capital Exp. In Last Year	Capital Exp. In Current Year	Legal Fees 2012	Legal Fees 2013
15,000+ Connections												
Novato Sanitary District	Yes	Yes	$6,275,000	$121,230	$215,181	Yes	7/1/2012	$5,347,276	$11,682,842	$15,097,031	$125,870	$136,213
San District #1 (Ross Valley)	Yes	Yes	$10,064,022	$141,951	$203,000	Yes	12/1/2012	$449,604	$1,979,279	$10,970,858	$777,739	$689,340
1,500-15,000 Connections												
City of Mill Valley	No	No	$6,765,360	$89,470	NA	Yes	10/2013	$24,481,977 [4]	$1,842,440	$3,736,370	Not reported	Not reported
City of Sausalito	Yes	Yes	$211,838	$104,733	$76,342 [3]	Yes	7/2012	$231,269	$1,057,978	$2,073,480	Not reported	Not reported
Las Gallinas Valley Sanitary District	Yes	Yes	$4,862,025	$106,402	$242,124	Yes	7/1/2013	$1,844,973	$2,347,307	$9,505,163	$106,732	$132,797
Richardson Bay Sanitary District	Yes	Yes	$3,292,174	$659,956 = total for all employees	$154,695	No	12/12/2012	NA	$2,358,092	$2,338,500	$34,108	$64,320
San District #2 (Corte Madera)	Yes	Yes	In budget	NA	NA	No	No	$0	$2,005,000	$3,717,000	$5,719	$10,081
San District #5 (Tiburon/Belvedere)	Yes	Yes	$3,172,602	$122,558	$173,200	Yes	7/1/2011	$707,627	$8,878,461	$6,490,821	$85,204	$219,937
San Rafael Sanitation District	Yes	Yes	$10,913,000	$112,562	$189,591	No [1]	NA	$0	$555,629	$5,955,000	$18,399	$14,606
Sausalito-Marin City Sanitary District	Yes	Yes	$4.3M	$119,106	$199,100	Yes	2013	$2.6M	$2,600,000	$4,700,000	$82,000	$72,000
Tamalpais Community Services District	Yes	No	$415,463	$84,248	$69,756 [2]	Yes	2009	$405,906	$65,505	$100,000	$20,297	$31,482
< 1,500 Connections												
Almonte Sanitary Distict	Yes	Yes	$400,000	$54,200	$54,200	No	NA	$0	$21,500	$585,000	$0	$1,076
Alto Sanitary District	Yes	Yes	Not reported	$18,720	$18,720	No	NA	$0	$145,000	$175,000	<1000	<1000
Bolinas Community Public Utility District	Yes	No	$166,636 [5]	$85,434	$125,359	Yes	NA	$0	$26,200	$52,400	$0	$0
Homestead Valley Sanitary District	Yes	Yes	Not reported	$29,120	$29,120	No	NA	$0	$225,000	$250,000	<1000	<1000
Murray Park Sewer Maintenance District	No	No	$113,994	NA	NA	NA	NA	$0	$0	$15,700	$0	$0
North Marin Water District	Yes	Yes	$263,734	$113,463	$215,022	Yes	7/18/2013	$0	$8,700,000	$6,100,000	$30,489	$23,051
San Quentin Sewer Maintenance District	Not reported	No	$246,525	Not reported	Not reported	Not reported	Not reported	Not reported	Not reported	$18,236	$0	$0
Tomales Village Community Services District	Yes	No	$136,024	No Employees	$79,054	No	NA	$0	$3,339	$0	$813	$256
JPAs Providing Treatment												
Central Marin Sanitation Agency (CMSA)	Yes	Yes	$13,529,358	$125,619	$246,692	Yes	7/1/2013	$2,550,845	$4,229,201	$4,498,486	$100,514	$62,065
Sewerage Agency of Southern Marin (SASM)	Yes	Yes	$1,426,000	$106,884	$131,436	No	10/2/2013	$4,332,260	$688,957	$2,556,946	$12,756	$14,781

NA: Not applicable

Governance:

	Board Member #1				Board Member #2				Board Member #3				Board Member #4				Board Member #5			
	Name	Years on Board	Date of Last Ethics Training	Total Compen-sation Last Year	Name	Years on Board	Date of Last Ethics Training	Total Compen-sation Last Year	Name	Years on Board	Date of Last Ethics Training	Total Compen-sation Last Year	Name	Years on Board	Date of Last Ethics Training	Total Compen-sation Last Year	Name	Years on Board	Date of Last Ethics Training	Total Compen-sation Last Year
15,000+ Connections																				
Novato Sanitary District	Michael Di Giorgio	8	11/13	$12,845	William C. Long	12	8/12	$11,963	Jean Mariani	2	11/13	$8,728	Gerald Peters	2	11/13	$8,719	Brant Miller	0	11/13	$0
San District #1 (Ross Valley)	Mary Sylla	1.5	1/14	$6,257	Peter Sullivan	5.5	10/13	$7,315	Pamela Meigs	3.5	11/13	$8,799	Patrick Guasco	7.5	11/13	$11,956	Frank Egger	3	2/13	$8,773
1,500-15,000 Connections																				
City of Mill Valley	Stephanie Mouton-Peters	7	2012	$4,200	Kenneth Wachtel	7	2012	$4,200	Gary Lion	7	2012	$4,200	John McCauley	1	2014	$4,200	Jessica Jackson	1	2014	$4,200
City of Sausalito [4]	Mayor Ray Withy	1	1/13	Not reported[4]	V. Mayor T. Theodores	1	1/13	Not reported[4]	Councilmember Jonathan Leone	7	1/11	Not reported[4]	Councilmmeber Linda Pfeifer	5	1/11	Not reported[4]	Councilmember Herb Weiner	7	1/11	Not reported[4]
Las Gallinas Valley Sanitary District	Megan Clark	12	8/2012	$13,221	Rabi Elias	<1	5/13	$3,032	Russ Greenfield	16	8/12	$13,220	Craig K. Murray	6	8/12	$12,461	Judy Schriebman	6	2/12	$10,866
Richardson Bay Sanitary District	Bruce Abbott	5	2013	$3,625	Roy Benvenuti	15	2013	$2,125	Ron Kosciusko	2	2013	$1,625	Forrest Morphew	33	2013	$1,875	Edward Sotello	35	2013	$1,750
San District #2 (Corte Madera)	Michael Lappert	12	5/10	$0	Carla Condon	12	5/10	$0	Sloan Bailey	1	Not yet	$0	Diane Furst	4	5/10	$0	Bob Ravasio	6	5/10	$0
San District #5 (Tiburon/Belvedere)	Catharine Benediktsson	12	2/13	$1,900	Michael Lasky	2	1/14	$1,800	Roy Fedotoff	4	2/13	$1,800	John Carapiet	<1	1/14	$0	Richard Snyder	2	2/13	1800
San Rafael Sanitation District [1]	Gary Phillips	2	2011	$1,300	Barbara Heller	6	2012	$1,200	Katie Rice	2	2013	$1,100	Andrew McCullough	2	2013	$0	Steve Kinsey	1	2013	$100
Sausalito-Marin City Sanitary District	Ann Arnott	8	12/12	$5,280	Don Beers	32	12/12	$3,840	James DeLano	0	11/13	$0	Dan Rheiner	2	12/12	$3,520	William Ring	4	12/12	$4,000
Tamalpais Community Services District	Jim Jacobs	10	2013	$1,149	Jeff Brown	4	2013	$1,041	Steffen Barschat	10	2013	$1,722	Gretchen Stagg	6	2013	$789	Steven Levine	0	2013	$0
< 1,500 Connections																				
Almonte Sanitary Distict	Kevin Rielly	7	Due	$1,580	Lew Kious	5	2/13	$1,680	Loretta Figoeroa	20	6/11	$960	Emily Landin	2	12/11	$960	Frank Leahy	0.3	Due	$0
Alto Sanitary District	S Bransgrove	>20	2013	$1,125	J Miles	>20	Not reported	$1,175	F Femeria	>20	2013	$1,800	R Gainer	1	2014	$1,100	T Kennedy	7	2014	$1,000
Bolinas Community Public Utility District	Jack Sledman	20	2/13	$3,000	Vic Amoroso	26	2/13	$3,000	Don Smith	10	2/13	$3,000	Grace Godino	<1	12/13	$0	Lyndon Comstock	<1	1/14	0
Homestead Valley Sanitary District	E Asbo	15	2013	$1,000	B Tregouing	5	2013	$1,000	S Noble	15	2013	$0	R Westbrook	5	2013	$800	A Leibof	1	2013	$1,200
Murray Park Sewer Maintenance District	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA
North Marin Water District	Jack Baker	30	4/12	$2,700	Rick Frates	10	3/12	$3,300	Stephen Petterle	12	3/12	$2,300	Dennis Rodoni	18	3/12	$3,100	John Schoonover	29	3/12	$3,000
San Quentin Sewer Maintenance District	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA
Tomales Village Community Services District	Bill Bonini	New	Not Yet	$0	Deborah Parish	New	1/13	$0	Patty Oku	4	11/12	$0	Sue Sims	1.5	2/13	$0	Brian Lamoreux	new	Not yet	0
JPAs Providing Treatment																				
Central Marin Sanitation Agency (CMSA) [2]	Albert Boro	24	2/13	$700	John Dupar	9.5	11/12	$1,440	Kathy Hartzell	4	4/13	$1,700	Barbara Heller	4	8/12	$900	Pat Guasco	3.5	11/13	$1,100
Sewerage Agency of Southern Marin (SASM) [3]	Pedro Femenia	20	11/13	$0	Lew Kious	4	2/13	$0	Bruce Abbott	7	4/13	$0	Einar Asbo	15	3/13	$0	Jim Jacobs	10	2013	0

NA: Not Applicable
BOS: Board of Supervisors

Appendix B Footnotes

General:

[1]Three owned by the City of Sausalito and four owned by the Sausalito-Marin City Sanitary District (SMCSD). SMCSD operates the pumping stations owned by the city.

[2]Sausalito-Marin City Sanitary District Facilities

[3]Over 35 percent replaced in last 5 years

[4]Two will be added in 2014.

[5]Share a Safety Director with Novato Sanitary District

[6]In agency boundaries + San Quentin
[7]Plus four temporary

Operations: Sanitation Sewer Management Plan

[1]RVSD maintains and its SSMP is used.
[2]CMSA does not own any of the service area sewer system, pipelines, and forcemains and is not required to have an SSMP.
[3]Primary Treatment: 125+ MGD; Secondary Treatment: 30 MGD; Disinfection: 125+ MGD; Disposal: 150+ MGD (MGD: million gallons per day)

Operations: Asset Management

[1]Order R2-2012-0011 for spills between 9/24/07 and 1/1/2011

[2]Order R2-2012-0055 for spills between 1/1/08 and 4/21/2011 (Fined $1,539,100); May 2013 Water Quality Board issued a Cease and Desist Order (R2-2013-0020) that requires the District to achieve financial performance objectives and capital improvement/rehabilitation/replacement performance objectives.

[3]District conducting CCTV inspections. Effort should be 100% complete by 2016.

[4]5 year capital improvement plan is under development.
[5]Done by Ross Valley Sanitary District

Financial:

[1]SRSD has no employees-staffed by city employees.

[2]For 40 percent of full time
[3]50 percent of full time; does not include benefits.

[4]Includes all of Mill Valley
[5]Approx. $800,000 additional in unrestricted reserves

Governance:

[1]San Rafael has six board members. Sixth member is Mary Beth Bushey, who recently joined the Board.
[2]Central Marin Sanitation Agency has six board members. The sixth member is Frank Eggers (1.5 years on board, ethics training up-to-date, $800 in compensation last year).
[3]Sewerage Agency of Southern Marin has six board members. The sixth member is John McCauley who recently joined the Board.

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Navigate to:

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SSO - Sewer System Management Plan (SSMP) ? SSO Menu

Regional Water Board:	Region 2 - San Francisco Bay
Agency:	Tomales Village CSD
Sanitary Sewer System:	TOMALES VILLAGE CS
WDID:	

Last Updated:	Mon Jun 23 21:50:24 PDT 2014

SSMP Upload:

File *	File Description	
Browse...		Upload File

File Name	File Description	Date/Time Uploaded	Status	
SSMP Final 9-12-12.pdf		09/26/2013 - 11:50:08	OK	delete

SSMP Element

Development Plan and Schedule	04/09/2008	(Date Format: MM/DD/YYYY)
Section I - Goal	07/08/2009	(Date Format: MM/DD/YYYY)
Section II - Organization	07/08/2009	(Date Format: MM/DD/YYYY)
Section III - Legal Authority	08/31/2012	(Date Format: MM/DD/YYYY)
Section IV - Operation & Maintenance Program	12/02/2010	(Date Format: MM/DD/YYYY)
Section V - Design & Performance Provisions	12/02/2010	(Date Format: MM/DD/YYYY)
Section VI - Overflow Emergency Response Plan	12/02/2010	(Date Format: MM/DD/YYYY)
Section VII - FOG Control Program	12/02/2010	(Date Format: MM/DD/YYYY)
Section VIII - System Evaluation & Capacity Assurance Plan	08/31/2012	(Date Format: MM/DD/YYYY)
Section IX - Monitoring, Measurement, and Program Modifications	07/05/2012	(Date Format: MM/DD/YYYY)
Section X - SSMP Program Audits	08/31/2012	(Date Format: MM/DD/YYYY)
Section XI - Communication Program	08/31/2012	(Date Format: MM/DD/YYYY)
Complete SSMP Implementation	07/05/2012	(Date Format: MM/DD/YYYY)

Note: 'Complete SSMP Implementation' is only available for input only if all its above sections filled.

Note: The Certification Note and Certified By fields disappear after certifying your SSMP.
Previous entries can be seen on the Historic SSMP information screen.

Certification Note:		
5-Year Update		(Date Format: MM/DD/YYYY)
SSMP Url:		
*** Certified by:**		

Note: Questions with "*" are required to be answered before CERTIFY.

Certify

Historic

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SSO - No Spill Certification ? SSO Menu

Regional Water Board: Region 2 - San Francisco Bay

Agency: Tomales Village CSD

Sanitary Sewer System: TOMALES VILLAGE CS

WDID:

No Spill Certification:

I certify under penalty of law that no spills occurred for the month specified below. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalities for submitting false information, including the possibility of a fine or imprisonment, for knowing violations. Clicking the "Certify" button below indicates my certification of this report and my understanding of the above conditions.

Month/Year Without Spills:* - Select Month - - Select Year -

Certifier Name:*

Certifier Title:*

Executed On:* 06/23/2014

Executed At:*

Certify

Previously Submitted Months with "No Spill Certification"

Confirmation Number	No Spill Certificate for the Month of	Entered Date/Time	Certified UserID	Certified Name
2397800	May 2014	2014-6-23.21.54. 39. 0	Karl Drexel	Karl Drexel
2392506	April 2014	2014-5-3.12.6. 43. 0	Karl Drexel	Karl Drexel
2392505	March 2014	2014-5-3.12.5. 57. 0	Karl Drexel	Karl Drexel
2386717	February 2014	2014-3-4.8.47. 42. 0	Karl Drexel	Karl Drexel
2385032	January 2014	2014-2-14.17.21. 49. 0	Karl Drexel	Karl Drexel
2382521	December 2013	2014-1-23.12.36. 5. 0	Karl Drexel	Karl Drexel
2382520	November 2013	2014-1-23.12.35. 24. 0	Karl Drexel	Karl Drexel
2382519	October 2013	2014-1-23.12.34. 47. 0	Karl Drexel	Karl Drexel
2382518	September 2013	2014-1-23.12.33. 59. 0	Karl Drexel	Karl Drexel
2370595	August 2013	2013-9-5.8.9. 54. 0	Karl Drexel	Karl Drexel
2370594	July 2013	2013-9-5.8.9. 1. 0	Karl Drexel	Karl Drexel
2370593	June 2013	2013-9-5.8.8. 15. 0	Karl Drexel	Karl Drexel

2370592	May 2013	2013-9-5.8.4. 23. 0	Karl Drexel	Karl Drexel
2370591	April 2013	2013-9-5.8.3. 29. 0	Karl Drexel	Karl Drexel
2370588	March 2013	2013-9-5.8.2. 33. 0	Karl Drexel	Karl Drexel
2355676	February 2013	2013-3-19.14.7. 42. 0	Karl Drexel	Karl Drexel
2355674	January 2013	2013-3-19.14.6. 46. 0	Karl Drexel	Karl Drexel
2355673	January 2013	2013-3-19.14.6. 46. 0	Karl Drexel	Karl Drexel
2349943	December 2012	2013-1-8.12.8. 34. 0	Karl Drexel	Karl Drexel
2349942	November 2012	2013-1-8.12.7. 49. 0	Karl Drexel	Karl Drexel
2349940	October 2012	2013-1-8.12.6. 48. 0	Karl Drexel	Karl Drexel
2343236	September 2012	2012-10-11.14.51. 26. 0	Karl Drexel	Karl Drexel
2339641	August 2012	2012-9-1.18.22. 17. 0	Karl Drexel	Karl Drexel
2339640	July 2012	2012-9-1.18.21. 33. 0	Karl Drexel	Karl Drexel
2331701	June 2012	2012-7-5.14.4. 45. 0	Karl Drexel	Karl Drexel
2327660	May 2012	2012-6-4.9.19. 25. 0	Karl Drexel	Karl Drexel
2326067	April 2012	2012-5-18.10.9. 36. 0	Karl Drexel	Karl Drexel
2322243	March 2012	2012-4-12.11.40. 30. 0	Karl Drexel	Karl Drexel
2322242	February 2012	2012-4-12.11.39. 47. 0	Karl Drexel	Karl Drexel
2316290	January 2012	2012-2-10.18.23. 7. 0	Karl Drexel	Karl Drexel
2316289	December 2011	2012-2-10.18.22. 13. 0	Karl Drexel	Karl Drexel
2316291	November 2011	2012-2-10.18.24. 7. 0	Karl Drexel	Karl Drexel
2305602	October 2011	2011-11-2.10.58. 52. 0	Karl Drexel	
2302606	September 2011	2011-10-1.13.15. 51. 0	Karl Drexel	
2302605	August 2011	2011-10-1.13.15. 15. 0	Karl Drexel	
2302604	July 2011	2011-10-1.13.12. 46. 0	Karl Drexel	
2293730	June 2011	2011-7-5.13.3. 45. 0	Karl Drexel	
2293729	May 2011	2011-7-5.13.3. 19. 0	Karl Drexel	
2285139	April 2011	2011-5-1.14.4. 18. 0	Karl Drexel	
2282179	March 2011	2011-4-1.15.32. 47. 0	Karl Drexel	

From: Villacorta, Claudia@Waterboards
To: karl@tomalescsd.ca.gov
Cc: Chee, Michael@Waterboards
Subject: RE: IMPORTANT: No More Annual SSO Reports
Date: Monday, March 17, 2014 1:42:05 PM
Attachments: Draft SSMP Audit Guidance.pdf

Mr. Drexel, my apologies for the late reply. There is no official guidance to complete an SSMP biennial audit. Attached is a **suggested** list of elements to include in biennial audit reports. This list was developed when the State Water Board was in the process of amending the Monitoring and Reporting Program of the Sanitary Sewer Order. The attached list didn't make it as part of the final Amended Monitoring and Reporting Program but it is still a good guide for SSMP audits. Let me know if you have any questions. We also recommend that Enrollees study SSMP audit reports from similar type/size systems when conducting their own internal audits.
Claudia

From: Karl Drexel [mailto:karl@tomalescsd.ca.gov]
Sent: Wednesday, February 19, 2014 12:47 PM
To: Parrish, James@Waterboards
Subject: RE: IMPORTANT: No More Annual SSO Reports

Could you please let me know where the link is to complete an SSMP biannual audit? And do they have to be posted to the CIWQS site? I didn't see a place to do that. 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

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From: Parrish, James@Waterboards [mailto:James.Parrish@waterboards.ca.gov]
Sent: Tuesday, February 18, 2014 8:34 AM
Cc: Villacorta, Claudia@Waterboards
Subject: IMPORTANT: No More Annual SSO Reports

Dear Sanitary Sewer Order Enrollees:

This is a reminder that you are no longer required to prepare and submit to the Regional Water Board an Annual SSO Report. However, you must conduct an internal audit of your Sewer System Management Plan (SSMP) a minimum of every two years. Your next audit report must be completed this year and must cover calendar years 2012 and 2013. Please keep the SSMP audit report on file. Do not submit audit reports to the Regional Water Board. For additional

details, please read the attached letter.

Please forward this message to other appropriate legally responsible officials (LROs) in your organization . You may update the LRO contact information for your collection system by contacting the CIWQS Help Desk at 1-866-79-CIWQS (24977) or via email at ciwqs@waterboards.ca.gov. Thank You.

SSO Reduction Program
NPDES Wastewater Division
San Francisco Bay Regional Water Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

APPENDIX 3

SSMP PROGRAM AUDITS

WATER RESOURCES CONTROL BOARD

ORDER NO. 2012-XXXX-EXEC

AMENDING MONITORING AND REPORTING PROGRAM

FOR

STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR

SANITARY SEWER SYSTEMS

This Appendix outlines the mandatory information that must be included in the enrollee's Sewer System Management Plan (SSMP) Internal Program Audits to satisfy compliance with subsection D.13(x) of the SSS WDRs. The enrollee shall use all available information to ensure data that is complete, accurate, and justified by evidence maintained by the enrollee.

A. <u>SSO HISTORIC DATA</u>

1. Number of potential SSO service calls received since last SSMP Internal Program Audit.
2. Number of SSOs reported since last SSMP Internal Program Audit.
3. Reported total volume of SSOs since last SSMP Internal Program Audit.
4. Reported total volume of SSOs that reached waters of the state since last SSMP Internal Program Audit.
5. Percent volume of SSOs recovered since last SSMP Internal Program Audit.
6. Average SSO response time since last SSMP Internal Program Audit.
7. Average SSO duration time since last SSMP Internal Program Audit.

B. <u>SSO REDUCTION PERFORMANCE GOALS</u>

1. SSO reduction goals specific in last SSMP Internal Program Audit (% reduction/total number of SSOs). (auto-generated from CIWQS)
2. SSO reduction performance goals projected before enrollee's next SSMP Internal Program Audit (% reduction/number of SSOs).
3. Descriptions of specific changes to be implemented to meet target goal reductions specified in B(2) above:
    a. Change(s) to be employed to sanitary sewer system cleaning. (description)
    b. Change(s) to be employed to sanitary sewer system tools and/or technology. (description)
    c. Change(s) to be employed to sanitary sewer system maintenance and repair schedules. (description)

DRAFT

d. Change(s) to be employed to sanitary sewer system best management practices (BMPs). (description)

e. Change(s) to be employed to sanitary sewer system staffing levels. (description)

f. Change(s) to be employed to sanitary sewer system funding levels. (description)

g. Change(s) to be employed to sanitary sewer system training. (description)

4. Describe related sanitary sewer system rehabilitation and capital improvement projects, including schedules and costs, planned before your next SSMP Internal Program Audit: (narrative description)
5. Target goals for time between notification of potential SSO and arrival on scene for containment, during:

   a. Normal business hours. (minutes)

   b. After hours/holidays. (minutes)

C. SSMP EFFECTIVENESS

[Subsection D.13(x) of SSS WDRs]

1. Date of last SSMP Internal Program Audit. (date – auto generated)
2. Person(s) responsible for certifying last SSMP Internal Program Audit and contact information. (enter info or auto-generate)
3. Have all SSOs (defined in section A.1 of SSS WDRs) since your last SSMP Internal Program Audit been reported into CIWQS and are the SSO reports accurate?
4. Is the enrollee implementing all elements of its approved SSMP? (*yes/no*)
5. If no to C(4) above, provide reason(s) why all SSMP elements are not being implemented. (narrative description)
6. If SSO reduction goals in B(1) above, were met, describe the factors that contributed to this success. (narrative description)
7. If SSO reduction goals in B(1) above, were not met, describe why. (narrative description)
8. To comply with subsection D.7(iv) of the SSS WDRs, describe all corrective action(s) planned before your next SSMP Internal Program Audit to address the top 10 SSO causes experienced since your last SSMP Internal Program Audit. (narrative description)
9. To comply with subsection D.8 of the SSS WDRs, describe the top three challenges your agency faces and corresponding initiative(s) to be implemented before your next SSMP Internal Program Audit to better operate, maintain, and manage all parts of the sanitary sewer system. (narrative description)
10. To comply with subsection D.13(xi) of the SSS WDRs, describe the enrollee's Plan of Communication including challenges and the plan's effectiveness at:

    a. Communication with the public on development, implementation, and performance of its SSMP. (narrative description)

DRAFT

b. Communication with sanitary sewer system(s) tributary and/or satellite to the enrollee's sanitary sewer system. (narrative description)

D. SSMP COMPLIANCE

[Subsection D.13(x) of SSS WDRs]

List compliance status of the enrollee's approved SSMP with all elements in subsection D.13 of the SSS WDRs: (*1 - in compliance, 2 - not in compliance, or 3 – N/A with written justification in SSMP*)

1. Goal/Organization. (select 1, 2 or 3)
2. Legal Authority. (select 1, 2 or 3)
3. Operation and Maintenance Program. (select 1, 2 or 3)
4. Design and Performance Provisions. (select 1, 2 or 3)
5. Overflow Emergency Response Plan. (select 1, 2 or 3)
6. System Evaluation and Capacity Assurance Plan. (select 1, 2 or 3)
7. Monitoring, Measurement, and Program Modifications. (select 1, 2 or 3)
8. SSMP Internal Program Audits. (select 1, 2 or 3)
9. Communication Program. (select 1, 2 or 3)

E. SSMP DEFICIENCES

[Subsection D.13(x) of SSS WDRs]

List compliance deficiencies identified in section D above, and steps to correct deficiencies over the next 24 calendar months:

(*1 - Satisfactory, 2 – deficient, or 3) - N/A with written justification in SSMP*)

1. Goal/Organization. (select 1, 2 or 3)
2. Legal Authority. (select 1, 2 or 3)
3. Operation and Maintenance Program. (select 1, 2 or 3)
4. Design and Performance Provisions. (select 1, 2 or 3)
5. Overflow Emergency Response Plan. (select 1, 2 or 3)
6. System Evaluation and Capacity Assurance Plan. (select 1, 2 or 3)
7. Monitoring, Measurement, and Program Modifications. (select 1, 2 or 3)
8. SSMP Internal Program Audits. (select 1, 2 or 3)
9. Communication Program. (select 1, 2 or 3)

DRAFT

From:	Karl Drexel
To:	"Parrish, James@Waterboards"
Subject:	RE: REQUEST for Lateral Information
Date:	Wednesday, March 12, 2014 12:46:00 PM
Attachments:	Lateral Ordinance 103.docx

The Tomales Village Community Services District has an ordinance regulating private laterals. See attached. We do not have a cost sharing replacement program.

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

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

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From: Parrish, James@Waterboards [mailto:James.Parrish@waterboards.ca.gov]
Sent: Wednesday, March 12, 2014 11:50 AM
To: Subject: REQUEST for Lateral Information

Sanitary Sewer Order Enrollees:

The Regional Water Board would like to obtain an accurate tally of the number of collection system agencies whose governing bodies have either adopted a private lateral sewer ordinance and/or a private lateral cost-sharing replacement program. Attached is a list of known agencies that meet these criteria. If your agency is not on the list and has either an adopted private lateral ordinance and/or lateral replacement cost sharing program, please reply to this email indicating as such. If the information on the list is incorrect, please let us know. We appreciate your cooperation in this effort.

On a separate matter, please note that Enrollees of the Sanitary Sewer Order are no longer required to notify the Regional Water Board when a Category 1 SSO occurs. Enrollees are only required to notify CalOES within two hours of becoming aware of any Category 1 SSO greater than or equal to 1000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water. Upon receipt of notification, CalOES automatically notifies the Regional Water Board and other appropriate agencies.

Thank You.
SSO Reduction Program

Agency	Sewer Lateral Ordinance	Cost Sharing Program
Alameda City	x	
Albany City	x	
Berkeley City if Public Works	x	
Burlingame City	x	
Castro Valley SD		x
Corckett Community Services District	x	
East Bay MUD	x	
Emeryville City	x	
Hercules City	x	
Hillsborough City	x	
Las Gallinas SD	x	
Oakland City	x	
Pacifica City	x	
Petaluma City		x
Piedmont City	x	
Pinole City	x	
Richmond City	x	
San Bruno City	x	
San Mateo City		x
Sewerage Agency of Southern Marin	x	
Sausalito City	x	
South San Francisco City	x	
Stege SD	x	
Vallejo SD	x	
West County Wastewater District	x	

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. <u>Testing of Side-Sewers</u>

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. <u>Sewers Too Low</u>

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.

Karl Drexel

Subject: FW: 2014 Dr. James Kohnen SDLA Scholarship

From: Karl Drexel [mailto:karl@tomalescsd.ca.gov]
Sent: Wednesday, June 18, 2014 5:56 PM
To: Patty Oku
Subject: FW: 2014 Dr. James Kohnen SDLA Scholarship

Congratulations,
The Special District Leadership Foundation's Dr. James Kohnen Scholarship is for the $600 conference registration fee and unfortunately does not cover the cost of travel, lodging, or meals. Typically, the District would reimburse those costs for Board members at such an important event. These SDLF conferences are very informative and will help in the development of all of the Board. Have a great time.

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

-------- Original message --------
From: Kendal Oku
Date:06/16/2014 6:47 PM (GMT-08:00)
To: TVCSD Karl
Subject: Fwd: 2014 Dr. James Kohnen SDLA Scholarship

I am so excited!
Thanks for all your help!
Patty

Sent from my iPad

Begin forwarded message:

> **From:** Charlotte Lowe <charlottel@sdlf.org>
> **Date:** June 16, 2014 at 3:31:24 PM PDT
> **To:** kandpoku@gmail.com
> **Subject: 2014 Dr. James Kohnen SDLA Scholarship**
>
> Good afternoon Patty, the SDLF Scholarship Review Sub-Committee met this afternoon via conference call and approved your application to attend the 2014 Special District Leadership Academy Conference in November! Registration for this event is not yet available, but as soon as it is, you are able to register for the event under the $600 rate for your district. The district will be reimbursed for the registration cost following the completion of the event. I will also follow-up with you when registration becomes available.

Please let me know if you have any questions!

Charlotte Lowe
SDLF Program Assistant

California Special
Districts Association
CSDA
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2014 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat C. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat C and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate)*. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 1, 2014.**

If you do not use the enclosed envelope, please mail in your ballot to:
California Special Districts Association
Attn: 2014 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csda.net with any questions.

Stanley R. Caldwell
75 Cecilia Lane
Martinez, California 94553-1455

RE: Election Region 3, Seat C

It has been an honor and a pleasure to serve the California Special Districts Association (CSDA) Membership as Region 3 Director. I look forward to the opportunity to continue to be of service. I have been active and involved in CSDA activities. I have served on the Membership Committee & Fiscal Committee. I am currently vice chair of the Membership Committee. I am the CSDA Past President (2013). I am retired and I have the time, and the commitment required to continue to serve as a director.

I have faithfully and diligently served within my local community. I am a dedicated active board member of Mt. View Sanitary District (MVSD) and have served several times as the board president and I am the current board President. By being an active participant at the California Association of Sanitation Agencies and the CSDA, I enhance my ability to serve in a director position. I am the current MVSD representative to the Local Agency Formation Commission (LAFCO) in Contra Costa County. Contra Costa County has a local CSDA chapter, the Contra Costa Special Districts Association (CCSDA) of which I have been active participant and contributor. For CCSDA I serve as Member at Large and I am the current Newsletter Editor.

If re-elected I would continue to provide the leadership that makes CSDA a success. I will apply my experience, commitment and leadership to be effective, efficient, and responsive to special district needs.

Please consider me for the upcoming election for Director of Region 3 where I will continue to bring my experience and dedication to CSDA.

Thank you for your consideration,

Stanley R. Caldwell

Stanley R. Caldwell
Incumbent CSDA Region 3 Director
Mt. View Sanitary District Board Member

Candidate Statement

Shane McAffee – General Manager, Greater Vallejo Recreation District
smcaffee@gvrd.org 707-648-4603

I am excited about the potential of serving the Special Districts of the State of California. I have managed special districts for over 20 years and feel that I have the back ground, interest, and desire to help make a difference.

If elected I do my very best to provide the leadership that makes CSDA successful. I will apply my experience, commitment and leadership to be effective, efficient, and responsive to special district needs. Together, through continued advocacy, education, and the value-added services that CSDA provides, we can positively affect all special districts, their operations and service to constituents.
I have the Special District Administrator Certification and I have also completed the CSDA Special District Leadership Academy in Governance Foundations, Setting Direction and Community Leadership, Board's Role in Finance and Fiscal Accountability and Board's Role in Human Resources.

I am very experienced in budgeting, project management, report preparation, public speaking. I believe my dedication to Special Districts makes me an excellent choice to represent local government agencies' interests at CSDA.

KARL W. DREXEL
Management Consultant

Administrators Report 7-9-14

1. Review new revised Draft RFPs and timeline. Forwarded them to SDRMA for vetting and recommendations,

2. Correspond with Regional Water Quality Control Board regarding new Waste Discharge Permit 2014. Review and confer with Phillips on Waterboard's questions and Phillips' responses.

3. Contacted Telstar regarding SCADA repairs. Reviewed previous test results and troubleshooting with them.

4. Updated Park Financials and Measure A Work Plan for 2014-2015 for Park Advisory Committee.

5. Developed Park Budget and submitted to PAC. Made recommended revisions and submitted to Board. Made additional revisions from Board.

6. Worked on County transmittal Three and submitted to County with supporting documentation.

7. Worked with Walter on updating and linking files on website.

8. Contacted Phil Wyatt regarding irrigation guns. Continue to research different kinds.

9. Reviewed Grand Jury Reports for 2014. Work on responses to jury, updated SSMP and worked on Self Audit.

10. Work with staff of Robert Johnson, CPA regarding upcoming audit. Contacted City National regarding confirmation letters from auditor.

11. Worked on special solar project for Bill and Alvin Duskin. Collected and supplied solar documentation for their review.

12. Worked on and submitted a Special District Leadership Foundation grant application for the Special District Leadership Academy Conference in November.

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

14. In addition to regular administrative duties, attended CWEA Board of Directors meeting, attended Park Advisory Committee meeting, attended part of General Management Leadership Summit.

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

From: Karl Drexel
To: "dan_fran@att.net"
Cc: "Donna Clavaud"; "patty oku"; "Bill Bonini"; "Brian Lamoreaux"; "Sue Sims"; "Deborah Parrish"; "penham@sbcglobal.net"; "venta.leon@gmail.com"; Beth Koelker; Brian Lamoreaux; Eric Knudsen; Margaret Graham ; Walter Earle
Subject: RE: bikes
Date: Monday, June 30, 2014 10:37:00 AM

Hi Dan and Fran,
You've got a great vantage point up on the hill. The Hells Angels Motorcycle Club of Sonoma County (HAMSCO) rented the park several weeks ago to hold a Barbeque on the 28th. Because they rented the Park, as they have done every year but one since 2005, I was able to get a rental fee ($200), a cleaning and damage deposit, liability and property damage insurance, knew ahead of time so I was able to notify the Sherriff's Office they were coming, and had David check them in and keep an eye out for the Park. As always, they kept the Park intact and cleaned up after themselves. The same was true about the RIP City Riders Motorcycle Club the week before. Their function was a fundraiser for the American Cancer Society, and when I checked on them at the height of the event, there were a total of 6 people in the Park. For that event I checked out the group and talked to other venues where they have held events and there was only praise for their behavior and their demeanor. That proved out for their function in Tomales as well. They also paid a rental fee, deposit and provided insurance.

The Tomales Park is a public park and is open to anybody. For groups larger than 25, the District has developed a Rental agreement process where everybody signs an agreement and provides insurance. The rental rates vary from free (local non-profits) to $375 or more for for-profit businesses. We do not discriminate or turn down requests. If someone misbehaves, as apparently some of the motorcyclists did Saturday, then someone needs to call the Sherriff or they can call me if they misbehave in the Park and I can contact the authorities. They were notified it was happening and were ready as far as I know. Unfortunately, if no one calls them, they had no reason to come to Tomales.

The TVCSD has no control over who comes to town or where they go. If we didn't rent the Park, we would not know in advance they were coming, would not have insurance, and would have no control over whether or not they used the Park. The town of Tomales is a beautiful bucolic community and is a favorite destination for all kinds of groups. The TVCSD can only make the most out of any situation by making every effort to protect the Park.

The District and I are not unaware of the concerns of some of the residents and businesses in town. There seems there was an incident with another motorcycle group last year that we were unaware of at the time. We did not rent the Park to them, and they still came. The District has been working on looking for ways to improve the rental process, but we cannot control who comes to town and on what means of transportation.

Feel free to call me any time.

Karl

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

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

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---------- Forwarded message ----------
From: <penham@sbcglobal.net>
Date: Sun, Jun 29, 2014 at 5:17 PM
Subject: Fwd: bikes
To: Donna Clavaud <donna.clavaud@gmail.com>, Venta <venta.leon@gmail.com>

How did they get the park if it wasn't planned?

Innkeepers

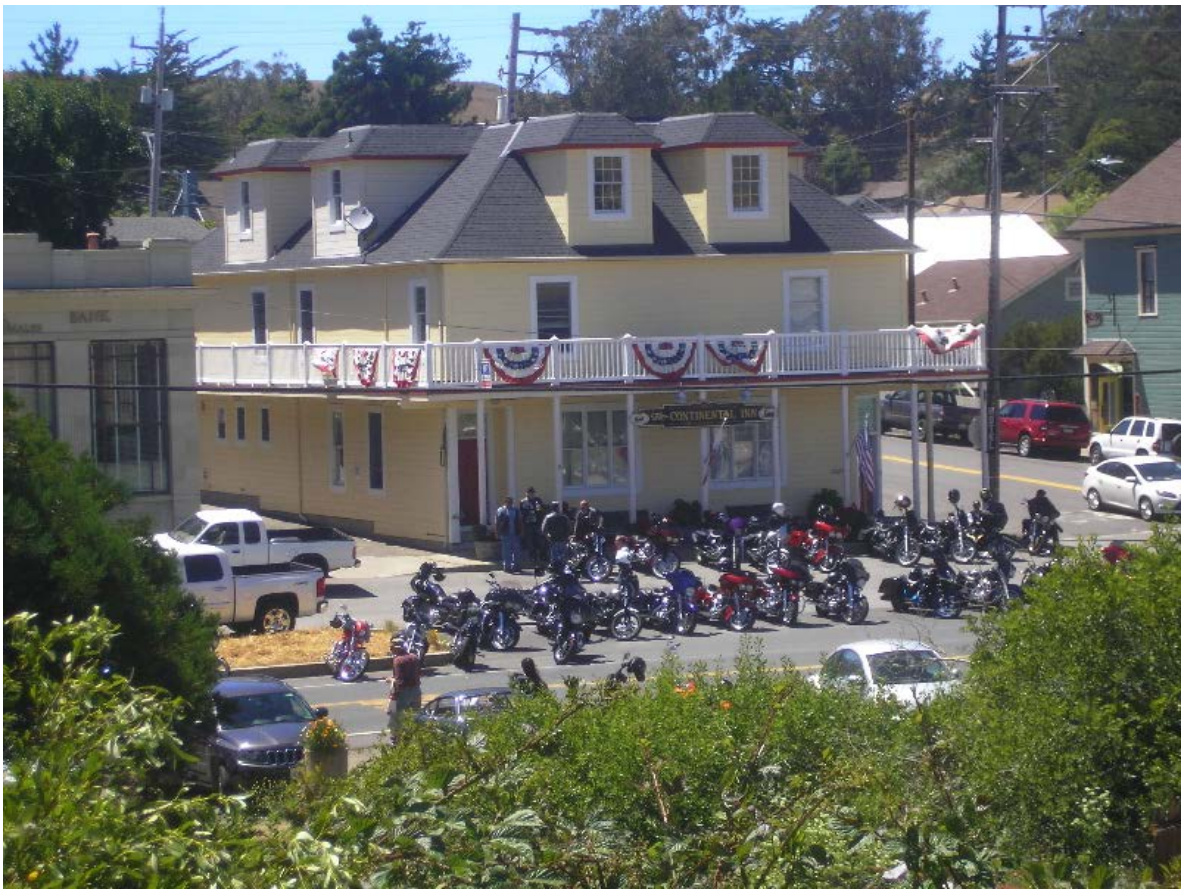
The Continental Inn
707.878.2396

Sent from my iPhone

Begin forwarded message:

From: "Hentz Francine, Erickson Dan" <dan_fran@att.net>
Date: June 29, 2014 at 4:54:30 PM PDT
To: Hammond Penny <penham@sbcglobal.net>, john Kibler <av8trsint@aol.com>, Peter Skalski Nichole <skalski32@gmail.com>, Hentz Erin <erinhentz@gmail.com>
Subject: bikes

Here's an unexpected mob in the early stages, they filled the lots, set up in park, then a few daredevils raced up and down doing multiple circle burnouts and wheelies from the church to town hall, all amidst weekend auto traffic for about 10 minutes. No one got hurt, then they all departed in a prolonged roar, then 1 sheriff, 1 Coast Guard and about 6 CHP's showed up too late to do anything but stand by their cars at the bakery and look angry. It was reported to be an unscheduled after-party for an earlier Hell's Angels ride elsewhere in Marin.
Dan



From:	bruce bramson
To:	Bill Bonini; Deborah Parrish; Sue Sims; Brian Lamoreaux; Patty Oku; Donna Clavaud; Venta Leon; Chick Petersen
Subject:	Administrative request
Date:	Tuesday, June 17, 2014 5:47:06 PM

June 17th, 2014
Correspondence to TVCSD Board members and Finance Committee:

As a resident and rate payer, I strongly recommend the immediate, without cause termination of the current administrator's contract.

In that these concerns have been with me, and expressed by me, for a long time, I have reproduced the text of my unsent email from over two years ago. May the new Board benefit from my shorter, revised recommendation.

January 11, 2012
Dear Board Members -
As both a concerned resident and rate payer, I respectfully direct these comments to the Service District Board, not its current Administrator. Further, I wish to make it quite clear that Mr. Drexel, in my opinion, answers to the Board and, as such, I have no issue with him. Surely he is accountable in his capacities as consultant, administrator and independent contractor, but it is the Board who directs and empowers him. And it is the Board to whom I look for prudence and due diligence. Given this perspective, I both request and recommend:

1. that the TVCSD Board identify and define all specific administrative services currently required by the District;
2. that the Board immediately put out to local, competitive bidding those services defined above.

In these difficult fiscal times, my intent is to more prudently allocate our small community's limited funds which are now dedicated to what I consider excessive compensation.
Thanking you in advance for your consideration.
Bruce Bramson
27055 HWY 1, Tomales CA 94971 (po 212)
(707) 338-0687
ps. As a personal clarification, my time restraints on the second Wednesday of many months preclude me from holding a Board seat.

COUNTY OF MARIN

COMMUNITY DEVELOPMENT AGENCY
PLANNING DIVISION

June 3, 2014

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

Dear Mr. Drexel,

Marin County is preparing an update to the Housing Element, a section of the General Plan guided by Housing Element law. The Regional Housing Needs Allocation (RHNA) is a key part of state housing element law (Government Code Section 65580) and allocates a minimum figure by which each local jurisdiction should plan for residential growth within a 5-7 year period. Marin County's Regional Housing Needs Allocation for the period between 2014 and 2022 is 185 residential units in the unincorporated areas, which includes 61 above moderate income, 37 moderate income, and 87 lower income units. This letter is to inform your agency that the County is preparing our Housing Element update, and to make your agency aware of the following communication requirements:

> Per Chapter 727, Statues of 2004 (SB 1087), upon completion of an amended or adopted housing element, a local government is responsible for immediately distributing a copy of the element to area water and sewer providers. In addition, water and sewer providers must grant priority for service allocations to proposed developments that include housing units affordable to lower income households. Chapter 727 was enacted to improve the effectiveness of the law in facilitating housing development for lower-income families and workers.
>
> To facilitate and expedite the notification process, updates or amendments to the housing element should be sent within a month after adoption. When submitting copies of housing elements to service providers the Department further recommends inclusion of a summary/ quantification of the local government's regional housing need allocation and any other appropriate housing information. Moreover, to effectively implement the law, local governments should consult with water and sewer providers during the development and update of the housing element, as well as sending copies of the adopted plan. This will facilitate effective coordination between local planning and water and sewer service functions to ensure adequate water and sewer capacity is available to accommodate housing needs, especially housing for lower-income households.
>
> Local public and/or private water and sewer providers must adopt written policies and procedures that grant a priority for service hook-ups to developments that help meet the community's share of the regional need for lower-income housing. In addition, the law prohibits water and sewer providers from denying, conditioning the approval, or reducing

the amount of service for an application for development that includes housing affordable to lower-income households, unless specific written findings are made.
Urban water management plans must include projected water use for single-family and multifamily housing needed for lower-income households. This law is useful in areas with limited available sewer or water hook-ups[1].

It is the intent of the County to accommodate these potential units within the land use controls as adopted in the Countywide Plan on November 7, 2007. No zoning amendments will be needed to accommodate the 185 units of new housing. Because water capacity was evaluated according to land use in the Countywide Plan update, no action from your agency is requested at this time.

Pending Housing Element certification by the California Department of Housing and Urban Development (HCD), we will communicate our final land use programs to your agency. Please feel free to contact me with any questions; at lthomas@marincounty.org or by phone at 415.473.6697.

Sincerely,

Leelee Thomas,
Principal Planner

Encl: Map of Marin County and housing element sites under consideration

[1] http://www.hcd.ca.gov/hpd/housing_element2/OR_water.php accessed on 5/28/14

POINT REYES LIGHT

Sewer districts can improve, jury says

By

Samantha Kimmey
06/26/2014

A recent civil grand jury report on Marin's sewer systems describes "unacceptable" levels of sewage spills and aging infrastructure that will likely require the replacement of hundreds of lines of pipe in the near future. The jury undertook the report, "The Scoop on Marin County Sewer Systems," because of the amount of taxpayer money—about $77 million, or half of property tax and fee revenues—that goes toward sewer services. Although the primary goal of most sewer systems is to prevent wastewater spills, there have been 688,548 gallons of sewage spilled in Marin from 2011 to 2013. Only a tiny fraction, 300 gallons in 2011, was spilled in West Marin, and that took place in Bolinas. Most of the spills—367,000 gallons—came from the Ross Valley Services District. (The district reached a $1.5 million settlement with the Regional Water Quality Control Board for earlier spills, mostly in 2010, that amounted to three million gallons.) "[M]ost districts in Marin are adjacent to bodies of water; we therefore have a greater challenge and responsibility to prevent spills and protect our environment," the jury wrote. A number of sewer district general managers told the jury that the county had older pipes than most other Bay Area counties; the San Rafael Sanitary District, for instance, has pipes that are 140 years old. Some of Bolinas's pipes, the jury said, are 100 years old, though a BCPUD operations manual says the entire system was sliplined in 1990 and all the laterals—the smaller pipes that convey wastewater from homes to the main line—were replaced. Tomales Village Community Services District's oldest pipes, on the other hand, are less than 40 years old; they've had no spills, though the agency has said that sometime in the next five to 10 years they will need to slipline the whole system. The report also said that the two sewer districts in West Marin had a few missing documents; neither the Bolinas Community Public Utility District nor the Tomales Village Community Services District, they said, had capital improvement plans as required by the State Water Resources Control Board, financial reserve polices or overflow response training manuals, though they do have response plans. It also said Tomales's Sewer System Management Plan hadn't been audited, as required by the regional water quality board. Karl Drexel, the administrator for the district, said the audit wasn't due yet; when it is, in August, it will be submitted. His district, he added, is in the process of working on a capital improvement plan. The Light was unable to reach a BCPUD representative for comment. — *Samantha Kimmey*